

**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 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:

Board Secretary