

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

**MEETING MINUTES**

Wednesday, February 3, 2021, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer (Zoom)  
Dexter Hairston, Board Secretary(Zoom)  
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)  
Debra Lehew, WAACS Dir. SpEd (Zoom)  
Elizabeth Speed, WAACS Faculty & Dir. of  
Marketing (Zoom)  
Nadine Dunn, WAACS Business & HR Admin/Brd  
Recording Secretary (Zoom)

***Excused:***

JP Hernandez, Trustee

***Guests:***

Jeff Anzovino, Auditor, Deluzio & Co. CPA  
  
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, presented the Minutes from January and asked if anyone had a comment. Hearing none, Mr. Pricener called for a motion to accept the minutes from the 1/6/2021 meeting.

*Motion made:* To accept the minutes from 1/06/2021 - Greg Jakub , 2nd: Dexter Hairston

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

***Delivery of 2019-2020 Financial Audit Report:***

Rick Fosbrink, CEO, introduced Jeff Anzovino of Deluzio & Co to present the audit report for FY 2019-20. Mr. Anzovino thanked the Board for entrusting our audit to their firm and presented the report. Mr. Anzovino stated that there was noticeable improvement from last year’s audit. He credited that to the work of Mr. Fosbrink and his staff. Mr. Anzovino reviewed several pages within the document highlighting the positive changes. Two managerial suggestions that were made to Mr. Fosbrink at the conclusion of the audit were to use any 401K forfeited funds to reduce the employer contributions and to write a policy where timely remittance of 401K contributions is outlined. Mr. Fosbrink said that both of these recommendations had already been implemented. Mr. Anzovino concluded by welcoming any questions the Board may have regarding the report.

***Board Governance:***

Rick Fosbrink, CEO, shared with the Board that the next in-service with the faculty and staff would start a conversation regarding strategic planning for the school. Mr. Fosbrink asked the Board if they would like to hold a similar retreat style meeting to discuss the Boards' view in this process. All this information will be incorporated into our Charter Renewal documentation.

**TASK:** Mr. Fosbrink will send out a survey to the members to identify a date, time, and location for the retreat.

Mr. Fosbrink presented to the Board a new program that he and Dr. D'Emidio looked at for the school. The program BoardDocs would streamline all the Board information into one portal. There, members can see all the meeting information for each board meeting. The platform would also host the Zoom meetings. BoardDocs has a public capability as well that would allow the community and parents the ability to see the meeting minutes and all current school policies. Dr. D'Emidio stated that she had used this program before and found it to be easy and a helpful way to organize the policies and documents.

Mr. Pricener called for a motion on the approval to purchase the program.

**Motion made:** To approve the purchase of Boarddocs - Gloria Rayman , 2nd: Dexter Hairston

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

Lastly, Mr. Fosbrink reminded the Board to return their disclosure forms and update their contact information with Nadine Dunn.

**TASK:** Board Members - please update your contact information and return your disclosure forms.

***School Programs & Policies:***

Dr. Betsy D'Emidio, Principal, introduced Dr. Debra Lehew the school's new Director of Special Education. Dr. Lehew spoke briefly about her background and that she is thrilled to be a member of our school.

Dr. D'Emidio informed the Board that we have partnered with AIU3 to conduct a New Teacher Induction Program at Westinghouse. We have many new teachers and this program is needed for them to transition into Instructional II level teachers. This program will also introduce a new evaluation system based on ACT 82 that will be implemented for all teachers starting next school year.

Lastly, Dr. D'Emidio stated that the Keystone testing is currently underway and in the next two weeks, we would start planning the FALL schedule for SY 21-22. Also, Dr. D'Emidio heard about another pandemic relief grant. Westinghouse would apply for this money to aid in the purchase of school items to help with educational gaps and the needs for current & future student growth.

Rick Fosbrink, CEO, shared with the Board the idea of creating a Westinghouse bus route for students outside of the 10 mile transportation radius. In looking at a similar bus route plan by Lincoln Park, we would try it for next fall. The route would have 3 eastern stops and would be about an hour ride for the students. The bus company is willing to work with us and the bus should be paid through the enrollment of 6 students. We would start using this bus route as a marketing tool and send out a direct mailing to about 5,000 households with school age children in the vicinity of the bus route. This would be the first of 4 planned bus routes to be developed in the coming years. Mr. Pricener asked for a motion.

**Motion made:** To authorize and explore the options of creating external bus routes for Westinghouse Arts - Gloria Rayman , 2nd: Greg Jakub

**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 two part-time teaching artists who did not have classes required of them this Spring.

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

Motion made: To approve the personnel report - John Hiriso; 2nd: Don Marinelli

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

**Report on Facilities:**

Rick Fosbrink, CEO, reported that all is going well and the school is almost fully repainted.

**Report on Finance and Business Services:**

Rick Fosbrink, CEO, stated that PNC granted Westinghouse Arts corporate credit cards. Mr. Fosbrink limited the access to these cards by only approving 4 cards. Mr. Fosbrink continued by saying that per our PNC Banking portal it looks as though our PPP loan balance was forgiven. He will reserve his joy for the official letter.

Mr. Fosbrink proceeded to review the finance reports that were sent out to the Board members. He summed up the presentation by stating that we had already satisfied our loan from Charter School Capital, Amber is fixing our Board Summary reports in FIS, all of our monthly bills are paid and we have 1,047,988,000 cash on hand.

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

Motion made: To approve the contracts, bills and payroll for December - Don Marinelli, 2nd: John Hisiro

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 for the month of January. She stated that January was lower than she wanted to see but feels the restart of building tours, new directed market strategies per Art Cores, and new direct mailings (including the introduction of the new bus route) will kick start the enrollment targets for the Fall. Ms. Speed continued by saying she has been working on updating the Board page of our website and would like all Board Members to send her an updated bio.

TASK: Board Members - please send Update BIOs to Ms. Speed via her email.

**Executive Session:**

Bill Pricener, Board President, stated that this concluded the public portion of the meeting and the Board would move into the Execution session to discuss personnel issues.

Mr. Pricener thanked everyone for attending. The Board went into the Executive Session and the public meeting adjourned at 7:12 pm.

**Next Meeting: March 3, 2021 at 6:00 pm**

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**Date:**

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**Board Secretary**