

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

MEETING MINUTES

Wednesday, December 1, 2021, 6:00 P.M. EDT

Present:

Bill Pricener, Board President/Treasurer
Greg Jakub, Trustee
Don Marinelli, Trustee (Zoom)
Gloria Rayman, Trustee
John Hisiro, Trustee (Zoom)
Lisa Hoffman, Trustee (Zoom)
Matt Racunas, Solicitor
Rick Fosbrink, WAACS CEO
Debra Lehew, WAACS Dir. SpEd (Zoom)
Nadine Dunn, WAACS Dir. of Engagement &
Board Recording Secretary

Excused:

Bernadette Gibson, Trustee
Dexter Hairston, Board Secretary
JP Hernandez, Trustee
Kelly Lombard, WAACS Principal
Greg Beal, WAACS Dir. of Operations

Guests:

Joe Lawrence
Westinghouse Arts Faculty & 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 guests attending in person and via Zoom. He personally greeted Westinghouse Arts Student's family member Ms. Sefcik, who he had a conversation with at the Gala. Mr. Pricener stated that the Board held an executive session on November 21, 2021 to discuss legal and contract matters.

Public Comment:

None

Guest Presentations:

None

Approval of Meeting Minutes:

Bill Pricener, Board President, stated that the minutes from the last meeting looked fine but had on typo. He then asked the other members if they had any comments. Hearing none, Mr. Pricener called for a motion to accept the minutes from the 11/3/2021 meeting.

Motion made: To accept the minutes from 11/3/2021 with corrected typo- John Hisiro; 2nd: Greg Jakub

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

Board Governance:

Rick Fosbrink, CEO, presented the Medical/FMLA Policy that was tabled at the last meeting. Matt Racunas, Solicitor, stated that he completed his review of the policy and it falls inline with other Medical/FMLA policies he has seen. Mr. Pricener asked for a motion.

Motion made: To accept the Medical/FMLA Leave policy- Gloria Rayman; 2nd: John Hisiro

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

School Programs & Policies:

In Dr. Kelly Lombard, Principal, absence, Mr. Fosbrink read the school update. The NHS Students will be working with Officer Joe of the Allegheny County Police to set up a DUI Tree in the school. Each ornament represents DUI incidents and fatalities. Their hope is that the tree will promote awareness and safe driving.

Dr. Lombard's presentation continued to update the Board regarding our switch to virtual learning prior to the Thanksgiving Holiday. All went well but Dr. Lombard will update our teachers and students on expectations during times of virtual instruction.

Dr. Lombard's presentation transitioned to looking ahead to Spring Semester and 2022-2023. Dr. Lombard and Dr. Lehw have been meeting with our school counselors. They will be launching a career education program that ties in with the Act 158 that she discussed at the last meeting. This launch in the Spring will build into the coordination and planning for next year's launch of Curriculum, Programs, and Course Catalog revisionment , Dual Enrollment with local colleges, and aligning the graduation requirements with Act 158 Pathways to Graduation.

School Personnel:

Rick Fosbrink, CEO, presented the renewal and revision documents for Westinghouse Arts retirement plan. Per our retirement brokers, M2B, we have to sign these documents every 6 years. The revisions to the document was the addition of the Hardship Distribution Clause which was required by the federal government. Also a new Trustees signature page was needed because of changing of the Board members. Mr. Pricener called for a motion to approve.

Motion made: To approve and reinstate the Westinghouse Arts Retirement Plan - Gloria Rayman; 2nd: Greg Jakub

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

Mr. Fosbrink reviewed the New hires, termination, and resignation report. We only had 2 resignations and no new hires or terminations. Mr. Pricener asked for a motion.

Motion made: To approve and accept the personnel report - Greg Jakub; 2nd: Lisa Hoffman

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

Report on Facilities:

Rick Fosbrink, CEO, presented the facilities report on behalf of Greg Beal, our Director of Operations. Mr. Fosbrink announced that the utilities at 325 Commerce building are in the process of being switched to Westinghouse Arts Academy and should be completed by the end of the week. The last utility we are waiting on is the gas company. Our Insurance company had some questions and they have been forwarded to our solicitor for review. The designs for the Cafeteria kitchen in 325 Commerce have been submitted and the equipment has been sent out for pricing. Mr. Beal's report commented that 320 Marguerite is status quo.

Report on Fundraising:

Rick Fosbrink, CEO, stated that he and Joe Lawrence had a phone call with James Kline of Westinghouse Corp. During their conversation, Mr. Kline stated that the Corporation may be interested in sponsoring the science labs in 325 Commerce and some additional sponsorship for the project in general. Mr. Fosbrink was asked to follow up with a letter, which he has already submitted.

We submitted an updated letter to the Allegheny Foundation, stating current projects and our new Board member, Lisa Hoffman, has been reaching out to Matt Groll directly.

Lastly, with the adoption of the Development Committee Job Description, Gloria Rayman volunteered to chair this committee. Her first duty as chair will be to contact fellow Board members regarding their participation in our first Annual Giving Campaign. School participates on this committee, Mr. Fosbrink and Ms. Nadine Dunn, Dir. of Engagement, have been working directly with Carter and are about to launch our first appeal mailing to Westinghouse Families and Friends.

Report on Finance and Business Services:

Bill Pricener, Board President, stated that at the last meeting the lease for 325 Commerce was discussed but was not ratified. Mr. Pricener called for a ratification vote.

Motion made: To ratify the lease on 325 Commerce - Don Marinelli; 2nd: Greg Jakub / John Hisiro

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

Rick Fosbrink, CEO, reviewed the financial reports provided to the members. He explained a swing in numbers from last month to this month. The swing was due to audit corrections, payments crossing in the mail, and an error that needed to be corrected in our financial tracking system (FIS). Mr. Fosbrink said that the reports for the next meeting should reflect a swing back up.

Mr. Fosbrink stated that the draft audit was included in the packet to be reviewed for this meeting. Overall the audit was good and no negative comments were added. The final audit should be ready for the January meeting and will be presented by Deluzio & Company.

Next, Mr. Fosbrink presented the reports for the November Contracts, Bills, and Payroll. Again, Mr. Fosbrink pointed out the error that was fixed in our FIS. Mr. Pricener asked for a motion to ratify.

Motion made: To ratified the contracts, bills and payroll for November - Gloria Rayman; 2nd: Lisa Hoffman

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

Lastly, Mr. Fosbrink updated the Board on the Bond Financing. He stated that we were approved by the County, however, our Bond attorneys advised us to wait for the April window to perfect our case.

Report on Marketing and Enrollment:

Rick Fosbrink, CEO, presented an overview of recent events and the estimated total success of the Gala. Mr. Pricener and Ms. Hoffman both commented on the student show. Looking forward to upcoming events and marketing pushes: December - February will focus on new student enrollment for the 22-23 school year, overhaul of the school website and continuing the streamlining of the enrollment process. Our goal for next year is 125 additional students bringing our student body to 425. In this last month, our Director of Admissions and PR has had 13 tours, 4 new enrollment for the current year, and 10 have already been accepted for next year. She has also received contact inquiries of 27 new prospective students.

Executive Session:

Mr. Pricener thanked everyone for attending and stated that the Board Members will now go into the Executive Session to discuss personnel matters. He asked for a motion to adjourn.

Motion made: To adjourn the public meeting and enter into Executive Session - Gloria Rayman

The Board went into the Executive Session and the public meeting adjourned at 6:36 pm.

Next Meeting: January 5, 2022 at 6:00 pm

Date:

12/30/21


Board Secretary