

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

**MEETING MINUTES**

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

**Present:**

Bill Pricener, Board President/Treasurer  
Dexter Hairston, Board Secretary (Zoom)  
Greg Jakub, Trustee  
Don Marinelli, Trustee (Zoom)  
Bernadette Gibson, Trustee  
Gloria Rayman, Trustee  
John Hisiro, Trustee (Zoom)  
Matt Racunas, Solicitor (zoom)  
Rick Fosbrink, WAACS CEO  
Kelly Lombard, WAACS Principal  
Debra Lehew, WAACS Dir. SpEd (Zoom)  
Nadine Dunn, WAACS Dir, of Engagement &  
Board Recording Secretary

**Excused:**

JP Hernandez, Trustee

**Guests:**

Joe & Heidi Lawrence  
Westinghouse Arts Faculty & Parents attending via Zoom

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The Meeting of the Board of Trustees began at 6:04 p.m.

**Roll Call of Board Members:**

Bill Pricener, Board President, welcomed all guests attending in person and via Zoom.

**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 asked the other members if they had any comment. Hearing none, Mr. Pricener called for a motion to accept the minutes from the 10/6/2021 meeting.

Motion made: To accept the minutes from 10/6/2021 - John Hisiro; 2nd: Greg Jakub

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

**Board Governance:**

Rick Fosbrink, CEO, presented the resume of a potential Board Member, Lisa Hoffman. Mr. Fosbrink stated that Mr. Pricener and Nadine Dunn met with Ms. Hoffman and gave her a tour of the school. Ms. Hoffman has past Board experience with Stage Right and is in commercial real estate. Mr. Pricener expressed that at the end of the meeting, Ms. Hoffman stated she was very impressed with the school and would be interested in joining the Westinghouse Arts Board. Mr. Pricener requested a motion to elect Lisa Hoffman as a new Board Member.

Motion made: To elect Lisa Hoffman as a new member of the Westinghouse Arts Academy Board- Gloria Rayman; 2nd: Bernadette Gibson

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

Rick Fosbrink, CEO, presented two new policies for the Board to review and approve. Both policies have been sent to our solicitor for review. The first policy was the Westinghouse Arts Medical/FMLA policy. Mr. Racunas asked if we could table the vote till the next meeting pending further legal review of the document. The Board Members agreed. Mr. Fosbrink then presented the next policy for review and approval, a confidentiality agreement that was reviewed and approved by our solicitor. Mr. Fosbrink stated that in the past there had been some information leaked before a public announcement was made. To ensure that staff with access to privileged information keeps matters confidential, this agreement was created for all staff, who have access to such sensitive student or school information, to sign. Upon quick review, Mr. Pricener called for a motion.

Motion made: To accept the confidentiality agreement policy- Greg Jakub; 2nd: Dexter Hairston

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

### ***School Programs & Policies:***

Dr. Kelly Lombard, Principal, spoke regarding Act 35 and the need for Civic skills to be taught in schools. She is working with the teacher of our Senior Seminar to implement these requirements in their class. The teacher would like to put these concepts into practice, through the development of a student government, which would be the best way to demonstrate these concepts.

Dr. Lombard continued by presenting future plans of student inclusion in school policy by obtaining their input regarding dress code and creation of new activity clubs. With this new conversation between administration and students, Dr. Lombard hopes to get everyone involved through the creation of a Freshman seminar class to help with highschool transitions, furthering our Character educations and technology training in this curriculum.

Dr. Lombard introduced Dr. Deb Lehew, Director of Special Education and Student Services. Dr. Lehew is the facilitator of our PBIS plan. Dr. Lehew has been working with a core team of teachers to implement these behavioral policies and establish reinforcement of positive behaviors.

Dr. Lombard concluded by informing the Board that she had started curriculum work and teacher effectiveness training with our faculty at the last in-service day. She concluded by sharing information regarding the successful spooky homecoming dance and community outreach event, Haunted Hallways.

### ***School Personnel:***

Rick Fosbrink, CEO, reviewed the personnel report with the Board. Among the four additions was another Building Sub and School Counselor. Because of the student population we keep moving the building subs to teaching positions and the new Counselor will help with student caseload. In this time of Covid, school counseling has become a more important part of school activity.

Motion made: To approve the personnel report - Gloria Rayman; 2nd: Don Marinelli

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

### ***Report on Facilities:***

Rick Fosbrink, CEO, stated that he met with our contractor to discuss future updating of the 2nd and 3rd floors in the building. He is waiting for the formal estimate but it is looking like 1.5 million per floor. As far as the current building is concerned, just normal maintenance items.

### ***Report on Fundraising:***

Rick Fosbrink, CEO, informed the Board that the 2nd Annual Gala was sold out and the internal committee organizing the event was meeting to discuss adding additional space to accommodate more guests. As with last year, there will be an art core basket raffle and a student /faculty silent art auction.

### ***Report on Finance and Business Services:***

Mr. Fosbrink updated the Board on the discussions with Carter and the upcoming fundraising campaigns. He presented two fundraising policies that Westinghouse Arts has never had, the creation of a Development Committee job description and a Gift Acceptance policy.

Mr. Fosbrink briefly reviewed the Development Committee job description which creates a committee made up of two to three Board members working with Mr. Fosbrink and the school's Director of Engagement to engage members of the Board and Community at large in philanthropic connections to the school. Ms. Rayman has already stated that she would like to participate on this committee should it be adopted. Next, Mr. Fosbrink summarized the Gift Acceptance policy. The policy states what we will and will not accept as in kind and monetary gifts made to the school. Mr. Pricener called for a motion.

**Motion made:** To approve and accept the job description of a Development Committee and the Gift Acceptance policy - Gloria Rayman; 2nd: Greg Jakub

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

Rick Fosbrink, CEO, quickly reviewed the financial reports provided to the members. He stated that we are managing the finances well. As usual this time of year, Mr. Fosbrink referred to districts that owe us money and pointed out which school districts we will have to submit to PDE for payment. Lastly, Mr. Fosbrink presented the October bills and payroll to be reviewed and ratified. One item of note was a check written to Charter School Capital. The amount was what Woodland HS owed us and it was supposed to go to Charter School Capital. However, it was accidentally deposited in our account and we just needed to forward the payment. Mr. Pricener asked for a motion to ratify.

**Motion made:** To ratify the contracts, bills and payroll for October - Gloria Rayman; 2nd: Don Marinelli/Bernadette Gibson

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

Lastly, Mr. Fosbrink quickly updated the Board on the Bond Financing. He has been attending weekly, sometimes daily, phone meetings. Our Title, Survey, and Environmental reports have all been completed and everything looks like it is on its way to close by the end of the year. The Bond initiative will encompass Westinghouse Arts assuming the sales agreement with Charter School Capital and the aforementioned renovations of the 2nd and 3rd floors.

### ***Report on Marketing and Enrollment:***

Rick Fosbrink, CEO, said Susan Maskarinec, our Marketing Specialist and Director of Admissions, has been able to do one-on-one tours again. She finds these to be most beneficial and anyone who takes a tour, will complete the enrollment process. She already has 50 kids in the pipeline for SY 22-23. This will replace the 55 seniors we will lose at graduation. To date, Ms. Maskarinec has enrolled 4 new students for the current school year in October and made 46 new contacts also in the month of October.

In addition, Mr. Pricener announced that Amanda Bateman, Westinghouse Arts faculty, and her National Honor Society club members will be obtaining service hours at YMCA Camp Kon-O-Kwee Spencer. He and Bernadette Gibson will be traveling to the camp to meet the students and see their work.