

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

**MEETING MINUTES**

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

***Present:***

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

***Excused:***

Dexter Hairston, Board Secretary  
JP Hernandez, Trustee  
John Hisiro, Trustee (Zoom)

***Guests:***

Westinghouse Arts Faculty, Staff and Parents  
attending via Zoom

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The Meeting of the Board of Trustees began at 6:08 p.m.

***Roll Call of Board Members:***

Bill Pricener, Board President, welcomed all guests, parents, community, faculty and staff attending via Zoom.

***Public Comment:***

None

***Guest Presentations:***

None

***Approval of Meeting Minutes:***

Bill Pricener, Board President, stated that the minutes from the last meeting contained an error in the first item. He then asked if anyone had additional corrections or comments to the August minutes. Mr. Pricener called for a motion to accept the minutes, with corrections, from the 8/4/2021 meeting.

Motion made: To accept the corrected minutes from 8/4/2021 - Greg Jakub; 2nd: Dr. Marinelli

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

***Board Governance:***

Rick Fosbrink, CEO, reminded the Board that he would be attending the PA Coalition of Charter School Conference being held in October. He extended the invitation to the other Board Members again.

***School Programs & Policies:***

Rick Fosbrink, CEO, stated that we completed our first week of school year 21-22 and were half way through the second week. Mr. Fosbrink has heard from several students that surprisingly they like the schedule change to 9 periods. He had also fielded some phone calls from parents regarding this schedule change, and once explained the thought process behind it, the parents agreed that it made sense. The school halls and dining commons are now bustling with the vices of roughly 320 students. The growth of our student population has caused us to hire more staff, especially in the cafeteria area.

Dr. Debra Lehew, Dir. of Special Education & Student Services, continued with the school update by informing the Board of the in-service trainings that were held just prior to the first day of school. Dr. Lehew stated that

the teachers, both returning and new, enjoyed learning about our new PBS discipline program and education effectiveness program. Dr. Lehw spoke about the full house in our auditorium for new student orientation and overall how we all worked together to welcome our students back into the building. Lastly, DR. Lehw informed the Board that our Special Education department had passed both the State and Federal reviews.

***School Personnel:***

Rick Fosbrink, CEO, mentioned to the Board that some organizations were starting to require their staff to be vaccinated. Our solicitor, Matt Racunas, asked if we could table this discussion for now because he would like to discuss the matter prior to opening the discussion with the Board.

Mr. Fosbrink then moved onto the next topic, the list of personnel changes. There were five new hires, three employees who resigned, including our Principal Dr. Betsy D'Emidio, and two employees on medical leave. Mr. Pricener called for a motion to approve the personnel report.

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

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

***Report on Facilities:***

Rick Fosbrink, CEO, was happy to report that all the summer remodeling projects had been completed. With only a few hiccups and slightly over the budget. Mr. Fosbrink quipped that's what happens when you start opening up walls in old buildings.

***Report on Fundraising:***

Rick Fosbrink, CEO, informed the Board that he had met with and was supplied a contract from Carter Fundraising to help us start the work to raise the money for the Theater redesign project. He continued to say that Carter Fundraising would help us create a plan for an Annual Fund Campaign, build a case for support, and help identify those that would likely contribute to our Theater project. Mr. Fosbrink stated that this would be 5 months of work and that he understood that the cost of \$34,000 for development was an unbudgeted expense. When asked, the Board agreed that the contract was fine and the work was needed to get the project off the ground. Bill Pricener, Board President, asked for a motion to approve and accept the contract with Carter Fundraising.

Motion made: To approve and accept the contract with Carter Fundraising - Gloria Rayman; 2nd: Bernadette Gibson

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

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

Rick Fosbrink, CEO, reviewed the financial reports with the members. As of July 30, 2021 the unassigned fund balance is \$876,533 and the net income for the fiscal year is \$226,711. He stated that the September billing to the school districts had just gone out. This bill contained the billing for July, August, and September because the schools do not bill each other during the summer. The receivable total for September is \$1,221,075. As with each year, Mr. Fosbrink will meet with EA to negotiate the bill between our two schools.

Mr. Fosbrink presented to the Board the proposed lease for the "new space". To sum up the document, Mr. Fosbrink stated that it mirrored the lease WAA had with the landlord and described the lease payment structure. As before, the landlord would be responsible for all renovations and have already started working with architects and bidding with contractors. The bottom line would be a small risk for the amount of space and the ability to take on another 500 students. Bill Pricener, Board President, called for a motion.

Motion made: To approve the proposed lease for the "new space" - Greg Jakub; 2nd: Bernadette Gibson

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

Next, Mr. Fosbrink presented the Board with a contract for a new kitchen design and equipment procurement for the "new space". Members quipped that the ink isn't dry on the proposed lease, but Mr. Fosbrink stated that with supply chain issues, having this agreement approved and signed would give the kitchen design company the lead time it needed to order and obtain the equipment. Mr. Fosbrink said that some of the current kitchen equipment may be retained for a future test / project kitchen on the 3rd floor of the building, however, new equipment will be needed for the new cafeteria design. Again, Mr. Pricener asked for a motion.

Motion made: To approve the kitchen package contract should the proposed lease for the "new space" be signed - Don Marinelli; 2nd: Greg Jakub

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

Mr. Fosbrink presented the contracts, bills, and payroll reports for the month of August. He reviewed the list stating that there was nothing out of the ordinary. Mr. Pricener called for a motion to approve.

Motion made: To approve the contracts, bills and payroll for August - Gloria Rayman; 2nd: Bernadette Gibson

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

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

Rick Fosbrink provided the report showing that as of the time of the meeting we had 313 students in our student system. A few students still had some outstanding paperwork. Once the paperwork is collected, our student body should be 320. Looking at last year this time we had a total of 247 students. When asked what is driving this increase, Mr. Fosbrink stated that our marketing is doing better with direct mailings and the social media marketing of our Broadway Take Over camp has increased word of mouth. Also credit is due to our Director of Admissions, Susan Maskarneic, for her job in following up with potential students and their families.

***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 and the public portion of the meeting has concluded. Mr. Pricener called for an adjournment motion.

Motion made: To adjourn the public meeting and enter into the Executive Session - Greg Jakub

The Board went into the Executive Session and the public meeting adjourned at 6:47 pm.

***Next Meeting: October 6, 2021 at 6:00 pm***

12/30/21  
Date: \_\_\_\_\_

  
Board Secretary