

# **October 4th & 10th, 2023 Board Meeting Minutes**

**WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL**  
**BOARD OF DIRECTORS**  
**Meeting Minutes**

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**Tuesday, October 10, 2023 6:30 P.M. EDT**

<https://westinghousearts-org.zoom.us/j/4985722966> BoardMeeting

Meeting ID: 829 0442 0112

Passcode: 413522

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***Present via Zoom:***

Mr. William Pricener - Board President and Treasurer  
Ms. Bernadette Gibson - Chair of Education Committee  
Ms. Gloria Rayman - Chair of Development Committee  
Mr. Greg Jakub - Chair of Nominating Committee  
Mr. Dexter Hariston - Board Secretary  
Dr. Donald Marinelli - Board Member  
Dr. John Hisiro - Board Member  
Dr. Kelly Lombard - WAA School Principal  
Mr Gregory Beal - WAA Director of Operations

Dr. Debra Lehew - WAA Director of Special Education  
Ms. Anna Very - WAA Dean of Students

***Excused:***

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty attending via Zoom  
Westinghouse Arts Parents attending via Zoom

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**The Meeting of the Board of Directors began at 6:35pm.**

**1. Statement by Board President - Mr. William Pricener**

***Mr. Pricener read his written statement, included here:***

Good Evening Everyone.

No one has signed up for Public Comment at this Special Meeting of the Westinghouse Arts Academy Board of Trustees. This will be a very short meeting which will formalize, in this public setting, the start of restructuring.

The Board of Trustees met yesterday, October 9, at 6:00 PM in Executive Session to discuss our options moving forward.

This Board makes the following statement: Due to recent unexpected financial difficulties, this Board has made the unanimous decision to eliminate the position of Chief Executive Officer of the school. The Board Personnel Committee, in conjunction with the Finance Committee will review all positions, aside from Instructional and Support personnel, to see what efficiencies and cost savings can be realized.

The Board appointed Administrators, Mr. Gregory Beal and Dr. Kelly Lombard will continue to function as agents of this Board until further notice. They have been given the authority by this Board, to conduct all matters of business on behalf of the school.

Can I have a motion to eliminate the position of Chief Executive Officer?

<b>MOTION: To eliminate the position of Chief Executive Officer</b>	
<b>1st: Dr. John Hisiro</b>	<b>2nd: Dr. Donald Marinelli</b>

YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried
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*Mr. Pricener continued to read his written statement, included here:*

Thank you all for attending this meeting this evening. I'd like to offer a few brief thoughts before we adjourn.

This is an important and exciting time for the WAA. As you can see, the Board is in the process of reviewing and revising the school's organizational structure. The intent is to make improvements in the School's administration structure in order to maximize financial resources to our students as well as enhance their educational and artistic opportunities.

This Board is committed to providing our teachers and students with the tools that will allow them to make the most of their opportunities here at WAA.

(Everyone needs to know that our Board Members have been reaching out to organizations, businesses and individuals for donations that will allow us to purchase the much needed supplies that our teachers need in order to provide the learning experience that is expected by our families. By the end of next week we should have a minimum of \$5,000 committed for this purpose. At this point in time we have raised \$3,000).

An equally important series of improvements will also be focused upon providing clear and prompt communication to our parents and students. We know that open, prompt, and clear communication is a critical piece to the success of this School.

In closing, this Board looks forward to a bright future as we remain committed to making WAA one of the premier learning institutions in this region.

*Mr. Pricener also made mention that one management position at TCV Arts has been eliminated.*

### **3. Adjournment**

*Mr. Greg Jakub motioned to adjourn.*

*The meeting is adjourned at 6:40pm.*

### **Upcoming Events:**

**Monthly Board Meeting – November 1, 2023 @ 6:30pm \*\*\* Note new time\*\*\***

10/30/23

Date

Dexter Navarion

Board Secretary

**WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL**  
**BOARD OF DIRECTORS**  
**Meeting Minutes**

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**Present:**

Mr. William Pricener - Board President and Treasurer  
Ms. Bernadette Gibson - Chair of Education Committee (Zoom)  
Ms. Gloria Rayman - Chair of Development Committee (Zoom)  
Mr. Greg Jakub - Chair of Nominating Committee  
Mr. Dexter Hariston - Board Secretary (Zoom)  
Dr. John Hisiro - Board Member (Zoom, late arrival)  
Dr. Kelly Lombard - WAA School Principal  
Mr Gregory Beal - WAA Director of Operations  
Dr. Debra Lehew - WAA Director of Special Education

Ms. Anna Very - WAA Dean of Students

**Excused:**

Dr. Donald Marinelli - Board Member

**Presentation:**

**Guests:**

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty attending via Zoom  
Westinghouse Arts Parents attending via Zoom

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*The Meeting of the Board of Directors began at 6:03pm.*

**Roll Call of Board Members:**

*Mr. William Pricener welcomed all attending the meeting via Zoom and in person.*

**Public Comment**

*Ms. Gloria Rayman read an email communication aloud from WAA parent Ms. Colleen Kimberlin to select board members.*

**\*\*See Attached Document 1.\*\***

**WP** - I agree with Gloria that there are important topics that are worth addressing. We are very concerned and are taking it seriously. The board is 100% dedicated to making this the best arts school in the tri-state area. We're not sitting on our hands with this.

**Statement by Board President - Mr. William Pricener**

- Because of the last board meeting public comment, we have spent more time in this school than we have in the last couple of years.
- 2 meetings with a few faculty and staff who requested to meet.
- We have tremendous faculty and staff.
- Heard every word from them.
- I Don't make promises to anyone, but I've made a commitment to keep everyone informed as much as I can.

**GJ** - Spending a lot of time here, involved with students, faculty, and attended safety training meeting.

**WP** - We are 100% dedicated to this school thriving.

**Approval of September Meeting Minutes:**

**WP** - Ms. Janicki's comments were not included. Did you receive a copy of the budget?

**Ms. Danielle Janicki, parent and FTO member** - I've received nothing. Will send a copy of my statement for the minutes.

**WP** - We have to let everyone know as much as we know. Everything we are legally allowed to talk about, we will talk about.

**September Board Minutes Inconsistencies:**

- Omission of D. Janicki's public comment
- Typo bottom of 2nd page - "Brink" to "Brick"
- Janicki is missing a "c"

**\*\*See Attached Document 2.\*\***

<b>MOTION: To approve and accept the minutes from the September meeting with the above noted changes</b>			
<b>1st: Greg Jakub</b>		<b>2nd: Gloria Rayman</b>	
<b>YEA: All</b>	<b>NAY: 0</b>	<b>ABSTAINING: 0</b>	<b>MOTION: Carried</b>

**Board Committee Reports**

**Nominating – Mayor Gregory Jakub – No current report**

**Development – Ms. Gloria Rayman – No current report**

**Education – Ms. Bernadette Gibson – No current report**

**Finance – Mr. William Pricener**

- After last board meeting, finance committee was established
- Greg Jakob, Gloria Rayman, William Pricener, and two outside consultants Gary Regan, Dennis Pitman
- Met on Sept. 20, GR not able to attend due to other commitments.
- Met all day. Started the process of looking at the financials to find efficiencies.

**Academics/Instruction Report from the Principal - Dr. Kelly Lombard**

- Launched into monthly department meetings
- September Inservice - departments completed SWOT Analysis and compiling a list of immediate needs and upcoming needs
- October Inservice - Point Park University collaboration will begin, we will be going to Point Park
- Homecoming - Oct. 20, 6-9 pm, coordinated by Alex Boyd, et al
- Spirit Week
- National Art Honor Society Mural
- Ticket Sales and Court Nominations
- PSAT/NMSQT administration on October 11 - 9 and 12 asynchronous, 10 and 11 taking test
- Scholarship opportunities by taking the test, indicator of how well they will perform in SATs

- Developing and outlining student assistance fund with Dr. Lehew and Mr. Pricener
- Becky Flaherty has reached out to get a more robust food pantry setup with a local food bank

**WP** - very excited about these endeavors to provide for our more needy students - what do students need?

**KL** -

- Reaching out to donor connections.
- Looking at exploring and expanding "club day" - 1 day a month to explore interests and hobbies, the idea of this club day is student-led service activities, to make opportunities for students who can't stay after school.
- Several teachers have expressed interest in leading these clubs
- 2 more proposals for additional clubs coming
- Dr. Lehew and Dr. Lombard are pursuing Nita M. Lowey 21st Century Community Learning Centers Grant to create an after school/summer program that can be sustained for 5 years with the support of the grant. This is a way to support the goal of making this school as great as it could be.

**WP** - if we receive the moneys in 23-24, and we have money left over into the following year, can we still use it?

**KL** - Clarified that it is a 5-year grant

- In the spirit of growing our school, this would be a great program to at least apply for or design our own programming after this model.
- Drs. Lehew and Lombard both enjoy writing grants

#### **Administrative Report - Board appointed administrators – Mr. Gregory Beal and Dr. Kelly Lombard**

**Mr. Gregory Beal**

- We've gone slightly out of order.
- Kelly and I have been working very closely with the board to make improvements

**WP** - I appreciate how responsive everyone has been throughout this process.

#### **Academics/Instruction Report from the Director of Special Education – Dr. Debra Lehew**

- PBIS - was started in the field of Special Ed, some of the grants come from state and federal ed programs

**Mr. Pricener** asked for clarification on the meaning of PBIS.

**DL** - Positive Behavior Interventions and Supports

- Drawings happening for students and staff - response is great to see on Fridays
- Have incorporated student of the week to be posted in the hallway.
- Staff shout outs continue and their responses are also positive
- Some of the grade's feather boxes are almost full
- Larger population of special education this year - 66 IEPs and 47 504 agreements out of 351 students
- We are getting students from all 42 districts, every one is very individualized
- Revisions sometimes needed for their art programs when they arrive
- Student Services - the 3 counselors and Shirley all work tremendously together

**WP** - after quick calculation

18.81% - student population with IEP

13.39% - student population with 504 Plans

32.2% - student population with accommodation plans

**GB** - We just hired a special education teacher. That teacher and Dr. Lehew are providing these services.

**DL** - Regular education teachers are ultimately implementing these plans as well.

### Student Discipline Report from Dean of Students - Ms. Anna Very

*Miss Anna Very read her prepared statement.*

**\*\*See Attached Document 3.\*\***

**GJ** - How many incidents have these suspensions warranted?

**AV** - I would have to double check, but I believe it was 3 incidents for ISS, 6 incidents for OSS with longer amounts of time accrued. This is why there are a larger number of days tied to the OSS.

### Parent/Family/Community Outreach Report from the FTO

**Ms. Danielle Janicki**

- We were to have a meeting on Monday, postponed by one week
- No updates as of now
- Next meeting we will have an update
- Holding elections for president at that meeting as well

### Cafeteria/Food Service, Buildings and Grounds, Security and Safety Report from the Director of Operations – Mr. Gregory Beal

- Cafe/Food - Kathy Parelo and staff are diligently working to provide lunch every day

*Mr. Pricener acknowledged the teamwork in the food service staff*

**GB** -

- Filling one more position - porter position, interviewed today 10/4
- Buildings and Grounds - constantly needed updates, we try to keep up

**GJ** - As the students were walking by, WP asked students if they fit in the cafeteria, students said no. We need to reevaluate spaces, particularly in the castle. Consider me helping to work on that.

*Mr. Beal read the Safety Report from Chief Gary Farrell.*

**\*\*See Attached Document 4.\*\***

*Dr. Lombard and Mr. Beal discussed Fire Drills and continued safety meetings to increase preparedness and procedures.*

*Dr. John Hisiro attempting to join Zoom meeting at this time.*

### Personnel Report from the Director of Operations – Mr. Gregory Beal

- 1 New Hire - Special Education teacher, Kimberly Kunkle
- 1 Resignation - English teacher, leaving for better opportunity, Justin Calderone

<b>MOTION: To approve and accept personnel adjustments</b>			
<b>1st: Dexter Hairston</b>		<b>2nd: Bernadette Gibson</b>	
<b>YEA: All</b>	<b>NAY: 0</b>	<b>ABSTAINING: 0</b>	<b>MOTION: Carried</b>



**WP** - We're going to change how we ratify new hires and resignations in the future.

**Finance Report from the Director of Operations – Mr. Gregory Beal**

**Monthly financial report, ratification of contracts, bills, and payroll for September**

*Report review completed for:*

**Preliminary General Fund Balance Sheet through August 31st clarification**

**Preliminary Profit and Loss**

**Condensed Board Summary Report**

**WP**

- Financial committee has seen issues in how we put these reports together
- There's no way on this earth that we have a fund balance like this
- We need to know where all these moneys or figures come from - To me, that is not an accurate number
- This is what we really need to get a handle on, why these don't appear to be accurate to me, a non-auditor or non-accountant
- We will vote on these documents even though we don't believe these numbers to be accurate.

**GJ** - I am in total agreement to do a deeper dive on the numbers.

<b>MOTION: To retroactively approve and accept the Bills, Contracts and Payroll for September knowing that there are possible errors.</b>			
<b>1st: Gloria Rayman</b>		<b>2nd: Greg Jakub</b>	
<b>YEA: All</b>	<b>NAY: 0</b>	<b>ABSTAINING: 0</b>	<b>MOTION: Carried</b>

**Student Activities – No current report**

**Fundraising Report from the Director of Engagement – Ms. Nadine Dunn**

**Dr. Debra Lehew** read from Ms. Nadine Dunn's prepared report.

- Highlighting - so far as of Sept. 27th, 11 gifts have been given for the school year
- 13 in-kind donations for materials
- The Annual campaign is getting ready to kick off with the board letters
- Christina Branch and Mya Ras work in conjunction for both of those endeavors

**KL** - Art teacher Emily Newman secured \$2000 for studio arts supplies

**DL** -

- Additionally, there was a recent student opportunity - Christina Branch, Pittsburgh Public Theatre (PPT), and outside sources coordinated a visit from Matthew Whitaker, music director for *Billy Strayhorn: Something to Live For*
- Student response was stellar
- Nick Lenz and Alex Boyd coordinated with PPT to bring a group of students to the show as well
- PPT and Matthew Whitaker loved being here at Westinghouse Arts Academy

**WP** - In talking with faculty, I asked them to put together a list of essentials to teach in a perfect world



This is the kind of thing that we as a board need to see, if we don't currently have everything that our students need, we need to find a way to get it.

**Marketing and Enrollment Report from Director of Engagement - Ms. Nadine Dunn**

**Dr. Debra Lehw** read from Ms. Nadine Dunn's prepared report.

- Ms. Dunn and Ms. Maskarinec provided information regarding the level of recruitment throughout last year into the summer
- 147 new students recruited - larger number than in previous years
- On the flip side, we're down from 363 to 351
- I'm one of the people who reach out for student withdrawals - 1. Not what I expected 2. I just want to be with my friends in my district

**Dr. Lehw** shared a specific story of a student who had recently withdrawn.

**WP** - Can we use this to restructure our processes?

**DL** -

- Having them not only meet the art teacher during the interview process, mentor-student in that core area who makes connections in those first few days.
- Student onboarding meeting occurred to revamp the student onboarding process about two weeks ago.

**GB** - Kelly and I have clearly identified areas of opportunity where we can try something new. We have really tried to analyze what we need to do to create processes for elements of control.

**GJ** - I commend the administrative staff. It takes a lot to admit there are problems.

That's the kind of stuff we want. In the long run, not only will things be brighter here, we'll have a breath of fresh air and things will move forward.

**WP** - We as a board need to be more visible.

**GB** - We are ok saying "We tried this, it didn't work. What's plan B, what's plan C". Kelly and I have found that cooperation and collaboration are vital to what we do here all day.

**Dr. John Hisiro** has joined the meeting at this time.

**Board Policy – No new policies to update.**

**Additional Items**

**WP** - Recommendation has been made to move the time that board meetings start from 6pm to 6:30pm.

<b>MOTION: To change the start time of board meetings from 6pm to 6:30pm</b>			
<b>1st: Gloria Rayman</b>		<b>2nd: John Hisiro</b>	
<b>YEA: All</b>	<b>NAY: 0</b>	<b>ABSTAINING: 0</b>	<b>MOTION: Carried</b>

**WP** - We will publicly announce changes in multiple locations.

## **Executive Session**

*Executive Session Began at 7:08pm. Members of the public who were attending via Zoom were moved to a waiting room.*

## **Adjournment**

*Mr. Pricener brought the public out of the Zoom waiting room and into the main room.*

**WP** - Thank you all for your patience. We all have discussed some personnel issues. There have not been any final decisions made. The only thing we care about is the success of this school.

*Ms. Rayman motioned to adjourn.*

*The meeting is adjourned at 8:28pm.*

**The Next Meeting: November 1st at 6:30pm.**

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## **Attached Document 1**

### **Email from Ms. Colleen Kimberlin to Members of the Board**

Mr. Pricener, Ms. Rayman and Mr. Marinell,

I am addressing this to the three of you as you are still the only members of the WAA Board of Trustees for whom I was able to obtain emails (from another family). As I will be at an event, I am unable to speak to at tonight's meeting (although I will step out to observe); in lieu of that, I am submitting my comments in writing to you, as follow up to last month's meeting as well as to expand on my concerns and address new ones that have come to my attention. I am extremely concerned about the stability of this school and the impact that its closing would have on my child.

First off, thank you for rectifying the Sunshine law issues regarding the posting of meeting notifications, agendas and meeting minutes. Second, there are errors in the meeting minutes from September, most notably the absence of any of Danielle Janicki's comments at that meeting. Additionally, in the comments on my section, do not accurately reflect my comments (I am happy to share my written version) or some of the responses I received.

For my comments tonight, I am going to list my concerns/requests:

1. Pursuant to my request from the previous meeting, what **action** is the board taking to provide a full-time vocal instructor for the vocal students. Even culinary, with only four students, has a full-time teacher.
2. It is very disconcerting that a non-profit organization with obscured ties to our school (TCVA) lists assets of \$34M while our school cannot to adequately support our staff, students and their needs. Under the Sunshine Law, I am requesting the following information:
  1. WAA budget for the 2022-23 and 2023-24 school years
  2. Documentation on the relationship between WAA and TCVA, including, but not limited to,

the nature of the partnership between the two entities

the financial agreements and funding between the two entities

ownership of the castle

current 990s for both organizations

3. The level of nepotism at WAA and between WAA and TCVA, is extremely concerning, including, but not limited to:

- a. The large number of WAA personnel that have close personal relationships with Mr. Fosbrink, including the director of HR, which I have heard is resulting in teachers feeling like they cannot advocate for themselves or their students
- b. The crossover in WAA employees and TCVA employees/board members

4. It is also extremely disconcerting that:

1. one person has the power to make so many unilateral decisions without any checks or balances
2. that the school has no controller or financial team
3. the school budget was done without the input of the principal, director of student services or any the teachers
4. all "extracurricular" activities have been put up for "bid", meaning that teachers who have been running these programs for years now have to apply to run them this year. Programs like Tri-M cannot start meeting because teachers are awaiting a decision on whether they own that activity or not
5. culinary was permitted to become a major when there are only four students (isn't the policy a minimum of five i. I am aware of at least five non-culinary students whose schedules were changed after they were "finalized", all of which were edited to add culinary electives. Why? So that someone could justify this program and the hiring of a teacher who has a personal relationship with Mr. Fosbrink?
6. Ms. Rayman pleaded at the last meeting for the timely submission of documents for funding that is available to WAA, funding that the school missed out on in previous years because it missed the deadlines. Mr. Fosbrink's response was that he didn't know if he could "because of the way the budget was written". How is it acceptable to not only miss a deadline for much needed funds for the past couple of years, but also why/how is it that our budget was written in a way that could not be provided to a bank to obtain the funds this year?

i. Did we submit what was needed, before the deadline, so that WAA can obtain those funds this year?

7. Mrs. Dunn very tersely informed me at the September board meeting that as a fundraiser it is illegal for her to direct funds in a way in which they were not intended. However, my question still remains unanswered: If my funds went to vocal, but neither Mrs. Caceras or Ms. Very have received notification of or were able to use those funds for the vocal students, where is that money?

- i. If a teacher has a \$1000 budget for the year, receives a donation of \$500, and at the end of the year, they have spent \$1100, what happens to the other \$400? How is it determined if the remaining funds are part of the original budget or the donation? Are budget funds spent first, thus allowing the \$400 to roll over into the budget for that teacher/major next year? Or are donation funds spent first, allowing the remaining funds to be pulled back into the general fund for the following year?
- 8. a marketing/communications consultant has been hired, yet communications are worse than ever
- 9. we are still lacking in basic necessities for our school as well as substitute teachers

- i. As was mentioned at the previous meeting, there are not enough books for students. I have also purchased several books for my student. In one class the teacher printed out The Hobbit in sections (source unknown to me). Not sure if that is a copyright violation or not, but the printouts contained so many spelling and grammar errors in it, it was appalling and embarrassing that it was used in an English class.

- ii. This year's pottery class has no clay

- iii. This year's digital painting class does not have the stylus-pencils needed to do their work. Have you ever tried to sketch with a mouse? Not easy. They have been told that they pencils have been ordered, but no one seems to know the status of that order.

- iv. Our science programs cannot do lab work, which is an important experience for any of our students looking at careers in science field. This is due to lack of a proper environment, safety equipment and materials.

- v. Due to teacher absences and regularly scheduled study halls, the Commons cannot accommodate all of the students, requiring them to sit on the floor, which under normal circumstances is pretty gross, but since the school didn't receive a proper cleaning over the summer is even worse. There are numerous studies about the amount and types of germs that are on floors, including things like e-Coli and salmonella.

- vi. This does not reflect the high-quality academics or arts educations that families were promised and are touted in our marketing materials

As families of WAA students, we want, and I believe are entitled to, answers beyond "we are looking into it". We have pulled our kids out of our district schools. Some of us battle with the district schools over transportation. Some of us have kids riding public transportation in dangerous areas to get there. Some of us are driving 45 minutes each way to get our kids there. Parents are providing food for the food locker, clothing for our students, meals for students at rehearsals and performances, etc. Many of us are driving to and from the school multiple times a day for

rehearsals and activities. We have committed to WAA and its students. We deserve answers, but more than that, our kids deserve solutions.

Thank you,

Colleen Kimberlin

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## **Attached Document 2**

### **Public Comment from September Board Meeting by Ms. Danielle Janicki**

Good evening. I'm Danielle Janicki, mother to a sophomore MT major. I have many concerns which I want to share with the board but the overarching theme is a the need for transparency and communication, a lack of which breeds mistrust and conspiracy.

1. When school was abruptly cancelled on Friday, September 1 st , why was there no virtual instruction? How will students make that day up? Why was there a teacher shortage week 1 and why did you wait 5 days to inform us of the cancellation reason if it was truly a staff shortage?

2. Why are board meeting agendas and meeting minutes not posted for the public? I have no record of what has been discussed or approved including budgets.

3. Speaking of budgets, there appears to be a lack of funds this school year. I understand the Homecoming dance was not budgeted for and will now need to be funded by student fundraising. I've also heard that the school was not cleaned properly, some window air conditioning units were removed from classrooms and that teachers were given significantly reduced budgets this year for supplies. Can I receive a copy of the approved budget for this school year to understand these cuts? It's troubling that we employ many people in administration, but we have a teacher doing double-duty as dean of students, we cut the homecoming dance, the school is filthy, and our teachers don't have funds for sheet music!

4. I'd like to better understand the relationship between TCVarts and WAA . I have concerns with conflicts of interest since 3 of the 5 board members of TCV arts are WAA employees and the other two include a current and former member of this board. How can this board effectively oversee the school leadership when the same people run the board from whom WAA leases its buildings?

Despite my skepticism with charter schools, the professionalism of Dr. Lombard and Nick Lenz persuaded us to try WAA last year. Overall, we've been pleased with the education our daughter is receiving, but we remain troubled with the lack of communication and transparency which bring to mind the many questions I've raised this evening. Please provide answers and improve communication so that this school, which has so much potential, can continue to grow.

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## **Attached Document 3**

### **Student Discipline Report from Miss Anna Very**

Faculty are still consistently working with students teaching and reteaching expectations and procedures as we get into the groove of this school year. We are working to get everyone involved in our Positive Behavior Intervention and Support system with feathers for students exhibiting RISE qualities in classrooms, hallways, restrooms, cafeteria, and other spaces. We are piloting a few new disciplinary

consequences for less severe problem behaviors such as pass restrictions to mitigate students misusing hall passes or lingering in locations they should not be in.

Faculty have also been trained at the most recent in-service on our updated discipline tracking system which utilizes Google Forms to maintain statistical data on student behavior, restorative consequences, and outcomes.

WAA Discipline Statistics 2023-2024

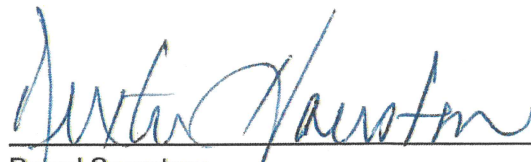
	1st Quarter, as of 10/4
Total Saturday Detentions	0
Days of In-School Suspension	3
Days of Out-of-School Suspension	22
Total Days of Lost Direct Instruction	25

**Attached Document 4**  
**Safety Report from Chief Gary Farrell**

In the month of September, WAA had one fight between 2 female students with minor injuries. Both students were suspended for 5 days. There was one medical emergency, not serious. And we completed our monthly Fire Drill on September 30th at approximately 10:05 am.

10/30/23

Date

  
Board Secretary

# **January 2023 Board Minutes**



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

**MEETING MINUTES**

Wednesday, January 4, 2023, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer  
Dexter Hairston, Board Secretary (Zoom)  
Bernadette Gibson, Trustee (Zoom)  
John Hisiro, Trustee (Zoom)  
Gloria Rayman, Trustee (Zoom)  
Matt Racunas, Solicitor  
Rick Fosbrink, WAACS CEO  
Amber Hinkle, Board Recording Secretary (Zoom)

***Excused:***

JP Hernandez, Trustee  
Greg Beal, WAACS Dir. of Operations  
Kelly Lombard, WAACS Principal  
Nadine Dunn, WAACS Dir. Of Engagement  
Don Marinelli, Trustee  
Greg Jakub, Trustee  
Debra Lehew, WAACS Dir. SpEd

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom  
Joe Lawrence 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 the meeting in person and via Zoom.

***Public Comment:***

No public comment.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the December meeting: 1<sup>st</sup>: Dexter Hairston 2<sup>nd</sup>: John Hisiro

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

***Reorganization Meeting/Election of Officers:***

Tabled until next meeting.

***Audit***

Tabled until next meeting. More adjustments need to be made for Turtle Creek Valley Arts.

***Board Governance:***

Strategic Planning: Rick Fosbrink spoke about restarting discussions and having a workshop day. If it could be in person that would be best. A poll about what dates will work best for the group will be sent.

The Development Committee: Gloria Rayman asked that everyone give Nadine Dunn the Gala VIP invitation names as soon as possible.

The Education Committee: Bernadette Gibson had nothing to report.

The Nominating Committee: Greg Jakub was not in attendance so nothing to report.

***School Programs & Policies:***

Kelly Lombard talked about launching Xello and career advisory. The counselors want to do mock interviews with board members. If anyone is interested in participating, please let Dr. Lombard know. Mid-year review meetings to start with the counselors. Grades will go out soon. International Poetry at Carlow has invited upper classmen of the Lit department to a workshop. Voting on the Prom theme will happen soon. One student's dream was realized when Cirque du Soleil invited students to a dress rehearsal.

***School Personnel:***

A counselor started December 7<sup>th</sup>. An English teacher was hired. We are still in need of a school nurse. No terminations.

An English teacher resigned as did two Special Ed teachers.

Motion made: To approve and accept the personnel report for January: 1<sup>st</sup>: Bernadette Gibson 2<sup>nd</sup>: Gloria Rayman

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

There is a change to the employee handbook. Request a change to the holiday pay stating an employee must work right before and right after in order to receive holiday pay.

Motion made: To approve the new holiday pay policy: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Dexter Hairston

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

***Report on Facilities:***

Greg Beal gave an update on the Castle construction. The Castle kitchen is close to being finished. A new cleaning company has started – Specialty Cleaning Services – and has done a deep cleaning. The Safety Committee has requested metal detectors. There will be upcoming drills with Pitcairn Police. Soon there will be obstacles during fire drills to make people more aware of their surroundings. January 7<sup>th</sup> is the goal to have the pottery area, screen printing area and cafeteria open at the Castle.

***Report on Fundraising:***

Rick Fosbrink, CEO, gave an update. The Annual Giving will be later this year. We want to shift the time so it is not at year end. Met with Maureen to help with branding. Please send the VIP names for the Gala ASAP. The Gala is February 4<sup>th</sup>.

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

Rick Fosbrink, CEO, gave an overview of the financial reports. Cash was low before, but districts are catching up. We are receiving two payments from the lockbox now as well. We are using the fund balance for projects so that is down. We are under where we want the revenue to be but we are under budget.

We have bank accounts with PNC as well as WesBanco that payments are made out of.

The monthly bills were also presented. Bills are now within 30 days due.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for December 1st: Gloria Rayman 2nd: John Hisiro

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

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

Rick Fosbrink, CEO, reported that our enrollment is lower than expected to be. We are currently at 324. We are changing how we get enrollments. We are going to school fairs. We have an incentive program called Each One Reach One where students and teachers will receive gift cards for new enrollments. We have been doing tours. We are reaching out to schools and school counselors to make them aware of our school. We have a booth at both malls.


**Executive Session:**

The Executive Session started at 6:34 pm.

Mr. Pricener thanked all for attending the meeting.  
The public meeting adjourned at 6:34 pm.

**Next Meeting: February 1, 2023, at 6:00 pm**

1/26/23  
Date:

  
Board Secretary

# **February 2023 Board Minutes**

Please note that the 2/1/23 board meeting has been cancelled.

# **March 2023 Board Minutes**

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

**MEETING MINUTES**

Wednesday, March 1, 2023, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer  
Dexter Hairston, Board Secretary (Zoom)  
John Hisiro, Trustee (Zoom)  
Gloria Rayman, Trustee (Zoom)  
Don Marinelli, Trustee  
Greg Jakub, Trustee  
Debra Lehew, WAACS Dir. SpEd (Zoom)  
Matt Racunas, Solicitor (Zoom)  
Rick Fosbrink, WAACS CEO  
Greg Beal, WAACS Dir. of Operations (Zoom)  
Nadine Dunn, WAACS Dir. Of Engagement  
Amber Hinkle, Board Recording Secretary

***Excused:***

JP Hernandez, Trustee  
Bernadette Gibson, Trustee  
Kelly Lombard, WAACS Principal

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom  
Joe Lawrence (Zoom)  
Lisa Reno, FTO President (Zoom)  
Colleen Kimberlin (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 attending the meeting in person and via Zoom.

***Public Comment:***

Joe Lawrence previously sent a proposal of the construction schedule. He wanted to give the board time to ask questions. Matt Racunas will set up a meeting.

Lisa Reno, the FTO president, noted that board support is much appreciated but wanted to share a few observations. The FTO supports the school but noted a lack of or a conflict in communication. Items are not followed up and emails go unanswered. The FTO wants to work with the school but needs improved communication.

Marian Sefcik , FTO, spoke up, mentioning that the kids were frustrated about not being told the truth about Tuesday's evacuation. Students can't trust adults if they aren't told the truth.

Colleen Kimberlin, a parent, had concerns about parent communication during the evacuation on February 28<sup>th</sup>. The school needs to have better communication with parents as things are happening. Parents need who, what, where and when in emails. Emails to admin and teachers go unanswered and there is no follow up. Changes to schedules were made without asking or letting parents know. Honors Lit is reading violent content without parent input first. Staff are doing too much and need to think about what they are saying before sending emails. The school needs to be proactive instead of reactive. She feels as though the school is refusing help from parents. She had an idea to have a committee of FTO and faculty to find opportunities to get the WAA name out there.

***Approval of Meeting Minutes:***

**Motion made:** To approve and accept the minutes from the January meeting: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: John Hisiro  
**Vote:** All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.



## **Audit**

Tabled until next meeting.

## **Board Governance:**

Strategic Planning: Rick Fosbrink mentioned that the date will be 3/11/23 from 9am to 1pm at the school. Activities have been planned.

The Development Committee: There was nothing.

The Education Committee: There was nothing.

The Nominating Committee: There was nothing.

Adoption of approved LEA policies for IDEA funds: As the IU subgrantee of funds we agree to follow the IU's rules.

Motion made: To approve and accept the LEA policies for IDEA funding: 1<sup>st</sup>: Gloria Rayman 2<sup>nd</sup>: John Hisiro

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

Approval of board policy updates: Policies are in a new format for Board Docs.

- i. Series 0000 Board of Governance

Motion made: To approve and accept the LEA policies series 0000: 1<sup>st</sup>: John Hisiro 2<sup>nd</sup>: Dexter Hairston

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

- ii. Series 1000 Programs

Motion made: To approve and accept the LEA policies series 1000: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Gloria Rayman

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

- iii. Series 2000 Students

Motion made: To approve and accept the LEA policies series 2000: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: Gloria Rayman

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

## **School Programs & Policies:**

Debra Lehw gave a PBIS update stating examples of what is being done. The kids are excited. The Homeless Compliance audit has been completed and it went well. Scheduling for next year will be starting soon. The counselors have been doing check-ins with 11<sup>th</sup> and 12<sup>th</sup> graders.

## **School Personnel:**

Nadine Dunn gave the personnel update for January and February.

New Hires: There were four new hires, one special ed teacher, one part-time theatre teacher, one security officer and a Director of Security. We are still in need of a school nurse.

No terminations.

Resignations: One dance teacher resigned for another opportunity and one theatre teacher resigned for a full-time opportunity.

Motion made: To approve and accept the personnel report for January and February: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Greg Jakub

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

***Report on Facilities:***

Greg Beal gave an update on the Castle. The health department has certified the Castle kitchen. The metal detectors are in place. Two new security personnel were hired. There are new safety and security protocols being put into place. There was a question about security between the two buildings and it was noted that there will be a guard shack outside and a third person will be in between the two buildings during class changes.

***Report on Fundraising:***

Tabled until next meeting.

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

Rick Fosbrink, CEO, gave an overview of the financial reports. Cash was low but it is usual for the second half of the year. We are behind in collecting revenue.

We have bank accounts with PNC as well as WesBanco that payments are made out of.  
The monthly bills were also presented. Bills are now within 30 days due.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for January 1st: Gloria Rayman 2nd: Don Marinelli

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

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for February 1st: Gloria Rayman 2nd: Don Marinelli

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

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

Rick Fosbrink, CEO, reported that our enrollment is lower than expected to be. We are currently at 326. We are getting leads. March we will start looking for student enrollment for the next school year.

Mr. Pricener thanked all for attending the meeting.  
The public meeting adjourned at 6:55 pm.

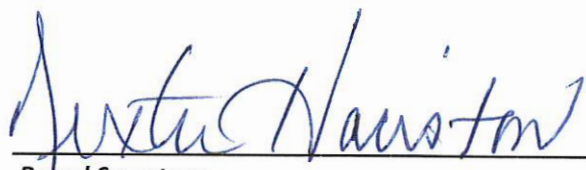
***Executive Session:***

The Executive Session started at 6:55 pm. And ended at 7:36 pm.

***Next Meeting: April 5, 2023, at 6:00 pm***

3/27/23

Date:



Board Secretary

# **April 2023 Board Minutes**

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

**MEETING MINUTES**

Wednesday, April 5, 2023, 6:00 P.M. EDT

***Present:***

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

***Excused:***

JP Hernandez, Trustee  
Debra Lehew, WAACS Dir. SpEd

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom

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The Meeting of the Board of Trustees began at 6:01 p.m.

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

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

***Public Comment:***

There was no public comment.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the April meeting: 1<sup>st</sup>: John Hisiro 2<sup>nd</sup>: Dexter Hairston

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

***Audit***

The board was given the audit in writing and reviewed it at the meeting.

Motion made: To approve and accept the audit report: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: John Hisiro

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

***Board Governance:***

Board appointments:

- i. Gloria Rayman
- ii. Greg Jakub
- iii. John Hisiro

Motion made: To approve and accept the renewed appointments of all three members named above:

1<sup>st</sup>: Bernadette Gibson 2<sup>nd</sup>: Don Marinelli

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

Act 55 Training: Two members of the board (Bill Pricener and John Hisiro) to take training.

The Development Committee: There was nothing.  
The Education Committee: There was nothing.  
The Nominating Committee: There was nothing.

Approval of board policy updates: Policies are in a new format for Board Docs.

i. Series 3000 Employees

The board would like to consult with legal before approving policy 3002.

Motion made: To approve and accept the LEA policies series 3000 with the exception of 3002:

1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Gloria Rayman

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

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

Dr. Kelly Lombard stated that they are working on the course review for next year's catalog. Scheduling for returning students starts next week. We are trying to tailor career needs to each student.

Approval of the 23-24 School Calendar

Motion made: To approve and accept the 23-24 school year calendar: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: Bernadette Gibson

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

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

Nadine Dunn gave the personnel update for April.

New Hires: There were two new hires, one school resource officer, and a nurse.

No terminations.

Resignations: One security officer returned to their former employer.

Motion made: To approve and accept the personnel report for April: 1<sup>st</sup>: Gloria Rayman 2<sup>nd</sup>: Don Marinelli

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

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

Greg Beal gave an update. We received the certificate of occupancy for the Castle. The kitchen has been completed. The Marguerite kitchen will be the culinary teaching space for now and all lunches will be served out of the Castle. The kilns for studio arts and furniture have arrived. We hired two school resource officers, both of whom were former police officers. We have the drug dog visit on a regular basis and that is going well.

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

Nadine Dunn gave a report of where we are with fundraising. We have applied for seven grants. Three are pending and we received an invitation to apply to one. We are working on five more grants and looking for more opportunities. We are working on a relationship with the Pittsburgh Ballet Theatre as well. PBT Open Air will be here in June. PBT filmed a commercial in our auditorium and in exchange PBT will put ads for our school in the playbills.

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

Rick Fosbrink, CEO, gave an overview of the financial reports. Cash was low but it is usual for the second half of the year. The health insurance bill increased due to the addition of staff. Duquesne Light is high because we paid for the temporary service as well as the new service account for the Castle.

We have bank accounts with PNC as well as WesBanco that payments are made out of.

The monthly bills were also presented.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for April 1st: Gloria Rayman  
2nd: John Hisiro

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

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

Rick Fosbrink, CEO, reported that our enrollment is lower than expected to be. We are currently at 322. We are getting leads. We continue to do tours. We are enrolling students for the next school year. We have five culinary students starting next school year. Instant Decision Day, where they apply and interview at the same time, will happen soon. We will now have student onboarding / orientation.

Mr. Pricener thanked all for attending the meeting.

The public meeting adjourned at 6.50 pm.

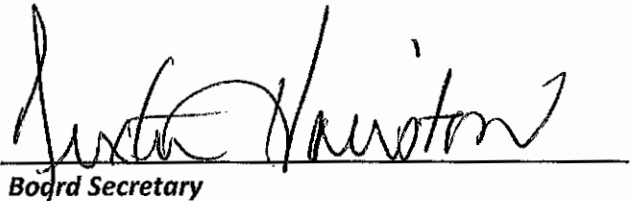
***Executive Session:***

The Executive Session started at 6:50 pm. And ended at 7:18 pm.

***Next Meeting: May 3, 2023, at 6:00 pm***

5/1/23

Date:

  
Board Secretary

# **May 2023 Board Minutes**



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

**MEETING MINUTES**

Wednesday, May 3, 2023, 6:00 P.M. EDT

***Present:***

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

***Excused:***

JP Hernandez, Trustee

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom

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The Meeting of the Board of Trustees began at 6:01 p.m.

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

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

***Public Comment:***

There was no public comment.

Greg Beal mentioned that there is positive feedback regarding the addition of campus security personnel.

Don Marinelli mentioned that we should look into an alliance with Point Park University.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the April meeting: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Greg Jakub

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

***Board Governance:***

New bios are needed for members of the board as well as updated photo for our website. Time can be arranged to do this if need be.

The Development Committee: There was nothing.

The Education Committee: There was nothing.

The Nominating Committee: There was nothing.

Approval of board policy updates: Policies are in a new format for Board Docs.

- i. Series 4000 Finance

Motion made: To approve and accept the LEA policies series 4000: 1<sup>st</sup>: Dexter Hairston 2<sup>nd</sup>: Greg Jakub

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

***School Programs & Policies:***

Dr. Kelly Lombard stated that we have an agreement with Spectrum for fiscal year 23-24. We will provide services for art, music and physical education. One of our teachers will be there every day for part of the day.

Approval of the Spectrum Agreement

Motion made: To approve and accept the 23-24 agreement with Spectrum: 1<sup>st</sup>: John Hisiro 2<sup>nd</sup>: Don Marinelli

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

***School Personnel:***

Nadine Dunn gave the personnel update for April.

New Hires: We offered a job to a fundraising coordinator and had five interviews.

No terminations.

No Resignations

Leave: We have one employee out on maternity leave.

Motion made: To approve and accept the personnel report for May: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Bernadette Gibson

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

***Report on Facilities:***

Greg Beal gave an update. We are receiving furniture for the castle. The Community Center program kids are spending the morning and lunch at the school. The Summer Food program for the community will be happening. Credit Recovery will happen. We also have multiple summer camps going on this summer. Things are going well with adding security personnel. Had a meeting with the landlord to discuss the next step for the castle and it was decided to move forward on the third floor construction.

***Report on Fundraising:***

Nadine Dunn gave a report of where we are with fundraising. We have applied for grants. The Annual Giving is not doing as well as hoped due to bad addresses but will reach out via email. We have raised \$29,255.25 so far this year. We are working on our partnership with Pittsburgh Ballet Theatre. PBT filmed a commercial here and in turn will run our ad in playbills. We are working on our partnership with Wilmerding Borough as well as Westinghouse. "Party in the Park" sponsorship information is being sent out (Nadine will email the information to board members). We are working our partnership with Rivers of Steel where we bring in our teachers to teach some courses.

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

Rick Fosbrink, CEO, gave an overview of the financial reports. We have started the draft budget for fiscal year 23-24. The general fund budget is based on a higher number of students. Looking into applying for the Ready to Learn Block Grant but we have no way of knowing how much we will get.

We have bank accounts with PNC as well as WesBanco that payments are made out of.

The monthly bills were also presented.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for April 1st: Gloria Rayman

2nd: Greg Jakub

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

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

Rick Fosbrink, CEO, reported that our enrollment is lower than expected to be. We are currently at 320. We are getting leads. We continue to do tours. We are enrolling 67 students for the next school year and we have 65

graduating. We will try to have another Instant Decision Day. There will be another open house on 5/20/23. We will now have student onboarding / orientation. We are changing the ads and videos. Direct mailings are going to within 15 miles of the school to all who have children between 13 and 16 years old. We will have billboards ad and have relaunched the website. Some of our students will be in the next CLO commercial at the Benedum.

Mr. Pricener thanked all for attending the meeting.  
The public meeting adjourned at 6.40 pm.

***Executive Session:***

The Executive Session started at 6:40 pm. And ended at 7:17 pm.

***Next Meeting: June 7, 2023, at 6:00 pm***

5/18/23

***Date:***

  
***Board Secretary***

# **June 2023 Board Minutes**

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

**MEETING MINUTES**

Wednesday, June 7, 2023, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer  
John Hisiro, Trustee (Zoom)  
Gloria Rayman, Trustee (Zoom)  
Greg Jakub, Trustee (Zoom)  
Bernadette Gibson, Trustee (Zoom)  
Kelly Lombard, WAACS Principal (Zoom)  
Debra Lehew, WAACS Dir. SpEd (Zoom)  
Matt Racunas, Solicitor (Zoom)  
Rick Fosbrink, WAACS CEO  
Greg Beal, WAACS Dir. of Operations  
Nadine Dunn, WAACS Dir. Of Engagement

***Excused:***

JP Hernandez, Trustee  
Dexter Hairston, Board Secretary  
Don Marinelli, Trustee  
Amber Hinkle, Board Recording Secretary

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom

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The Meeting of the Board of Trustees began at 6:02 p.m.

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

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

***Public Comment:***

There was no public comment.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the May meeting: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: John Hisiro

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

***Board Governance:***

Rick Fosbrink, CEO, will send out a form for scheduling new Board bios and photos for our website. Maybe a time can be arranged around a Board meeting.

The Development Committee: There was nothing.

The Education Committee: There was nothing.

The Nominating Committee: There was nothing.

Approval of board policy updates: 500 Series Board Property Policies were reviewed.

Motion made: To approve and accept the LEA policies series 5000: 1<sup>st</sup>: Bernadette Gibson 2<sup>nd</sup>: John Hisiro

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

***School Programs & Policies:***

Dr. Kelly Lombard stated that this is the busy time of the year with fine tuning the master schedule, updating school documents for next year, and creating an online orientation experience similar to what colleges are using.

***School Personnel:***

Rick Fosbrink gave the personnel update for May for Nadine Dunn, since she was acting recording secretary. New Hires: We offered Summer Credit Recovery stipend positions to 5 of our current teachers and one outside math teacher .

Terminations: The Nursing Asst LPN position was created for Covid protocols. The Covid funding for the position has ended, and thus the position was eliminated.

No Resignations

No Leave of absences.

Motion made: To approve and accept the personnel report for May: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: John Hisiro

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

***Report on Facilities:***

Greg Beal stated that food service will be transitioning to the Castle kitchen in time for the Summer Food Program. Facilities will be doing their normal summer cleaning and repairs to prepare for next school year.

***Report on Fundraising:***

Rick Fosbrink reported on behalf of Nadine Dunn regarding the fundraising report. Total revenue as of June 5th is \$30,549.85 spread over 9 funds. Nadine and Rick also hosted a visit by Arts, Equity, and Education Foundation in response to their Piano Lab proposal. They should hear soon if it is awarded. Currently, Nadine is working with Pittsburgh Ballet Theater and the Borough of Wilmerding in planning *pARTy in the park* for June 22 through June 25th. It is a free multi-day performance event.

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

Rick Fosbrink, CEO, gave an overview of the 23-24 budget. Pointed out some of the increases were due to benefit increases in the salary line and properly placing staff positions in the correct accounting lines. After stating that this budget is based on 425, he explained that there may need to be an adjustment to the budget in August depending on the actual number of students to start in September. Rick requested that the Board approve the budget with the caveat that there may be an adjustment due to PDE requirements of budget submittal prior to June 30th.

Motion made: To approve the 23-24 school budget as written pending a possible adjustment later 1st: Gloria Rayman 2nd: Greg Jakub

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

Rick Fosbrink presented the financial reports. The Board did not have any questions.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for May 1st: Gloria Rayman 2nd: John Hisiro

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

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

Rick Fosbrink, CEO, reported that our enrollment is currently short 95 students from our goal of 425. Gloria Rayman has volunteered to help with marketing efforts prior to our Marketing Coordinator's start in July. She has been very helpful in reviewing our current marketing venues, helped create a direct mailing and an email campaign to households with children aged 13 to 16. She has also started to identify school recruitment messaging that households find favorable.

Mr. Pricener thanked all for attending the meeting.

The public meeting adjourned at 6.50 pm.

***Executive Session:***

The Executive Session started at 6:50 pm. And ended at 7:26 pm.

***Next Meeting: July 5, 2023, at 6:00 pm***

6/24/2023  
***Date:***

  
***Board Secretary***



# **August 2023 Board Minutes**

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

**MEETING MINUTES**

Wednesday, August,2,2023, 6:00 P.M. EDT

***Present:***

Bill Pricener, Board President/Treasurer  
Dexter Hairston, Board Secretary (Zoom)  
Bernadette Gibson, Trustee (Zoom)  
John Hisiro, Trustee (Zoom)  
Don Marinelli, Trustee (Zoom)  
Greg Jakub, Trustee  
Matt Racunas, Solicitor  
Greg Beal, WAACS Dir. of Operations  
Kelly Lombard, WAACS Principal (Zoom)  
Nadine Dunn, WAACS Dir. Of Engagement  
Amber Hinkle, Board Recording Secretary

***Excused:***

JP Hernandez, Trustee  
Rick Fosbrink, WAACS CEO  
Gloria Rayman, Trustee  
Debra Lehew, WAACS Dir. SpEd

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom  
Joe Lawrence via Zoom  
Colleen Kimberlin via Zoom

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The Meeting of the Board of Trustees began at 6:21 p.m. due to technical issues.

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

Bill Pricener, Board President, welcomed all attending the meeting via Zoom.

***Public Comment:***

Karen Shepard stated Alex Boyd was a valuable member of the school staff and advocated for his reinstatement as Production Manager.

Marian Sefcik stated Alex Boyd is good at training the students in using theatre equipment and advocated for his reinstatement as Production Manager.

Marie Bakowski stated that Alex Boyd is good at training the students in theatre and advocated for his reinstatement as Production Manager.

Bill Pricener, Board President, said that they cannot discuss personnel matters.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the June meeting: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: Dexter Hairston

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

***Board Governance:***

New Board bios and photos are needed for our website. We are looking into time being arranged around a Board meeting for photos to be taken.

Policy 3002 needs to be reviewed and approved. This has been tabled until the next board meeting.

***School Programs & Policies:***

Dr. Kelly Lombard stated that new and returning student orientation will occur on August 24, 2023, from 6-8 pm. Students will have information sessions on the first day of school (August 28, 2023). Tenth and eleventh grade will have seminar classes as well as the freshman and seniors. There is a comprehensive attendance and discipline plan in place for this year. Teachers will receive E-Schools training. Schedules are not finalized but can be seen by parents and students. Some classes may be eliminated due to low enrollment. Students and parents can reach out to Mrs. Caitlin Weaver, School Counselor, for questions regarding this.

***School Personnel:***

Nadine Dunn reported that five of our current teachers and one outside teacher were hired for Summer Credit Recovery. We hired a Fundraising Coordinator, a Marketing Coordinator, and a new school counselor. We are currently interviewing for a math teacher and a special education teacher.

Three employees were terminated due to positions being eliminated.

One teacher has resigned due to moving out of the area.

**Motion made:** To approve and accept the personnel report for June and July together: 1<sup>st</sup>: John Hisiro 2<sup>nd</sup>: Bernadette Gibson

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

***Report on Facilities:***

Greg Beal reported that the cafeteria in the Castle is up and running. The Summer Foods program has been going alright. We are looking at the logistics of students moving between the original school building and the Castle building starting this year. A deep cleaning of classrooms has been done. Some teachers will be moving over to the Castle building.

***Report on Fundraising:***

Nadine Dunn reported that we have received less than last year but the number of gifts we received has gone up. We are pursuing grants along with Write Connections. Turtle Creek Valley Arts will handle community activities and Westinghouse Arts will handle school activities. A joint campaign for a capital campaign is being planned and committee members are needed. Party in the Park was well received. New connections have been made. Westinghouse memorial High School alumni tours have been done. Westinghouse Arts Alumni Society is growing and are going to have a barbeque. The annual giving letter will be going out soon. A school store is also in the process of being set up.

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

Greg Beal gave an overview of financials. Hamlin has requested a new budget with lower enrollment of 380 students. They were comfortable with the new budget. We started making changes to adjust for the new enrollment numbers. The financial statements were presented. Not all schools pay during the summer.

It was noted that we should ask the auditors if the board needs to reapprove the original budget should enrollment hit the original number of 425.

**Motion made:** To approve the updated budget for enrollment of 380 students 1st: John Hisiro 2nd: Greg Jakub

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

The monthly bills were also presented. We have bank accounts with PNC as well as with WesBanco that payments are made out of.

**Motion made:** To retroactively approve and accept the Bills, Contracts and Payroll for June 1st: Dexter Hairston 2nd: Greg Jakub

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

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for July 1st: Don Marinelli  
2nd: Bernadette Gibson  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

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

Nadine Dunna reported that enrollment as of today is 368. We are ahead of where we were last year. Marketing is posting to social media and updated things online. The average response time by Susan Maskarinec is eleven hours. There is a known issue for tracking in Hubspot and we are looking into it. We are fixing the website issues. We are 57 students away from the original 425 goal.

***Executive Session:***

The Executive Session happened prior to the board meeting.

***Adjournment:***


Motion made: To adjourn the board meeting 1st: Don Marinelli 2nd: John Hisiro  
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Mr. Pricener thanked all for attending the meeting.  
The public meeting adjourned at 7:03 pm.

***Next Meeting: September 6, 2023, at 6:00 pm***

8/9/23

Date:

  
Board Secretary

# **September 2023 Meeting Minutes**

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

**MEETING MINUTES**

Wednesday, September 6, 2023, 6:00 P.M. EDT

***Present:***

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

***Excused:***

JP Hernandez, Trustee

***Presentation:***

***Guests:***

Westinghouse Arts FTO Members attending via Zoom  
Westinghouse Arts Faculty & Parents attending via Zoom  
Colleen Kimberlin via Zoom  
Christine Perry via Zoom  
Michelle Lukas via Zoom  
Danielle Janiki via Zoom

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The Meeting of the Board of Trustees began at 6:01 p.m.

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

Bill Pricener, Board President, welcomed all attending the meeting via Zoom.

***Public Comment:***

Alex Boyd withdrew his public comment.

Colleen Kimberlin brought up concerns that schedules are not correct, and classes were cancelled or cut. She mentioned that her student is doing independent study to fill classes that were not in their schedule. She also has concerns about the vocal performance being cancelled this year as well as the fact that there is not a full-time vocal teacher. Ms. Kimberlin addressed concerns over vendor changes and department budget cuts. She also brought up that she had donated last year and that there is no record of it. Concerns about the Sunshine Act and the fact that our board meeting agendas were not posted to the website. It was noted that the website has been under construction, and this would be rectified.

Christine Perry voiced concerns there is a communication barrier. She suggested a call, email or newsletter to parents keeping them informed. She voiced concern that there was a delay in letting parents know why school had been cancelled. Ms. Perry suggested having a hiring event to have substitute teachers. She had questions regarding homecoming and if it was going to happen. Dr. Lombard commented that she would let them know soon.

Michelle Lukas also mentioned concerns about communication. She noted that she knows it's not easy to hire teachers. The suggestion of robo calls to parents was made. She asked about homecoming. Was it cancelled or will there be fundraising? When will they be notified so they can plan? She noted a lack of opportunities and resources.

***Approval of Meeting Minutes:***

Motion made: To approve and accept the minutes from the August meeting: 1<sup>st</sup>: Greg Jakub 2<sup>nd</sup>: Dexter Hairston

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

***Board Governance:***

The 5000 series of policies on Facilities Planning had the format updated for Board Docs.

Policy 3002 needs to be reviewed and approved. This has been tabled until the next board meeting.

Motion made: To approve the 5000 series of policies: 1<sup>st</sup>: Gloria Rayman 2<sup>nd</sup>: John Hisiro

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

***School Programs & Policies:***

Dr. Kelly Lombard stated that student discipline needs to be discussed at the Executive Session. Dr. Deb Lehw went over the ESSER Health & Safety Plan. She noted that we received funds for this and ESSER II ends in September 2023. ESSER III runs until next year (2024). The plan needs approved with the updated dates.

Motion made: To approve the Health & Safety Plan with updated dates: 1<sup>st</sup>: Don Marinelli 2<sup>nd</sup>: Greg Jakub

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

***School Personnel:***

Nadine Dunn reported that we hired five teachers in Studio, Digital, English, Culinary and Math. We hired two counselors. We are currently interviewing for a special education teacher.

There were no terminations.

Three teachers resigned due to moving out of the area. One counselor resigned for another opportunity. Our special ed teacher resigned for another opportunity. One teacher resigned for professional reasons.

Motion made: To approve and accept the personnel report for September: 1<sup>st</sup>: John Hisiro 2<sup>nd</sup>: Bernadette Gibson

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

***Report on Facilities:***

Greg Beal reported that the cafeteria seating in the Castle is being revised due to a large lunch and we're short on seating. A quiet lunch is offered. We're picking away at projects as we can for deferred maintenance. Students are loving the new space. Movement between the two buildings is going well. We will adjust as necessary. Ms. Anna Very has been commended for her foresight in logistics.

***Report on Fundraising:***

Nadine Dunn reported that donations from Godspell are going to musical theatre. Local businesses and in-kind appeals for culinary are ongoing. Corporate asks are one-page forms for each core and general funds are being put together. Postcard mailings with upcoming events are being cultivated. Annual Giving takes place in October. Grants are being reviewed. A grant from Duquesne Light has been applied for but we haven't heard back from them yet. There was an ask for AED's and for the cost of the Allegheny Clinic to come here. We hosted Westinghouse Memorial High School classes to tour. We will host the Monroeville Chamber of Commerce meeting.

TCVA has a gallery opening soon. The FTO is continuing its brink campaign.

We have not heard anything about the EITC letters Curtis Dunn is checking on the status. TCVA must apply. We are trying to find out who to talk to. Please update Gloria Rayman. It was noted that we should speak to Senator Jim Brewster or our state representative, Brandon Markosek.

The board is requesting what the homecoming budget is and if there are any special needs.

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

Rick Fosbrink explained the due to/ from TCVA is because WAA owes TCVA back for cash borrowed to get through the summer. We can't take out a loan because of the bond. Districts are slow to pay. A pledge from Westinghouse is going to be fulfilled. We reached out to Hamlin and Piper Sandler to see what can be done to get cash flowing. The bond takes the money they need first, then we get the remaining. The financial statements were presented. There were no budget updates. The board will develop a finance committee.

The FTO wants to notify teachers when they make a donation.

The monthly bills were presented. We have bank accounts with PNC as well as with WesBanco that payments are made out of.

**Motion made:** To retroactively approve and accept the Bills, Contracts and Payroll for August 1st: Gloria Rayman  
2nd: John Hisiro

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

**Motion made:** To retroactively approve and accept the Bills, Contracts and Payroll for July 1st: Don Marinelli  
2nd: Bernadette Gibson

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

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

Rick Fosbrink reported that enrollment as of today is 363 and the goal is 380. It was noted that parents and students of leaving students are contacted to find out why. This is done through talking to the parents as well as surveys. Our marketing personnel and the web designer have been working together to get the website fixed and updated. Postcards with events are going out soon.

***Executive Session:***

The Executive Session started at 7:29 pm.


***Adjournment:***

Mr. Pricener thanked all for attending the meeting.

The public meeting adjourned at 7:29 pm.

***Next Meeting: October 4, 2023, at 6:00 pm***

9/20/23  
**Date:**

  
**Board Secretary**