

July 2022 Board Meeting Minutes

Please note that the 7/6/22 board meeting has been canceled.

August 2022 Board Minutes

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

MEETING MINUTES

Wednesday, August 3, 2022, 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)
Lisa Hoffman, Trustee (Zoom)
Matt Racunas, Solicitor
Rick Fosbrink, WAACS CEO
Debra Lehew, WAACS Dir. SpEd (Zoom)
Kelly Lombard, WAACS Principal
Nadine Dunn, WAACS Dir. of Engagement
Amber Hinkle, Board Recording Secretary

Excused:

JP Hernandez, Trustee
Greg Jakub, Trustee
Don Marinelli, Trustee
Greg Beal, WAACS Dir. of Operations

Presentation:

Guests:

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

The Meeting of the Board of Trustees began at 6:06 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

Reorganization Meeting/Election of Officers:

This item was tabled until next meeting on September 7, 2022

Approval of Meeting Minutes:

Due to a clerical error the minutes for the June meeting will need to be approved at the next meeting.

Board Governance:

Bill Pricener, Board President, asked if any of the Board Committee Chairs had anything to present.

The Development Committee is exploring grant opportunities. Mr. Pricener will follow up with a contact in regard to a grant opportunity.

The Education Committee is working with Administration for in-service opportunities for employees and students with regard to building culture. It was suggested that Mr. Hairston should be included in those discussions.

The Nominating Committee report was tabled until the next meeting.

School Programs & Policies:

Dr. Kelly Lombard, Principal, stated that we are preparing for the start of school. We will welcome back our teachers on August 16 and hold a student only orientation on August 18 from 12 to 3 and a parent orientation on August 18 from 6-8. The first week of school will be dedicated to helping the students become accustomed to high school at Westinghouse Arts.

School Personnel:

Rick Fosbrink, CEO, presented the personnel reports for June and July. The reports showed new hires for SY 22-23 and those that left our ranks for other opportunities. A typo was discovered in the report.

Motion made: To approve and accept the corrected personnel report for June & July - John Hisiro; 2nd: Gloria Rayman

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

Report on Facilities:

Rick Fosbrink, CEO, presented the facilities report on behalf of the Director of Operations. Over the summer, our facility personnel have been cleaning, waxing floors, etc. in preparation for the new school year. Moving forward, employee and student ID cards will be printed in house.

Work progressing on the Castle project. The new cafeteria equipment is being installed and the 2nd floor is mostly painted. We were updated on the electrical panel lead time. It is now stated to arrive sometime in November.

Report on Fundraising:

Rick Fosbrink, CEO, reported that our partners at TCVARTS received a large donation from the Alleghany Foundation. Other foundations are in the process of being contacted.

Rick Fosbrink, CEO, presented on behalf of the FTO a request for the Board to approve a resolution to allow them to obtain a small chance license. The VP of the FTO elaborated on this topic, outlining what they would use it for and when.

Motion made: To approve a resolution stating the Board support of the FTO obtaining a small game of chance license - Gloria Rayman; 2nd: Dexter Hairston

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

Report on Finance and Business Services:

Rick Fosbrink, CEO, presented an issue that Westinghouse Arts was experiencing with PNC and a case of fraud. The security breach is being addressed by PNC and will keep Westinghouse Arts in the investigation loop. In light of the issue, during our insurance renewal, we included cyber security coverage.

The financial reports were reviewed for June and July.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for June and July - John Hisiro; 2nd: Bernadette Gibson

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 about 57 students off of our goal of 400. However, as the summer moves further into August, more applicants are enrolling. Marketing will be making some changes to online and direct marketing plans.

Executive Session:

Mr. Pricener thanked everyone for attending and stated that there will be a pause in the public meeting for the members to enter an executive session to discuss a personnel matter. The meeting was paused at 7:00 pm.

The Public meeting was recalled at 8:30 pm where Mr. Pricener announced the following motion.

Mr. Pricener then asked the members to make a motion to confirm the decision that was made in executive session.

Motion made: To discipline employee 16016 -John Hiriso; 2nd: Bernadette Gibson
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

Mr. Pricener thanked all for attending the meeting and asked for a motion to adjourn the meeting.

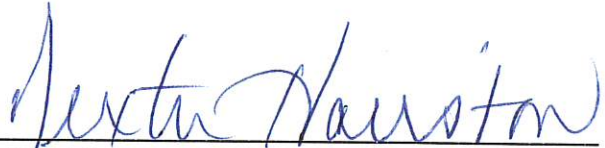
Motion made: To adjourn the public meeting -Gloria Reman; 2nd: John Hisiro

The public meeting adjourned at 8:32 pm.

Next Meeting: September 7, 2022 at 6:00 pm

1/13/23

Date:


Board Secretary

September 2022 Board Minutes

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

MEETING MINUTES

Wednesday, September 7, 2022, 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
Lisa Hoffman, Trustee
Greg Jakub, Trustee
Matt Racunas, Solicitor
Rick Fosbrink, WAACS CEO
Debra Lehew, WAACS Dir. SpEd (Zoom)
Kelly Lombard, WAACS Principal (Zoom)
Greg Beal, WAACS Dir. of Operations
Nadine Dunn, WAACS Dir. of Engagement
Amber Hinkle, Board Recording Secretary

Excused:

JP Hernandez, Trustee
Don Marinelli, Trustee

Presentation:

Guests:

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

The Meeting of the Board of Trustees began at 6:14 p.m. due to technical issues.

Roll Call of Board Members:

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

Public Comment:

Joe Lawrence let everyone know that the switch gear has been acquired for the Castle. The ribbon cutting is scheduled for October 13,2022.

Colleen Kimberlin decided to speak to Rick Fosbrink only later.

Approval of Meeting Minutes:

The board asked for a correction to the August minutes. The time of adjournment should be 8:32 pm not 7:32, after the Executive Session.

Reorganization Meeting/Election of Officers:

This item was tabled until next meeting on October 5, 2022

Board Governance:

Bill Pricener, Board President, asked if any of the Board Committee Chairs had anything to present.

The Development Committee: Gloria Rayman mentioned that the Gala is coming up and they are looking for gift baskets, gifts, and donations. It was suggested that the board donate a basket.

The Education Committee is working with Administration for in-service opportunities for employees and students. It was suggested that Mr. Hairston should be included in those discussions.

The Nominating Committee reported there was a potential candidate.

School Programs & Policies:

The Health and Safety plan protocols have been updated for COVID and CDC Recommendations. ALICE training to come. We will have more drills on a routine basis.

Motion made: to approve the updated Health and Safety Plan 1st: Greg Jakub, 2nd: Bernadette Gibson

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

Dr. Kelly Lombard has updated the student handbook including updates to the programs and options available. There is a collaboration with Carlow College where students will receive college credits. A program called Advisory was developed where students and teachers have a dedicated time to discuss issues. We are also developing positive behavior intervention through the PBIS program.

Motion made: to approve the updated student handbook 1st: Dexter Hairston, 2nd: John Hisiro

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

School Personnel:

Nadine Dunn updated the employee handbook. All policies are in one place. The handbook will be reviewed quarterly and updated yearly as needed. The board asked that changes be red-lined. The board voted to take out the sentence regarding pay being deducted for unreturned school property. The board discussed leaving the disciplinary steps as is.

Motion made: to approve the updated employee handbook with the change 1st: Greg Jakub, 2nd: John Hisiro

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

One dance teacher moved to full-time. One new dance teacher and a part-time theater teacher were hired. In need of a school nurse, physical education teacher and school counselor.

Motion made: To approve and accept the personnel report for September 1st: Lisa Hoffman 2nd: Dexter Hairston

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

Report on Facilities:

Greg Beal, Director of Operations, presented the facilities report. Moving forward, employee and student ID cards will be printed in house. Construction is moving along on the large classroom for music. All of the Nightlock system has been installed; training is to come. Awnings over Marguerite and main office doors are to come. New metal detectors are also on their way.

Work progressing on the Castle project.

Report on Fundraising:

Rick Fosbrink, CEO, reported that the PCCD Safety grant was submitted. A Mental Health and Security grant was submitted and payment is guaranteed. We have a speech therapist on site two days a week. The Andrew Lloyd Webber Foundation grant has been applied for. The money will go towards items for the piano class. We received the Highmark grant to pay for the school doctors and other health services. We also received the ACSHIC grant to develop after school health programs for faculty and staff. The EITC grant is requesting rewrites and resubmission with changes. A meeting has been scheduled with the Buhl Foundation. Other foundations are being looked into.

Marian Seifcik, presented on behalf of the FTO; a small chance license has been obtained. They have received money towards the pathway bricks and are in need of a list of the graduating class to start ordering bricks.

Report on Finance and Business Services:

Rick Fosbrink, CEO, mentioned an issue that Westinghouse Arts was experiencing with PNC and a case of fraud. The security breach is being addressed by PNC and will keep Westinghouse Arts in the investigation loop. The financial reports were reviewed. It was noted that there is a cash flow issue. It takes more time for the school to receive the revenue due to the school districts being slow to pay as well as payments going to pay on the

bond. Westinghouse Arts Academy also had to make a payment to cover the interest payment on the bond. The school also made payments for the Castle kitchen build.

The monthly bills were also presented.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for August 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 about 60 students off of our goal of 400. It was noted that this is the largest freshman class the school has ever had. Marketing will be making some changes to online content and direct marketing plans. Alex Boyd is working on social media for enrollment. Report due to bond in October.

Executive Session:

No executive session was tabled until October 5, 2022

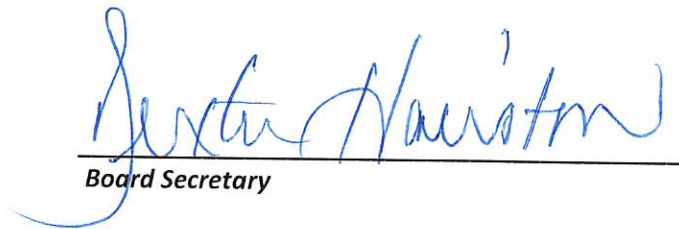
Mr. Pricener thanked all for attending the meeting and asked for a motion to adjourn the meeting.

Motion made: To adjourn the public meeting 1st: Greg Jakub 2nd: John Hisiro

The public meeting adjourned at 7:50 pm.

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

10/31/2022
Date:


Board Secretary

October 2022 Board Minutes

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

MEETING MINUTES

Wednesday, October 5th, 2022, 6:00 P.M. EDT

Present:

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

Excused:

JP Hernandez, Trustee
Greg Jakub, Trustee

Presentation:

Guests:

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

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:

None.

Approval of Meeting Minutes:

Motion made: To approve and accept the minutes from September meeting: 1st: John Hisiro 2nd: Gloria Raymond

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

Reorganization Meeting/Election of Officers:

This item was tabled until the next meeting on November 3, 2022.

Board Governance:

Bill Pricener, Board President, asked if any of the Board Committee Chairs had anything to present.

The Development Committee: Gloria Rayman had nothing to report.

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:

We will share personnel and staff with Spectrum Charter School. Part time at each location. The questions on if this would be an hourly wage? Answer is yes. What will be the travel provisions? Will there be any extras?

Motion made: to approve sharing services 1st: Gloria Rayman, 2nd: Don Marinelli

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

Dr. Kelly Lombard spoke about the collaboration with Carlow College where students will receive college credits. A program called Advisory was developed where students and teachers have a dedicated time to discuss issues. Positive behavior intervention is in place through the PBIS program.

School Personnel:

A physical Education teacher, a part-time theatre teacher, a paraprofessional and a student services administrative assistant were hired. In need of a school nurse and school counselor.

Terminations were a part time theatre teacher and a part time cafeteria worker.

No resignations.

Motion made: To approve and accept the personnel report for October: 1st: Dexter Hairston 2nd: John Hisiro

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

Report on Facilities:

Greg Beal, Director of Operations, presented the facilities report. Moving forward, employee and student ID cards will be printed in house. Construction on the large group classroom has been completed. All of the Nightlock system has been installed; training is to come. All cameras are being replaced. Awnings over Marguerite and main office doors are to come. New metal detectors are also on their way. Working on food service program for both buildings.

Work progressing on the Castle project.

Report on Fundraising:

Rick Fosbrink, CEO, reported that the Andrew Lloyd Webber Foundation grant has been submitted. The money will go towards items for the piano class. Had a meeting with the Buhl Foundation/ Frick Fund for arts and education.

Marian Seifcik, presented on behalf of the FTO; the bricks are going well and will be laser etched. FTO would like to sponsor two students for the Cultural Trust in conjunction with the positive behavior program. FTO links will be added to our website on the info tab.

Report on Finance and Business Services:

Rick Fosbrink, CEO, gave an overview of the financial reports. It was noted that there is a cash flow issue. It takes more time for the school to receive the revenue due to the school districts being slow to pay as well as payments going to the lockbox to pay on the bond. We may need to ask Hamlin for funds if cash flow issue continues. The school also made payments for the Castle project. There is an additional bill for the Meraki network. The audit is underway.

The monthly bills were also presented.

Motion made: To retroactively approve and accept the Bills, Contracts and Payroll for September 1st: Gloria Rayman 2nd: Bernadette Gibson

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 at 323 students; off of our goal of 400. Marketing will be making some changes to online content and direct marketing plans. We are going to school fairs now. The Light Digital is now managing our digital media. Working with Cox/WPXI. We have an incentive program called Each One Reach One where students and teachers will receive gift cards for new enrollments.

The meeting was paused at 6:56 for Executive Session.

Executive Session:

A one-time retention bonus of 12% of base salary was discussed.

Motion made: A one-time retention bonus of 12% of base salary 1st: John Hisiro 2nd: Don Marinelli

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


The meeting resumed at 7:08. Mr. Pricener thanked all for attending the meeting and asked for a motion to adjourn the meeting.

Motion made: To adjourn the public meeting 1st: Gloria Rayman 2nd:

The public meeting adjourned at 7:10 pm.

Next Meeting: November 3, 2022, at 6:00 pm

12/2/22
Date:


Board Secretary

November 2022 Board Minutes

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

MEETING MINUTES

Wednesday, November 2, 2022, 6:00 P.M. EDT

Present:

Bill Pricener, Board President/Treasurer
Dexter Hairston, Board Secretary (Zoom)
Bernadette Gibson, Trustee (Zoom)
John Hisiro, Trustee
Don Marinelli, Trustee (Zoom)
Gloria Rayman, Trustee
Lisa Hoffman, Trustee
Greg Jakub, Trustee
Matt Racunas, Solicitor
Rick Fosbrink, WAACS CEO
Debra Lehew, WAACS Dir. SpEd (Zoom)
Kelly Lombard, WAACS Principal (Zoom)
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
Joe Lawrence

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:

Joe Lawrence thanked the board for the Castle Ribbon Cutting event. People are touring every day. Keys to the Castle were given to Rick Fosbrink.

Castle Construction tours were held off until the end of the meeting. Don Marinelli inquired about the E-Sports room layout. There will be no spectators. There is a premiere on December 17th at Phoenix Cinemas.

Approval of Meeting Minutes:

Motion made: To approve and accept the minutes from the October meeting: 1st: Greg Jakub 2nd: John Hisiro

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

Reorganization Meeting/Election of Officers:

This item was tabled until the next meeting on December 7th, 2022. It was noted Dexter Hairston's and Don Marinelli's term is up but would like to reappoint them.

Motion made: To reappoint Dexter Hairston and Don Marinelli: 1st: Gloria Rayman 2nd: Bernadette Gibson

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

Board Governance:

Bill Pricener, Board President, asked if any of the Board Committee Chairs had anything to present.

The Development Committee: Gloria Rayman had nothing to report.

The Education Committee: Bernadette Gibson had nothing to report.

The Nominating Committee: Greg Jakub had nothing to report.

School Programs & Policies:

Kelly Lombard noted there is to be an In-Service on 11/10/22. Parent/Teacher conferences are on-going. The fall music concert is coming up. The Coffee Shop event will have exhibits. We are working with Carlo for class credits. The fall play is coming up. Greg Jakub asked about Christmas in the Park. The school will put decorations out and attend the borough Light Up Night on December 3rd. the Holiday Spectacular is coming up on December 16th and 17th.

School Personnel:

A counselor was hired to start December 7th. In need of a school nurse.

No terminations.

No resignations.

Motion made: To approve and accept the personnel report for November: 1st: Lisa Hoffman 2nd: Don Marinelli

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

Report on Facilities:

Greg Beal, Director of Operations, presented the facilities report. Awnings over Marguerite and main office doors have been installed. The Safety Committee is now the Health Safety and Security Committee. Active Shooter training is on November 10th.

Work progressing on the Castle project.

Report on Fundraising:

Rick Fosbrink, CEO, Nadine Dunn has a tour with the Lethem Family Foundation. Alex Boyd spoke about the Gala date being changed. More to come. The Castle Ribbon Cutting coming up. Please send a list of VIP guests to Rick Fosbrink or Nadine Dunn so invites can go out. Released a capital campaign. Student Alumni to speak February 4th.

Report on Finance and Business Services:

Rick Fosbrink, CEO, gave an overview of the financial reports. The audit is still in progress but close to being completed. Bond reporting has been completed. Allegheny Transit has not billed us for East Allegheny as required until now but there is a plan in place going forward. We are still experiencing cash flow issues. There is an incentive plan in place to bring in new students. US Bank now sends us two payments a month.

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 October 1st: Gloria Rayman 2nd: Greg Jakub

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

We proposed to raise the two-signature required limit to \$20,000. The board was more comfortable at \$10,000.

Motion made: To raise the 2-signature limit to \$10,000 1st: Greg Jakub 2nd: Gloria Rayman

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 at 325 but needs to be at 350 students. We are going to school fairs now. We have an incentive program called Each One Reach One where students and teachers will receive gift cards for new enrollments. Elementary schools at Propel help place students in high schools might be a possibility. We have been doing tours.

Marian Seifcik, on behalf of the FTO, mentioned that the bricks have been ordered.

Executive Session:

There was no Executive Session.

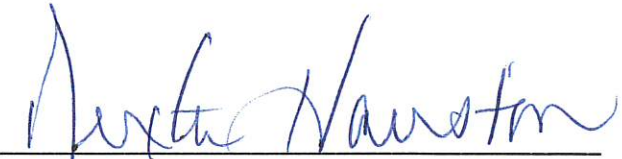
Mr. Pricener thanked all for attending the meeting and asked for a motion to adjourn the meeting.

Motion made: To adjourn the public meeting 1st: Gloria Rayman 2nd:

The public meeting adjourned at 6:47 pm.

Next Meeting: December 7, 2022, at 6:00 pm

1/13/23
Date:


Board Secretary

December 2022 Board Minutes

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

MEETING MINUTES

Wednesday, December 7, 2022, 6:00 P.M. EDT

Present:

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

Excused:

JP Hernandez, Trustee
Greg Beal, WAACS Dir. of Operations
Kelly Lombard, WAACS Principal

Presentation:

Guests:

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

The Meeting of the Board of Trustees began at 6:03 p.m.

Roll Call of Board Members:

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

Public Comment:

Colleen Kimberlin thanked Mr. Fosbrink for the school's support to improve the vocal program. Joe Lawrence voiced concerns about the school's and TCVA's financial obligations towards The Castle and suggested a modification to the lease. He is requesting financial documents and Matt Racunas was working on getting those to him. Joe Lawrence is requesting a proposal on how and when the school plans to satisfy its obligation for The Castle.

Approval of Meeting Minutes:

Motion made: To approve and accept the minutes from the November meeting: 1st: Dexter Hairston 2nd: Greg Jakub

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

Reorganization Meeting/Election of Officers:

Lisa Hoffman has submitted her resignation.

Motion made: To accept Lisa's resignation: 1st: Gloria Rayman 2nd: Don Marinelli

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

Board Governance:

There were no changes to policies but a format change for uploading them to the Board Portal.

Motion made: To accept the new format: 1st: Bernadette Gibson 2nd: John Hisiro

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

Bill Pricener, Board President, asked if any of the Board Committee Chairs had anything to present.

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 had a prospect but nothing to report.

School Programs & Policies:

Deb Lehew gave an update. The new school counselor started and it's going well. Preparations for the Holiday Spectacular are underway. The National Honor Society decorated a DUI tree to raise awareness. Department curriculum meetings have started to discuss changes and plans. Advisory is doing well. Each advisory is participating in a door decorating contest. PBIS is going well. E-Hall Pass is working well and cutting down on the number of students skipping classes. Greg Jakub thanked the school for a good Wilmerding Light Up Night.

School Personnel:

A counselor started December 7th. An English teacher was hired. In need of a school nurse. No terminations.

An English teacher resigned.

Motion made: To approve and accept the personnel report for December: 1st: Greg Jakub 2nd: John Hisiro

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: 1st: Don Marinelli 2nd: Dexter Hairston

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

Report on Facilities:

Rick Fosbrink presented the facilities report. The Castle kitchen still needs to be finished. Kilns and pottery items are to arrive. There have been construction delays at The Castle. A new cleaning company is to start – Specialty Cleaning Services. Food service concepts for each cafeteria are underway including menus. Security meetings are on-going.

Report on Fundraising:

Rick Fosbrink, CEO, Nadine Dunn acquired \$15,000 from the Lethem Family Foundation to buy computer equipment. Laura Sippero suggested naming a room after them. Nadine Dunn gave an update that they are finalizing the guest list for the Gala and invitations will go out around Christmas.

Report on Finance and Business Services:

Rick Fosbrink, CEO, gave an overview of the financial reports. Cash was low in October, but it is better now that schools are catching up. We are receiving two payments from the lockbox now as well. Audit adjustments still need to be made. We are making changes to adjust for enrollment. 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 November 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 327 but need 350. We are going to school fairs now. 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 dance schools, school counselors and have a booth at the convention center. The FTO mentioned they would like to help with the booth at the convention center and suggested making a video about our school to play. Show our diversity. They gave kudos to Alex Boyd for marketing and event promotions.

Executive Session:

The Executive Session lasted from 7:04 to 7:45.


Mr. Pricener thanked all for attending the meeting.

The public meeting adjourned at 7:04 pm.

Next Meeting: January 4, 2023, at 6:00 pm

1/13/23

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

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: 1st: Dexter Hairston 2nd: 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 7th. 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: 1st: Bernadette Gibson 2nd: 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: 1st: Don Marinelli 2nd: 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 7th 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 4th.

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:

Justin Hamilton
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)

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 28th. 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: 1st: Greg Jakub 2nd: 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: 1st: Gloria Rayman 2nd: 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: 1st: John Hisiro 2nd: 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: 1st: Don Marinelli 2nd: 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: 1st: Greg Jakub 2nd: Gloria Rayman

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

School Programs & Policies:

Debra Lehew 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 11th and 12th 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: 1st: Don Marinelli 2nd: 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

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: 1st: John Hisiro 2nd: 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: 1st: Greg Jakub 2nd: 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:

1st: Bernadette Gibson 2nd: 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:

1st: Don Marinelli 2nd: 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: 1st: Greg Jakub 2nd: 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: 1st: Gloria Rayman 2nd: 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.

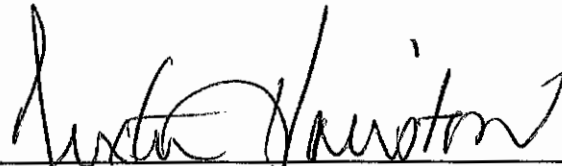
Executive Session:

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

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: 1st: Don Marinelli 2nd: 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: 1st: Dexter Hairston 2nd: 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: 1st: John Hisiro 2nd: 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: 1st: Don Marinelli 2nd: 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

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: 1st: Greg Jakub 2nd: 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: 1st: Bernadette Gibson 2nd: 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: 1st: Greg Jakub 2nd: 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

July 2023 Board Minutes

Please note that the July 2023 board meeting has been canceled.

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

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: 1st: Greg Jakub 2nd: 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: 1st: John Hisiro 2nd: 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:

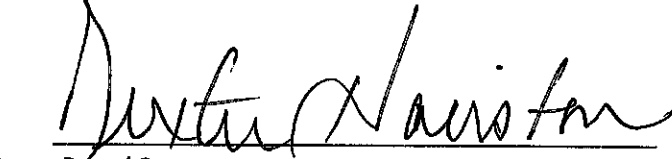
Motion made: To adjourn the board meeting 1st: Don Marinelli 2nd: John Hisiro
Vote: All in favor: ALL Yea; 0 Nay; 0 Abstaining- Motion Carried.

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

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: 1st: Greg Jakub 2nd: 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: 1st: Gloria Rayman 2nd: 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 Lehe 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: 1st: Don Marinelli 2nd: 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: 1st: John Hisiro 2nd: 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

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

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

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

<https://westinghousearts-org.zoom.us/my/j4985722966> BoardMeeting

Meeting ID: 829 0442 0112

Passcode: 413522

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

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 wil 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?

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

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


Board Secretary

WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL
BOARD OF DIRECTORS
Meeting Minutes

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

[https://westinghousearts-org.zoom.us/my/j/4985722966](https://westinghousearts-org.zoom.us/j/4985722966) BoardMeeting

Meeting ID: 829 0442 0112

Passcode: 413522

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

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.****

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

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 Parello 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

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

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.

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

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 Lehew 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. Lehew 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.

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

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.

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

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.

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

Justin Nauston
Board Secretary

November 1, 2023
Board Meeting Minutes

WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL
BOARD OF DIRECTORS
Meeting Minutes

Wednesday, November 1, 2023 6:30 P.M. EDT

https://westinghousearts-org.zoom.us/my/j4985722966_BoardMeeting

Meeting ID: 829 0442 0112

Passcode: 413522

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 Hairston - Board Secretary
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. John Hisiro - Board Member
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

The Meeting of the Board of Directors began at 6:33pm.

Roll Call of Board Members:

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

1. Public Comment

Ms. Colleen Kimberlin

For the sake of brevity, I am going to speak in bullets so please forgive me if this isn't thoughtful as it might have been.

1. Thyo, my child and a junior at WAA, feels like they no longer have a major as an Applied Voice student.
 1. In the first nine-week period, Thyo received 20-minutes of vocal instruction. Aside from warm-ups, my vocal student sang ONE TIME. At a minimum, they should have received 4-5 coaching sessions.
 2. Ms. Very professional goal is to be a principal and Dean of Students is an important step in that journey. As a self-professed lover of ensemble music, teaching applied voice doesn't seem to be a priority. She is often absent during Thyo's first period applied voice class, presumably attending to her Dean of Students duties.
 3. I have already been warned that if the lack of recording equipment in the studio isn't rectified, that the Songwriting and Recording class will be turned into another applied voice, and we see how that is going. Despite parental requests, teachers are being discouraged from crowd sourcing for needs.
 4. Applied voice students can only perform if they audition (unlike ensemble voice), leaving them with less performance opportunities than other majors
 - i. Fall concert was delayed 3+ weeks and yet
 - ii. Students received one-week notice to prepare for auditions,
 - iii. Which occurred only two weeks prior to the fall concert.
 - iv. Giving them less preparation time than the ensemble students

5. By year's end, Thyo will have taken all of the music and vocal classes available. What will they do next year, their senior year, as an applied voice student?
6. Thyo came to this school with a passion for music and a goal to pursue a career in singing and songwriting. At this point, they are not getting enough vocal education to get them into a university vocal program. Thyo is seriously considering quitting vocal and giving up on their dream. That WAA has crushed that dream is unforgivable to me.
7. The lack of coaching has us wondering if Thyo is being retaliated against due to my speaking out about issues with the vocal program. Thyo has told me that the lack of instruction and support makes them feel hated.
8. Selling a vocal program that is not supported is false advertising and a deceptive business practice. Additionally, according to my research, it could put WAA's Charter under investigation.
9. This program needs a full-time teacher – immediately - who can hit the ground running. We no longer have time for yet another teacher who is muddling through a first year or who has one foot out the door.
10. Communication to Ms. Very and Dr. Lombard on this has gone unanswered; however, I have been talking to all levels of the organization about this since February 2021.
11. If no one affiliated with this school is willing to address this issue or even respond to me, I have to seriously consider what steps I need to take to get Thyo's educational needs met.
12. What do I need to do to get someone to respond?

2. Approval of Minutes from the October meeting

MOTION: To approve and accept the minutes from the October 4th regular meeting			
1st: Greg Jakub		2nd: Bernadette Gibson	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

3. Approval of Minutes from the special meeting on October 10, 2023

MOTION: To approve and accept the minutes from the October 10th special meeting			
1st: Gloria Rayman		2nd: Dexter Hairston	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

4. Statement by Board President - Mr. William Pricener

- As you can imagine, the last month has been very stressful for everybody.
- Looking to restructure.
- Looking for transparency as we move forward not only for students, but also faculty.
- Making tough decisions so that students get the education they were promised.
- It's not going to be easy, but we are confident that it will work out.
- I'm very excited about the future of this school.

5. Board Committee Reports

5..1. Nominating – Mayor Gregory Jakub – No current report

5..2. Development – Ms. Gloria Rayman – No current report

5..3. Education – Ms. Bernadette Gibson – No current report

5..4. Finance – Mr. William Pricener

I started asking former donors from YMCA if they would be willing to donate specifically for teacher supplies and equipment. We raised not just projected \$5,000 but \$6,000.

Donors Include:

Gloria Rayman

Bucci and Son Plumbing

Gary and JaneAnn Regan

Community Improvement Advisory Committee

Compass Savings Bank

We have at least 3 more leads to follow up on next week. Specifically and only for supplies for teachers and students.

I would like a motion to accept the current \$6,000 that was received.

MOTION: To accept the \$6,000 in donations			
1st: Bernadette Gibson		2nd: Greg Jakub	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

5..5. Personnel – Mr. Dexter Hairston

Personnel committee met on October 13th - members Ms. Gibson, Dr. Marinelli, and Mr. Hairston, administrators Mr. Beal and Dr. Lombard in attendance. We reviewed personnel who were considered for elimination. The committee determined to eliminate the following positions:

- Chief Executive Officer
- PIMS Secretary
- Director of Admissions
- Director of Engagement
- Fundraising Coordinator

The responsibilities of these positions will be taken on by current employees.

Resignations

Justin Calderone - ELA (misspoken as social studies teacher)

New Hires

Kimberly Kunkle - special education

Ronda Olshanski - ELA

Adam Ahlgrim - ELA/Literary Arts

MOTION: To approve and accept personnel adjustments	
1st: Gloria Rayman	2nd: Greg Jakub

YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried
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Mr. Pricener thanked everyone involved in personnel adjustments, indicating that these decisions were difficult to make.

6. Administrative Report - Mr. Gregory Beal and Dr. Kelly Lombard

Mr. Gregory Beal - All duties of eliminated positions are being reassigned.

WP - Asking on behalf of Ms. Gibson. Are we sure that those current positions have enough capacity to take on those additional duties?

GB - Yes.

Dr. Lombard assured that she was able to take on the additional duties as well. There was a discussion on transparency as we move through the restructuring process.

7. Academics/Instruction

7..1. Report from the Principal – Dr. Kelly Lombard

Inservice Day at Point Park University

- Great day of collaboration for all teaching staff
- All of the deans from the 5 schools came, spoke with us
- Very informative session on AI. She helped us look at it in a different light.
- Started collaboration last summer in looking at courses to approve for college-in-high-school.
- It was a nice day to put faces and names together.

Inservice Nov. 9

- Collaboration
- Department meetings

Coffee Shop - Tuesday, Nov. 7

- Hope people will come out to see exhibits and hear poetry readings

Increased seating in the cafeteria

- Have a seat for every student, unless they choose not to sit
- Mr. Beal organized a donation of cafeteria tables

November 22

- Collectively decided to have asynchronous instruction for that day due to early dismissal

7..2. Report from the Director of Special Education – Dr. Debra Lehew

PBIS Update

- Looking at the number of discipline referrals in comparison from last year - numbers are significantly down.

Staff Shout Outs

- Very nice to see the camaraderie for colleagues

Student Services

- 2 college visits with admission immediate
- A lot more college visits overall
- Food drive for Thanksgiving - identifying families who may need extra food

Ms. Rayman asked for a list of items that they would prefer.

Dr. Lehew said she would provide the list.

8. Student Discipline - Ms. Anna Very

WAA Discipline Statistics Quarter 1, 2023-2024

	Total Consequences Delivered	Total Number of Incidents Resulting in the Consequence	Reasons for Consequence
Lunch Detentions	3 Detentions	1	Electronic Device Violation
Saturday Detentions	0 Detentions	0	-
Days of In-School Suspension	8 Days	6	6 Class Cutting
Days of Out-of-School Suspension	33 Days	7	1 Possession of Vaping Materials, 5 Leaving the School Building Without Permission, 1 Simple Assault
Days of Lost Direct Instruction	41 Days	-	-

9. Parent/Family/Community Outreach

9..1. Report from the FTO

Ms. Marian Sefcik - Thank you. Where does the FTO actually fit into this new puzzle? We appreciate being included.

At our general meeting at the beginning of October, Nikita Wilkerson - offered to be auditor.

Ms. Sefcik completed the inventory of Food Locker, which supplies students in need or after school. Reposting the Amazon Wishlist link shortly. Ms. Becky Flaherty is submitting an application for a local Food Bank partnership.

Recommended by Nick Lenz to add a QR code for Amazon Wishlist. Looking to add that into event programs.

Jen Meyercheck recommended Education Partnerships, which provides teacher resources 2 times a year. Dr. Lombard can put in an application in March for our school. December and February teachers can shop, generally \$1000 worth of items per teacher.

Alice's Kids also recommended. Can be accessed by counselors and teachers, requests for specific students to get specific things. Example of a student needing to buy a cap and gown.

Dr. Lombard brought up her wanting to apply for a grant for after school programs. She is attending our next general meeting to ask for Parent Advisory Committee members. We also need a PAC to help determine how we spend our federal funds.

FTO Fundraisers - Pie orders are due at the end of the day on Friday. We need to have at least 75 pies to get delivery, and 200 for free delivery. Pies will be delivered Nov. 17th. We will have volunteers with clearances to unload and dispense them in the Commons. Asking for NHS, ITS, or Tri-M members to help sort orders as well.

From November 27th to December 11th, the FTO is selling Texas Roadhouse gift cards, hoping for them to be used for dine to donate events in January and March or as holiday gifts.

New brick order was delivered.

Next general meeting is Nov. 6. Executive meeting will be

On a personal note: My oldest granddaughter is a recent graduate, she is in a freshman writing class. When working on a peer and professor critique assignment. The professor praised her composition teacher - Amanda Bateman.

The board discussed possible companies to partner with to help with the Food Locker as well as milk supply options.

10. Cafeteria/Food Service, Buildings and Grounds, Security and Safety - Mr. Gregory Beal

- Cafeteria seating has been expanded. Donations came in as requested.
- Classrooms and classroom size currently in flux. We strive to get everyone everything they need. We still have a few more moves to make.
- Safety and Security - no major issues to report, business as usual
- Working with our cleaning company on staffing issues

11. Finance

11..1. Monthly financial report - Already reported

11..2. Ratification of contracts, bills, and payroll for October

Mr. Gregory Beal indicated to look at reports included in the board packet and gave a brief overview. Also included an outstanding debts report.

WP - What are the district lines?

GB - Some school districts overpay, and they need the money returned.

WP - How is our billing to the districts coming along?

GB - We are starting to see more of them. As we continue to get money in, we are better able to cover our expenses.

DH - Can you include the receivables next time?

GB - Yes.

GR - On overpayments - can we hold onto our repayments for 120 days if they take 120 days to send our payments?

GB - Yes, we can. Some districts are very on top of it, but some are always behind. It varies.

DH - Don't like seeing Racunas Law owed \$23,000. We should make every effort to pay something every month.

MR - I feel like I'm on the team. We're all in this together. I will work with the administration.

MOTION: To retroactively approve and accept the Bills, Contracts and Payroll for October			
1st: Gloria Rayman		2nd: Bernadette Gibson	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

11..3. Funds raised for Teacher supplies - Already reported

12. Student Activities – No current report

13. Enrollment – Dr. Debra Lehew

- Current enrollment at 338. Down from 351 in September.
- Adding a peer involvement aspect as new students enter.
- Reasons for leaving - lack of substitute teachers particularly noted this month.

14. Board Policy – No new policies to update.

WP - The board is going to be looking back at past policies. The first one we're looking at is fundraising to keep teachers' hands from being tied. All policies have been approved, but I'm not sure how deeply we delved into our policies when we approved them.

GB - Going through the policies and changing wording of positions that have been eliminated.

15. Additional Items

Mr. Matthew Racunas- need to address a personnel issue related to executive session.

Executive Session

Executive Session Began at 7:25pm. 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.

Mr. Jakub motioned to adjourn.

The meeting is adjourned at 8:14pm.

Upcoming Events: Monthly Board Meeting – December 6, 2023 @ 6:30pm * Note new time*****

11-15-23

Date


Board Secretary

December 6, 2023
Board Meeting Minutes

WESTINGHOUSE ARTS ACADEMY CHARTER SCHOOL
BOARD OF DIRECTORS
Meeting Minutes

Wednesday, December 6, 2023 6:30pm

https://westinghousearts-org.zoom.us/my/j4985722966_BoardMeeting

Meeting ID: 829 0442 0112

Passcode: 413522

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
Dr. John Hisiro - Board Member
Dr. Donald Marinelli - 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:

Mr. Dexter Hairston - Board Secretary

Guests:

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

The Meeting of the Board of Directors began at 6:30pm.

Roll Call of Board Members:

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

Public Comment

Mr. Pricener - Westinghouse Arts Academy Board kindly requests that public comment be kept to 3 minutes per commenter, in order to respect the time of the attendees and the Board Members. Thank you.

The meeting was paused to address technology issues with the Zoom microphone.

Mr. Beal - Public Comment precedent was set. I'll be reading a question for public comment that was sent in by Ms. Colleen Kimberlin.

Mr. Beal read Ms. Kimberlin's question regarding what the school is doing to address the lack of full time music teacher in the music program.

Approval of Minutes from the November meeting

Mr. Beal - Questions or comments on the meeting minutes from November?

Technology issues continued, Mr. Pricener moved nearer the microphone.

Ms. Gloria Rayman asked to go back to public comment.

Mr. Beal repeated the question and asked for input.

Technology issues continued.

Mr. Beal repeated the public comment.

Return to meeting minutes at 6:38.

Mr. Beal - Any questions or comments?

MOTION: To approve and accept the minutes from the November 1 regular meeting			
1st: Greg Jakub		2nd: Gloria Rayman	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Statement by Board President - Mr. William Pricener

I don't have a whole lot to say. The mayor and I have been at the school. The atmosphere in the school is much lighter, people seem to be happier. There are still concerns, but I believe we are on the right trajectory. I'm really pleased with this school. Remember it's going to take some time to be functioning like a well-oiled machine. Dr. Lombard, Dr. Lehew, and Mr. Beal are doing well.

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

Meeting with Compass Savings Bank, asking for a donation. We came away with not just \$5000, but they committed to making our school their donation of choice. We have a minimum of \$5000 and whatever else they raise in their year end campaign. We also talked about how they can help us with our finances and consolidate our accounts into one bank. It was a very productive meeting, and they are very excited to be helping our school.

Personnel – Mr. Dexter Hairston

Mr. Hairston was not available, Mr. Pricener reported.

Mr. Pricener - Fortunately, we don't have a lot going on. Two resignations as stated in the report.

MOTION: To approve and accept personnel adjustments			
1st: John Hisiro		2nd: Greg Jakub	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Recommendation to appoint School Administrator

Mr. Pricener - We eliminated the position of CEO, there is a position for Executive Director within Westinghouse's charter agreement. Mr. Hairston, and I believe the whole personnel committee, recommends Mr. Beal to be appointed as Executive Director. This would mean no change in pay, just title.

Ms. Rayman - How does that affect the personnel chart?

Mr. Pricener - There will be a clear delineation of duties, avoiding the "mom and dad", going back and forth.

Ms. Rayman asked for a copy of the updated personnel chart to be shared with board members.

MOTION: To approve and accept a title change for Greg Beal to Executive Director			
1st: Bernadette Gibson		2nd: Greg Jakob	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Administrative Report from the Board appointed administrators – Mr. Gregory Beal and Dr. Kelly Lombard

Mr. Beal - Dr. Lombard and Mr. Beal starting planning the budget, calendar, etc. for next year. We want to start ASAP so they can bring it to the board. Currently organizing, creating, and revising systems and procedures for club development and fundraising.

Academics/Instruction

Report from the Principal – Dr. Kelly Lombard

- Meeting with Department Heads, monthly meetings scheduled to push forward updates to programming and curriculum
- Reviving the Faculty Leadership Committee, help with planning for 24-25 school year
- Parent Advisory Council - meeting in January, will assist with 24-25 school year planning
- Looking at hiring a PE teacher replacement to begin January 3
- Looking at hiring a vocal music teacher
- Continuing our professional development on collaboration with book study "The Collaborative Habit" by Twyla Tharpe

Dr. Donald Marinelli - Are you happy?

Dr. Lombard - Yes.

Report from the Director of Special Education – Dr. Debra Lehew

- Thanksgiving food drive was very successful
- Talking about additional efforts - December "Stuff our Stockings"
 - Asking for personal care and hygiene items as well as breakfast items
- This can be a challenging time with the holidays.
- We have seen additional behaviors, but we're putting more supports in place for students
- Enrollment has stayed relatively the same
- At 338, new student enrolling to be at 339

- Feather Jars are full, Student and Employee of the week are both going exceptionally well

Mr. Pricener announced that Dr. Lehw was voted as president of the Highlands School District

Dr. Hisiro asked

Mr. Jakub expressed that the Thanksgiving food drive was a great experience.

Student Discipline

Report from the Dean of Students - Ms. Anna Very

WAA Discipline Statistics Quarter 1, 2023-2024

	Total Consequences Delivered	Total Number of Incidents Resulting in the Consequence	Reasons for Consequence
Lunch Detentions	3 Detentions	1	Electronic Device Violation
Saturday Detentions	0 Detentions	0	-
Days of In-School Suspension	8 Days	6	6 Class Cutting
Days of Out-of-School Suspension	33 Days	7	1 Possession of Vaping Materials, 5 Leaving the School Building Without Permission, 1 Simple Assault
Days of Lost Direct Instruction	41 Days	-	-

WAA Discipline Statistics Quarter 2, 2023-2024

	Total Consequences Delivered	Total Number of Incidents Resulting in the Consequence	Reasons for Consequence
Lunch Detentions	0 Detentions	0	-
Saturday Detentions	0 Detentions	0	-
Days of In-School Suspension	2 Days	2	1 Class Cut
Days of Out-of-School Suspension	30 Days	10	3 Possession of Vaping Materials, 1 Sexual Misconduct, 1 Unauthorized Presence on School Grounds, 1 Disorderly Conduct, 3 Leaving the School Building Without Permission
Days of Lost Direct Instruction	32 Days	-	-

Parent/Family/Community Outreach

Report from the FTO

Ms. Marian Sefcik

- Very successful Pie sale - made over \$500
- Mr. Beal was the Faculty leader in pie sales
- This is the first time we had nothing missing or left over, everything went according to plan
- Texas Roadhouse gift card sale goes through Monday
- Email us at FTO@westinghousearts.org and make out a check to WAA FTO
- Cards delivered on December 21, 2023
- We have a dine to donate on January 10th, these gift cards can be used at any location, but can specifically be used at that evening event
- Texas Roadhouse has been helpful to us in many ways
 - Teacher of the month and Student of the month coupons for every month donated
 - Incentives for the students and faculty members who sell gift cards
 - If we sell enough, they will put a WAA sign in the Monroeville location
- Nick Lenz let us know about the Cultural Trust subsidizing student attendance to 3 shows, we are hoping to
- Holiday Showcase on December 15th
- Do we want to encourage folks to bring items for the "Stuff our Stockings"
- Mr. Shultz reached out for class to do a 30 second promo for the Texas Roadhouse fundraiser
- Promos encouraged
- Next FTO meeting January 8, 2023.

Cafeteria/Food Service, Buildings and Grounds, Security and Safety

Report from the Board appointed administrator – Mr. Gregory Beal

- Chief Gary doesn't have anything pressing to update
- Buildings and grounds is business as usual, getting ready for snow
- Cafeteria/Food Service - This is our 5 year evaluation with Pennsylvania Department of Education
 - Turning in information now, they will be here in the spring semester

Mr. Pricener asked how many days they would be here.

Mr. Beal says that there should be only one day at this point.

Mr. Pricener talked about supporting Kathy and food service.

Monthly financial report

Mr. Beal

- October's bills first as well as November's.
- We also included the November Wesbanco credit card statement, no activity.
- Accounts receivable summary for the school districts - amounts billed versus amounts paid from schools.
- Report that shows last years' versus this years' billed versus paid
- School district billings - close to \$300,000 outstanding as opposed to the \$1 million
- Helping us to tackle what we needed to take care of on the finance end.

Mr. Pricener - Total paid is \$2 million. Outstanding due is now closer to \$300,000.

Dr. Hisiro - Are we really seeing a difference after the elimination of positions?

Mr. Beal - It's only been 7 weeks, payroll went up at first. We're slowly seeing payroll going down to where we expect it

to be. As time goes on, we'll see those numbers change in a positive direction.

Ratification of contracts, bills, and payroll for October

MOTION: To retroactively approve and accept the Bills, Contracts and Payroll for October			
1st: John Hisiro		2nd: Donald Marinelli	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Ratification of contracts, bills, and payroll for November

MOTION: To retroactively approve and accept the Bills, Contracts and Payroll for November			
1st: Donald Marinelli		2nd: Gregory Jakub	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Student Activities – No current report

School Operations/ Recruitment/Marketing - Mr. Alex Boyd

Mr. Boyd read from a prepared statement.

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

Ms. Rayman asked what the majors are for the incoming students.

Mr. Boyd - Digital, Vocal, Musical Theatre, and Studio.

Dr. Marinelli - Is it possible to do a quantum staging of Count of Caligari in the castle?

Mr. Boyd - We have a meeting next week, and I will bring it up. Nothing is impossible.

Mr. Jakub thanked everyone who presented a great program for light up night - Alex Boyd, Nick Lenz, Anna Very, etc. He mentioned that this light up night has been one of the best Wilmerding has had over the past few years.

Mr. Pricener - I'm glad to hear that all the faculty are working so well together.

Mr. Jakub - The students worked well together, also.

MOTION: To retroactively approve and accept a \$250 donation from the Rotary Club.			
1st: Donald Marinelli		2nd: Gregory Jakub	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

Board Policies – Begin review, updates, and additions.

Mr. Beal - We will begin looking at board policies to review. As we update them, we will bring them to the board for approval.

Mr. Pricener - Anywhere that “CEO” is, it will likely change to “Executive Director”.

Additional Items

Dr. John Hisiro - What is the date of graduation?

Dr. Lombard - June 6th.

Ms. Marian Sefcik - What happens to culinary majors?

Mr. Beal - All of those students are taking on different majors.

Dr. Donald Marinelli - What's the Commons kitchen being used for?

Mr. Beal - It will continue to be used for breakfast service and storage.

Adjournment

Mr. Jakub motioned to adjourn the general meeting.

Mr. Pricener ended the general meeting at 7:23pm.

An executive meeting took place at the conclusion of the general meeting.

Upcoming Events: Monthly Board Meeting – January 3, 2024 @ 6:30pm

Attached Document 1

School Operations Report from Mr. Alex Boyd

Good evening everyone,

I'm thrilled to share some exciting updates from my first weeks in my new role as School Operations Manager and Production Manager. The report this month is more extensive due to the significant achievements and progress made in various areas.

In the realm of facilities, we've successfully transformed several castle rooms to accommodate the new dance studio. This was a very complex shift to happen mid year including the relocation of 2 offices and 2 classrooms. Major thanks to Greg Bethune and our diligent maintenance staff, Kathy Parello and Dave Simpson, for their crucial role in relocating the sprung dance floor. In addition, thank you to our dance faculty Stephanie Tolbert King and Tracey Casciato for their help as well.

Next, we've successfully finalized the set up of our new piano lab. This lab was made possible through a generous \$18,500 grant from the AE&A foundation. This lab is a major game-changer for our music students. The lab includes 16 pianos equipped with headphones and microphones to teach to everyone as a group or separately through the push of a button. Our Lab mirrors a college-level piano instruction lab, facilitating immersive and personalized learning experiences for our students. Thank you to Mr. Lenz, Mx. Rigby and Miss Very for staying after school for several hours to help set this up.

Our last facilities update is that we have inaugurated a new student-focused Production office. This space will be instrumental in collaborating with our students interested in technical theatre. It features five sewing machines, a props workstation, and a tech design station. The inclusion of a spacious meeting table enhances our capacity for collaborative production meetings. This room aligns seamlessly with our mission, fostering high-quality, student-focused work by providing them with the tools they need for success. I am very excited to begin working with students again.

Now that we have been operating in the castle for several months, I wanted to highlight our amazing faculty. I had the opportunity of doing a walk through of the castle a few weeks ago and saw first hand how each teacher has helped to breathe life into each of the classrooms, through teaching tools and decor. I think their dedication to beautifying our facilities is testament to the amazing faculty we have at WAA. I want to thank the many staff and faculty members who have donated their time recently after school and on the weekends to help out where it is needed.

Changing Gears to Recruitment, we have had 8 tours in November. 4 new students have been accepted for the 24/25 school year. We have 1 new student that started this week and 2 new students that are hopefully starting before January.

In the realm of school operations, we have also assembled the new school operations team to help improve operational efficiency. The team covers the front desk, marketing, recruitment, PR, student clubs and organizations, events, fundraisers and development. The team consists of Myself, Christina Branch and our newest addition Dawn Kapola.

As far as development, Last month, we heard from Mr. Pricener about the \$6000 worth of donations for school supplies donated from local community members and organizations. We also secured a \$2000 donation for studio arts from the Pittsburgh Foundation via a contact with one of our Studio Art Teachers, Emily Newman. We have also procured many resources from several amazon wishlists set up by various teachers. The support from all our donors have been instrumental in supporting our students' education this year.

In terms of grants, I have applied for the annual Gismondi Foundation Grant for the Spring Musical. Last year we received \$2500 to support licensing costs and sound rental. We are also finalizing the annual ask letter and that is scheduled to be mailed before Christmas Break.

Lastly, we just received a donation from the Rotary Club for Two Hundred and Fifty Dollars for supplies.

Reflecting on the collective progress and achievements of the past month, I want to express my sincere gratitude to each member of our WAA Community who is actively playing a part in building a school that many of us wish we had as high school students.

The collective efforts have not only transformed our facilities and enriched our students' learning experiences but have also strengthened the bonds within our school community.

Looking ahead, I am excited about the future collaborations and initiatives that will further enhance our educational environment.

If there are no question I will turn it over to Mr. Pricener. I believe we need to make a motion to accept the generous gift from the Rotary Club.

Thank you!

12/21/23

Date

Justin Haworth

Board Secretary