

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

Wednesday, July 10, 2024 6:30pm

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

Meeting ID: 829 0442 0112

Passcode: 413522

Present/Roll Call from Board of Directors/Trustees:

Mr. William Pricener - Board President, Treasurer, acting Board Secretary
Ms. Bernadette Gibson - Chair of Education Committee (Zoom)
Dr. John Hisiro - Board Member (Absent)
Mr. Greg Jakub - Chair of Nominating Committee
Ms. Linda Kirk - Board Member
Dr. Donald Marinelli - Board Member (Zoom)
Ms. Gloria Rayman - Chair of Development Committee-(Absent)

Present from WAA Administration and Operations:

Dr. Kelly Lombard - WAA School Principal
Dr. Debra Lehew - WAA Director of Special Education and Student Services
Ms. Anna Very - WAA Dean of Students
Ms. Amber Hinkle - WAA Business Office/HR Coordinator

Guests:

Westinghouse Arts FTO Members via Zoom and In Person
Westinghouse Arts Faculty and Staff via Zoom and In Person
Westinghouse Arts Parents via Zoom and In Person
Westinghouse Arts Students via Zoom and In Person
Members of the public via Zoom and In Person

The Meeting of the Board of Directors/Trustees began at 6:40 pm. Mr. Pricener called the meeting to order.

1. Comments from the Public about the Agenda

Westinghouse Arts Academy Board kindly requests that public comment about the agenda be kept to 3 minutes per commenter, in order to respect the time of the attendees and the Board Members. Thank you. Mr. Pricener also announced that there would be no comment during Public Comment from the Board.

Mrs. Janicki-She stated that the Board is being blamed for all of the issues by the parents, and she is upset by this statement. She stated to the Board that the "buck" stops with them. She stated that trust was put into people and what they were doing and that people remained in positions when there were problems. The Board should have known and acted before it was a problem. Misinformation has been shared with the public, and things should have been addressed. She stated that this is why the school is in the position that it is in. An example of this is the hiring of Ms Regan and her being paid \$90,000.00 with no parameters nor deadlines in place. She stated that attorneys at her company would not allow this to happen. The Board should have looked for someone who would have worked harder at a lower rate, etc. Bad decisions have led us to the position we are in now... 100% your fault to the Board.

Mr. Benedum-He offered a comment that he hoped that the board would accept the Union and support them as well. He stated that the June meeting was his first board meeting, and the main problem he sees is the contentious relationship between the Board and the students/families. He stressed that marketing will increase enrollment, but it has to be targeted and effective. He stated that bringing in a Stem Program is not good for an Art focused school. He stated that we do not need a STEM program just like we do not need Football or Cheerleaders. He asked that the Board use Dr. Lombard and her expertise. We also stated that we need to use our in-house resources for Marketing. He stated that the second part of contention is representation on the Board. He questioned why there were no parents, alumni, or

former WAA teachers. He wished Miss Kirk good luck, and he hoped that her views would align to the dedicated staff and students here at the school.

Sania Dickens-As Theatre Arts major she is usually more of a watcher and not speaker. She came tonight to offer comment about Rebecca Lustig furloughed. She said that this move hurt the group of students, and she shared that the group felt loved a lot due to the Theatre Program and Ms. Lustig. She stated that the Theatre Arts Program and its classes were the most comfortable places that she has experienced. She shared that One Acts, costumes, play writing, etc., created a wonderful support group. The Fall Play and her having no experience gave her this as well, and she was welcomed and treated with respect and love. Many who were not even an acting member and tried out were welcomed, and many still do things together. ITS is the same welcoming group. She stated that they are unsure of what is going to happen with no teacher to run Theatre and ITS. She stated that she is unsure of what will happen with the teacher furloughs, etc. Groups come together and support each other, and she wants the Fall Play to occur.

2. Board Business - Mr. William Pricener

a. Statement from Board President

Mr. Pricener shared that all are aware of the fire in the castle. He stated that it could have been so much worse and that only the attic portion was damaged by fire. The rest of the building did suffer water damage. He shared that there are 1000 pieces of equipment in place to dry it out. Although devastating to the school and the owners, the owners are dedicated to making it work and restoring it.

b. Motion to approve the regular monthly meeting minutes held on June 5, 2024 VOTE

Section 4 subsection c-Tri-State Capital is spelled with an a not an o
Tri-State Capital will be giving more and once things are presented

MOTION: <u>Motion to approve the regular monthly meeting minutes held on June 5, 2024 with corrections</u>			
1st: Bernadette Gibson		2nd: Greg Jakub	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

c. Board Committees

Dr. Lombard shared that at the Working Session, Board members and the Administration would like to add a student and a parent to the various Board Committees.

i. Policy and Governance-Gol setting for HR, Policies, and Procedures

ii. Education/Student Concerns-Materials and resources, EC, Student Discipline, programs

iii. Operations-Safety, Building and Grounds and Food Service

Dr. Lombard suggested a Google Form to be used to get volunteers and that these forms be shared out to parents and to students. Dr. Lombard suggested six or seven members on each committee.

3. Financial Report - Amber Hinkle

Mr. Pricener thanked Amber Hinkle for coming as she stated that she just found out about the meeting and her attendance this morning.

Mr. Pricener brought up that we want to make sure that enrollment numbers are accurate as this is important to have here for the real numbers to help us to understand our Income Generated and our Budget to Expenditures.

Mr. Pricener stated that the Board needed a Motion to amend the agenda to include approving the May Bills—Motion was made by Greg Jakub and seconded by Linda Kirk to amend the agenda to include approval for bills to be approved.

All YEA
No NAY votes
No Abstentions
Motion Carried

There was a motion made by Greg Jakub and seconded by Linda Kirk to approve the bills paid for the month of May.

All YEA
No NAY votes
No Abstentions
Motion Carried

Mr. Pricener asked about Cash Flow and how it compares to last year. Amber Hinkle stated that it is about the same for this time of year last year and could be possibly slightly better. In addition, the Bond providers have also extended a line of credit to meet payroll this summer. Billing to districts will begin in July.

Please see attached Financial Reports and Statements.

<https://drive.google.com/file/d/1870cSmLdUCXeSiPghjPsrHFMjHHgcoqZ/view?usp=sharing>

4. General Business

a. Services Agreement VOTE

i. WAA/AIU Agreement for Specialized Services

MOTION: Motion for approval of the request to accept the comprehensive services agreement between WAA and AIU to provide specialized services as necessary for the 2024-2025 school year			
1st: Linda Kirk		2nd: Bernadette Gibson	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

b. Contract Agreement VOTE

i. WAA/Rivers Therapies Services Agreement

Ms. Gibson asked why we did not use the AIU or if we had looked into their services that might be included in the services agreement. Dr. Lehw shared that their costs were substantially higher.

MOTION: Motion for approval of the request to accept the contractual agreement between WAA and Rivers Therapies to provide therapy services (speech/language, occupational therapy and physical therapy as necessary for the 2024-2025 school year			
1st: Linda Kirk		2nd: Bernadette Gibson	
YEA: All	NAY: 0	ABSTAINING: 0	MOTION: Carried

5. Report from the School Administration – Dr. Kelly Lombard

a. Department Reports–No Academic Department Reports

Westinghouse Castle Restoration following the fire is happening 11 to 12 hours per day, 1000 units are in place to dehumidify. They have done a moisture map as well. Any materials need to be removed if the level is high to prevent mold. Serve-Pro worked last weekend and this weekend as well.

Demolition begins on the first floor tomorrow to prevent mold. There will be two weeks for drying. Efforts are concentrating on the first and second floor for school use. Friday's meeting will determine the fate of use for school on the second floor. Plan B for classes if needed will be determined in the main school building. August 12th is the day for decision so that staff and faculty can set up prior to the students coming. We will know by August 1st.

Fire investigators have been out from the Insurance Company. These have included: Industrial Hygienists, architects and engineers. We have to get approval to go back in the building as well as have our occupancy updated permit in place. The owners of the building are committed to restoring the building. The fifth floor and some fourth floor is where the fire damage is located. Water damage is on all floors, and it especially caused damage to the restrooms and floors on the second floor. Contingency plans for continued restoration are in place for over Christmas break if needed. Microban cleaning is occurring with the restoration company. There was minimal damage to supplies and our technology.

Start of the school year-August 15th-Orientation. Faculty returns for Professional Development on August 12th. Students start of August 19th

Second Open House scheduled for July 17th from 4:00 PM until 8:00 PM

Working on Schedules for teachers and students taking furloughs and student requests into consideration. Classes with five or less students will not run with the exception of AP classes

Dr. Lombard read a statement and is copied below:

"We would like to provide clarity and reassurance to the WAA School Community as we move into next school year.

Student Activities

When it comes to extracurricular student activities, WAA is currently poised to implement the financial system that is a standard at most schools, custodial student activity accounts. These student activities are rarely financed entirely or even partially by a school, and rely mostly on organized fundraising efforts, revenue generated by the event, and/or donations designated for that activity. WAA is unique in that a large portion of our curricular programming has an extracurricular component. This is a good thing! As a result, we are better able to manage funding for the different areas and activities through this system.

The faculty heads of all programs worked together to develop the student activity and extracurricular areas of interest throughout the 23-24 school year. We incorporated the interests of all students and are in the process of implementing this accounting system for the 24-25 school year and beyond. These accounts are housed separately from the general fund, which already takes care of curricular funding.

This may seem daunting at first glance, but this system has many benefits for the student activities themselves. The first is that money generated for an activity is exclusively held in that activity account and has no movement into other financial areas. The second is that money in these accounts rolls over from year to year, so if an activity has \$300 left in their account at the end of a school year, they start with \$300 at the beginning of the next year. The general fund does not work in this way. Additionally, this system also incorporates not only a faculty and principal signature, but a student treasurer signature for every activity. These three people will sign off on all deposits, purchases requests, and fundraising paperwork. This gives

more visibility and accountability for all involved to know where finances stand.

This also does not mean that funding will NEVER come from the school general fund for these activities, it is just a better way to house and interact with funds that are raised. This is not how WAA has operated in the past, but it is necessary to move in this direction, as it will assist in improving our overall financial stability and organization. None of our extracurricular student clubs, activities, or events are going away due to lack of funding. This is the system we are moving toward to make these activities more viable from year to year. There simply will be a better system for maintaining the money, organizing fundraising efforts, and building longevity and transparency for these events.

Funding of Programs

Previously, WAA school budgets were created with "anticipated" student numbers. In the 23/24 school year, the enrollment did not reach the level for which the budget was created. It was not revised for actual student numbers when the anticipated enrollment was not achieved due in large part to inaccurate record keeping of student inquiries for admission amidst significant administrative changes. This year's budget was created in a similar fashion, but significantly more emphasis is being placed on achieving the necessary student enrollment with precise record keeping to allow the budget to be adjusted accordingly.

We can operate the school with the budget we have in place so we can provide for the materials/resources of educational programs. Our ability to provide more to our educational programs improve as our financial situation improves with additional students enrolled.

Question about curricular arts programs

I would like to also offer clarity about art programming for the 2024-2025 school year.

This past year, we revised the curriculum in accordance with the charter that guides WAA. Our charter includes 6 different art areas - Studio Arts, Digital Arts, Literary Arts, Music, Theatre and Dance. We completed an extensive curriculum review and revision process that prioritized the interests and feedback from students. The curriculum now takes into account the four year experience of a WAA student in all of the art areas. The curriculum also provides pathways for student success after graduation.

The outcome of our efforts can be seen in the 2024-25 Program of Studies.

The course offerings for the 2024-2025 school year are based on student interests and their course requests for all programming.

We are still able to deliver the revised curriculum despite the furloughed faculty members due to the design of our school's educational program as per the school's charter. The educational program is to include different modes of instructional delivery such as using a blended learning flex-model approach and project-based learning groups through a wide variety of academic, creative arts and performing arts courses. Through these creative modes of instructional delivery, students will meet their learning objectives not only through coursework, but also through leaving to learn experiences, art specific guest instructors, master classes, and asynchronous and synchronous virtual learning experiences. We also added an "exploratory" art major so that students could acquire a varied art education that includes all six art areas.

This information should be kept in mind when thinking about how the art areas of Music and Theatre will be delivered despite teacher furloughs in these areas. Furthermore, we utilized student interest data and student course requests to drive our offerings. "Theatre" at WAA will continue to be delivered with two specific programs - "Theatre Arts" and "Musical Theater". As will "Music" will be delivered with two specific programs - "Instrumental" and "Vocal".

6. Recruitment/Marketing Report – Dr. Kelly Lombard

a. Current recruitment data

Dr. Lombard shared all of the categories:

Current returning enrollment: 248

Fully enrolled new students-9

Enrolled but not all paperwork in as of July 9th- 25

Total: 282 Students

20 Students-Not fully enrolled, missing WAA paperwork and School Records

16 Students-Accepted with no response to letter and phone calls

Total: 318 Fully and Partially enrolled Students

32 Students-Offer letter sent with no response-Contact being worked on.

Total: 350 Students

b. Summary of current Marketing Plan in effect

Dr. Lombard shared the following:

Marketing- Huge shout out to Alea DelPrete and Christina Branch for all of their hard work, planning, and implementation

Graphics Standard Manual-Colors, Logos, etc-Same message being developed and implemented

Website and Print Marketing

Merchandise that we wear

Website-Launch and Revision will be August 1st

Assists in Posting Information-All should have input

Digital Ads and Social Media Approach

Open House-June 26th-19 students with all stations being visited

Thank you FTO refreshments, cleaning and setting up for the Open House. Special thanks to Mrs. Janicki and

Addy for cleaning, painting, and setting up

Folders and fliers

Digital ads-5 in May

Open House-July 17th from 4 until 8:00 PM

Pittsburgh Magazine ad

Partnerships with Community Agencies and persons

Showcase of the Stars-Kennywood Park-somebody needs to pick up-need to commit to a certain number of tickets

PNC Park-Ensemble sing at home Pirate Games

Pitts Penguins-same

Geographical maps to marketing out to-marketing volunteers

Community relations-Pittsburgh Artist to have a competition-promote interest to 8th graders

Marketing Map for Community that could help promote school

Farmer's Markets

Want to look at free areas that we could go to

Marketing point of view-shut out to Christina Branch for outreach after Fire

Meals to fire companies that responded-34-Alea and Christina and restaurants that donated water and food

Looking to acquire a vinyl printer

Use of Gallery spaces

Want to print the yard signs

Website redesign-current website will not go down

Logo-Alumni Association

7. Report from the Director of Special Education and Student Services – Dr. Debra Lehew

Enrollment is being worked on daily and contacts are being made to those students and families that we have not heard from.

Special Education Numbers are being looked at as we get new enrollments. Additionally, students with a 504 Agreement are also being examined as paperwork comes in from schools.

8. Personnel-Dr. Kelly Lombard

FMLA-Dr. Lombard asked Dr. Lehew to speak about an FMLA letter and request that will go into effect on August 26, 2024. The current period of time would be until the end of October. She shared that we would like to bring in a substitute as this is a position in Student Services.

9. Parent/Family/Community Outreach

FTO Report

a. Report from the FTO

In the last month the FTO has supported the school by:

Spackling and painting walls, cleaning and building balloon displays in preparation for the June Open house which we also provided refreshments for and attended, encouraging families to attend WAA and join the FTO.

Providing a comprehensive list of school districts and charter schools within 10 miles, 20 miles and 30 miles of WAA including associated zip codes to aid in marketing efforts.

The FTO will assist in preparing for the July open house next week and will once again attend and provide refreshments.

The FTO was disappointed to hear comments at the June 26 th working session that the "FTO has gone rogue." This organization has never advocated for negative remarks on social media. I personally have never posted anything negative related to the school, the teachers or current administration on social media. Members of the FTO, including myself, spent hours this past month talking with parents of prospective students and trying to alleviate their concerns related to the school and budget cuts. We do not control the Westinghouse Family page, I am not an administrator or moderator, but we advocated for removal of posts we found inappropriate including those made by a former employee with an ax to grind and it was not well received. We are committed to increasing enrollment and are working hand in hand with administration to do so.

The purpose of the FTO is to support the students. We are stakeholders in the school and have worked very hard to create a sense of community and fill in the gaps when the school couldn't provide supplies and/or funding. Everything we do is for the kids and that includes calling out missteps by this board. That's not going rogue, it's doing our job as concerned

stakeholders and members of the WAA community.

10. Cafeteria/Food Service, Technology, Facilities, Buildings and Grounds, Security and Safety

a. Report from the School Administrator – Dr. Kelly Lombard

We will be moving rooms as needed for our instructional and office spaces.
We need to be approved for occupancy, and we will have to have a new Occupancy Permit.
With damage to chromebooks and chromebooks, chargers, and cases not being returned or reported as lost, we are working to have a set for classrooms to utilize that will not leave the building.
Cleaning,, Painting Upgrades, etc....this building–looking at first floor painting to BRs and Common Areas
Lockers are being cleaned out and scrubbed
Floors may be an issue, and we may need to do floors prior to the start of the year.
Water damage work is being remedied as well.
Thorough inventory of needs for classrooms including Smart Boards and Desk done, and a huge shout out to Paige Parshall for completing this.

12. Adjournment

Linda Kirk motioned to adjourn the general meeting, and this motion was seconded by Greg Jakub.

Mr. Pricener adjourned the general meeting at 7:49 PM

13. Executive Session

An executive session was held at the conclusion of the July Board of Directors /Trustees meeting.

Upcoming Events:

Monthly Board Work Session Meeting – July 31, 2024 @ 6:30pm

Monthly Board Meeting – August 7, 2024 @ 6:30pm

Date

Date

8/6/2024

Board Secretary

Board President

[Handwritten signature]