

Virtual Preparatory Academy of West Virginia  
Minutes for 6/7/22 Meeting of the Board of Education  
Location: Microsoft Teams Meeting  
Phone Conference ID: [+1 540-566-5080](tel:+15405665080), [233599807#](tel:+15405665080)

Board Members in Attendance: Dan Casto, Karen Hunter, Eliot Simon  
VPA's Legal Counsel Mike Garrison, and ACCEL Schools team member Susan Stagner were also in attendance.

Quorum being present the meeting was called to order by Chairman Casto at 11:02 am.

A motion was made by Eliot Simon to adopt the meeting agenda, seconded by Karen Hunter, and unanimously approved by all board members.

The board meeting minutes from 5/3/22 and 5/16/22 were reviewed. Eliot Simon noted that the spelling of his name needed to be corrected in some spaces. A motion was made by Elliot Simon to approve the minutes pending correction of his name, seconded by Karen Hunter, and unanimously approved by all board members.

Chairman Casto shared the procedures for Public Speakers and offered the opportunity to address the board. There were no public comments.

Chairman Casto provided a Board Chair Update:

- Board Counsel Michael Garrison will be sending the sub-lease document back to ACCEL schools today with redlines.
- There is a training session occurring on June 9<sup>th</sup> and 10<sup>th</sup> that will be attended by ACCEL team members. Board members are welcome to attend if so desired. Shannon McElwain from ACCEL to I provide the agenda to Board Members for awareness.
- All board documents have been organized into one electronic file. Shannon McElwain from ACCEL will create and share a Dropbox to house these files. Board members and counsel will have permission to access/edit.
- Meeting dates through the end of 2023 have been submitted per open meeting requirements, agendas will need to continue to be posted 3 days prior to all meetings. Meeting dates and agendas are available on the school website.

ACCEL Vice President of Operations Shannon McElwain shared a School Launch Update.

- Planning is proceeding with the Kearneysville facility located at 449 Rosehill Dr.
- ACCEL Finance team members are negotiating with a WV CPA firm for services to be provided.
- ACCEL is awaiting WVEIS on the Web access for launch team members to be provided by the state in July and several team members have attended the initial training hosted by Tim Conzett from WV DOE.
- School Course selections and assessment plans are complete and will be finalized and once the Head of School begins on June 20. These items will be presented to the board for awareness in the July meeting.
- A review of hiring and recruiting was provided.
  - Head of School interviewed by the board on 5/16/22 has accepted the position and will being on 6/20/22.

- Teacher interviews are continuing, and 3 teachers have accepted offers. 4 additional teacher offers are pending.
  - At the Board Chairman's request Shannon McElwain will provide a detailing of applicant numbers by role so the board can assist in sourcing potential candidates if needed.
- There is a pending offer for Student Services Coordinator.
- Interviews for Special Education Coordinator and Operations Manager are in progress.
- A Principal position has been added to the year one staffing plan and the position has recently been posted.
- A marketing and enrollment update was presented. The school has 47 fully approved enrollments, 231 applications in progress, and just over 1,700 leads.
  - Shannon McElwain to begin including the weekly projections and actuals vs forecast to the board in monthly meetings so the Board can understand how enrollment is tracking against ACCEL expectations. At this point the 47 enrollments represent an actual number of enrollments that is 10 beyond the point in time projection of 37.

Elliot Simon made a motion to adjourn the meeting at 11:32 am, this was seconded by Karen Hunter and unanimously approved by all board members.