

Virtual Preparatory Academy of West Virginia  
Minutes for 7/12/22 Meeting of the Board of Education  
Location: Microsoft Teams Meeting [Click here to join the meeting](#)

Phone Conference ID: [+1 540-566-5080,,376593642#](#)

Board Members in Attendance: Dan Casto, Karen Hunter, Eliot Simon, Brigadier General Walker. Board Member Cindy Burkholder joined after meeting was called to order.

VPA's Legal Counsel Mike Garrison, ACCEL Schools VP of Operations Shannon McElwain, and VPA of WV Head of School Russell Gray 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 Brigadier General Walker to adopt the meeting agenda, seconded by Elliot Simon, and unanimously approved by all board members.

The board meeting minutes from 6/7/22 were reviewed. Eliot Simon moved to approve the minutes, seconded by Brigadier General Walker, and unanimously approved by all board members. Chairman Casto noted that the meetings for the Special meeting held on 6/29/22 had not been provided and would need to be approved at the next meeting.

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:

- The Board and ACCEL continue to work to identify a CPA. Per Chairman Casto the main role of the CPA would be to complete audit work. He noted that an ideal firm would have some depth and experience with Government audits.

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

- Lease for Kearneysville facility located at 449 Rosehill Dr. is before the board for approval today
- ACCEL Finance team member Stephen Narcisse and Board Treasurer Elliot Simon met week of 7/4 to discuss format on regular finance updates
- WVEIS on the Web access and set up are in process
- School Course selections and assessment plans are complete and will be finalized and once the Head of School begins July 18.
- A review of hiring and recruiting was provided.
  - Head of School interviewed by the board on 6/29/22 and starts on 7/18/22
  - Student Services Coor. And Special Education Coord have started
  - Teacher Hiring continues
- A marketing and enrollment update was presented.
  - The school has 66 fully approved enrollments, 296 applications in progress, and 2,196 leads.

- Per Board Chairman's Request in prior meeting the actual activity against forecast was shown. As of 7/3/22 the school had 6 enrollments above projection.
- Mrs. McElwain shared that leads continued to grow and additional enrollment verifications were expected to pick up in late July.

#### Board Action Items:

##### Facility Lease

Chairman Casto shared that the lease was for a 500 sq ft space, at \$600 per month, \$7,200 per year. The term of the lease was 16 months. He noted the lease had been negotiated by Board attorneys Spilman, Thomas, and Battle and he felt the terms very favorable. Brigadier General Walker moved to approve the lease, seconded by Karen Hunter. The Board voted unanimously to approve.

##### Parent Student Handbook Updates

Karen Hunter noted a few typos to be corrected. Chairman Casto noted the board should approve the substantial content of the handbook with immaterial edits to be made. Brigadier General Walker motioned to approve, seconded by Karen Hunter. The Board unanimously voted to approve.

##### Special Education Policies and Procedures

Chairman Casto noted these policies and procedures were created by the West Virginia Board of Education, and the Board was simply adopting them for school use with no changes. Karen Hunter moved to approve, seconded by Brigadier General Walker. The Board voted unanimously to approve.

##### Public School Works Agreement

Chairman Casto noted that this was a standard agreement for mandated compliance trainings, with a minimal cost of \$1,200 per year. He noted that legal fees to review would have exceeded the cost of the contract and recommended the board approve as presented. Karen Hunter moved to approved, seconded by Elliot Simon. The Board voted unanimously to approve.

##### Presence Learning Agreement

This agreement was with a third-party vendor for provision of related services (Occupation Therapy, Physical Therapy, Speech Therapy, School Psychologist Services) to student receiving Special Education services. An Executive Summary of the agreement was presented in the Board Materials along with expected costs. The actual agreement had not yet been provided by the vendor. Chairman Casto recommended the board approve him to negotiate the terms and agreement and execute the agreement once presented. Brigadier General Walker so moved, seconded by Karen Hunter. The Board voted unanimously to approve.

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