

Virtual Preparatory Academy of West Virginia
Minutes for 9/13/22 Meeting of the Board of Education

Microsoft Teams meeting
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Phone Conference ID: 262 396 735#

Board Members in Attendance: Dan Casto, Karen Hunter, Brigadier General Christopher Walker, Elliot Simon. Board Member Cindy Burkholder was not present.

West Virginia Professional Charter School Board Executive Director James Paul, 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 Karen Hunter to adopt the meeting agenda, seconded by Brigadier General Christopher Walker, and unanimously approved by all board members present.

The board meeting minutes from 8/2/22 meeting were reviewed. Karen Hunter moved to approve the minutes, seconded by Brigadier General Walker, and unanimously approved by all board members present.

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:

- An Annual Meeting of the board will need to occur and will include adoption of board directors for the new term.
- The board would like to add 2 parent representatives to the board. Ideal candidates would bring a skill set or experience that isn't currently represented on the board and would represent the school community well. Shannon McElwain and Russell Gray will work to identify such candidates.
- The Chairman will be reaching out to each board member to confirm their desire to continue to serve on the board. All board members present did note during the call that they would like to continue to serve.

ACCEL Vice President of Operations Shannon McElwain and Head of School Russell Gray shared a School Launch Update.

- Hiring Update was provided, and open positions were reviewed. The school is in process of hiring one HS Math teacher and still needs on HS Science teacher. While those positions are brought on board appropriately certified teachers are serving both middle and high school students in those areas. 1 Special Education teacher position is also open.
- The school team is entering needed data into WVEIS and preparing for the count day report submission.
- The first iReady Diagnostic administration is in progress.

- A Pathway course containing SEL content is being created and the school is planning for implementation of this programming.
- The school is investigating alternative office space locations.
- The ACCEL finance team has identified Suttle and Stalnaker CPA as a partner for independent audit processes.
- Board Fingerprinting has been completed by all board members.
- A review of current enrollment and applications in progress was provided. 207 students were active and over 200 additional applications were in progress.
- Withdraw data and reasons were reviewed.

Board Action Items

Head of School Russell Gray presented an Early Kindergarten Entrance policy for board consideration. Karen Hunter made a motion to approve the policy, Elliot Simon seconded. Motion was unanimously approved by all board members present.

Accel Schools requested board approval on a Resolution to Establish a Bank Account. Chairman Casto noted that language should be adjusted to note that approval from Board Chairman or Board Treasurer should be required for all expenses of more than \$50,000. Approval should be in writing and email would suffice. He also noted that once the auditors completed their first review there would be further discussion of internal controls and any additional needed policies. Elliot Simon made a motion to approve the resolution pending provision that all expenditures in excess of \$50,000 must be approved by President or Treasurer in writing. Motion was seconded by Brigadier General Walker and unanimously approved by all board members present.

Brigadier General Walker made a motion to adjourn the meeting at 11:47 am, this was seconded by Elliot Simon and unanimously approved by all board members present.