

Eastern Panhandle
Preparatory Academy
*A West Virginia Not-for-Profit
Corporation*

BOARD MEETING MINUTES

The Eastern Panhandle Preparatory Academy (the “School”), pursuant to public notice, held a regular Board Meeting (the “meeting”) on November 19, 2024 in person on October 15, 2024, in person at 449 Rose Hill Drive, Kearneysville, WV 25430.

Board Members in Attendance:

Gary Dungan
Jake Cordell
Marie Nuar

Board Members Absent

Ryan Cascio, President

Guests in Attendance:

Demetrius Blue, Principal, Eastern Panhandle Preparatory Academy
Xiaofei Pei, Accel
Phil Petru, Accel
Tracey B. Eberling, Attorney, Steptoe & Johnson PLLC
Matthew Coffindaffer

1. Sign-in / A Call to order/ Pledge of Allegiance / Opening Prayer

The meeting was called to order at 6:02 p.m. by Board Vice President Cordell. The Pledge of Allegiance was made, and a time for silent prayer offered.

2. Roll Call of Board Members

A roll call of members was requested. A quorum was present for the meeting.

3. Review/Acceptance of Agenda

The acceptance of the Agenda was brought forward for consideration by the Board. Member Nuar moved that Agenda be accepted as presented. The motion was seconded by Member Dungan and passed on unanimous vote.

4. Adoption/Approval of Minutes of Previous Board Meeting(s)

The minutes of the October 15, 2024 regular and special Board meetings were approved by unanimous vote upon the motion by member Nuar, seconded by Member Dungan.

5. Introduction of Board Member:

Matt Coffindaffer was introduced as the newly elected Board member subject to qualification per the By-Laws requiring successful completion of a background check and submission of a conflict-of-interest statement.

6. Reports and Updates

a. School Report

i. School Leader Report

Mr. Blue shared that the Fall Festival held on November 2 was a success, with 125 people in attendance, and resulted in ten families expressing interest in enrollment. A winter bazaar will be held on December 11, with a photo booth and gift-wrapping that is being spearheaded by the PTO. The school is now fully staffed with the hiring of a school nurse, but it is anticipated that an additional special education teacher will be hired to meet student need. Enrollment stands at 240 with 10 new students starting soon.

Mr. Blue also reported on the plan to institute Friday clubs for 6-8 graders on December 6. They will have staff sponsors and include home economics, anime, psychology, music and sports. A discussion was had concerning the adoption of a Board policy or resolution that prohibits the formation of school clubs. Counsel will review the minutes and report back but the implementation is not to be delayed.

Mr. Petru noted that work continues on the proposed school goals, and they are expected to include one on parent engagement with the goal of driving retention. He will send a redline of the new goals that compares the prior goals. The request was made to schedule a special meeting before year's end to review and discuss the goals as well as the five-year budget proposal.

b. Treasurer Report

Mr. Pei presented the Treasurer's Report. The October 2024 financial statement, which was included in the Board meeting materials, was discussed. Mr. Pei noted that the cash on hand is more than expected at \$377,392, which is based on the timing of expenses to be paid. Expenses remain under budget, largely due to timing and will even out over the year. While the balance sheets shows a significant reduction in salary costs, this does not accurately reflect the number anticipated long-term but a \$25,000 savings in benefits is expected.

Member Nuar moved that the Financial Report be accepted as presented. Member Dungan seconded the motion which carried by a voice vote without objection.

Following the vote, Member Dungan questioned the status of the payment of the outstanding invoices from Steptoe & Johnson that were not reflected on the list of accounts payable. Mr. Pei will investigate this and report back to Member Dungan and counsel. There was also discussion of the e-rate and the cost for internet service.

c. Authorizer Update

No authorizer update was provided but Board members were reminded about the upcoming Board training provided by the WVCSB.

7. Committee Reports, if submitted

None.

8. Old Business

None.

9. New Business

Consent Items –

The following items on the Consent Agenda, having been discussed earlier in the meeting, were brought forward for consideration by the Board.

- a. *Approval of Invoices/Bills*** - Motion by Member Nuar, seconded by Member Dungan and approved by unanimous vote.

10. Executive Session: No executive session was held.

11. Date/time and location for next regular meeting.

The next regular meeting of the Board is scheduled for Tuesday, January 21, 2025 by remote means. **NOTE: this is a correction to the agenda which indicated that the meeting was in person on January 14, 2025 at 6:00 p.m. at 449 Rose Hill Drive, Kearneysville, WV in person.**

12. Board Member Discussion – None.

13. Adjournment

There being no further business to come before the Board, Member Nuar moved to adjourn the November 19, 2024, regular Board meeting of Eastern Panhandle

Preparatory Academy, which was seconded by Member Nuar. The meeting was adjourned at 6:40 p.m., without objection.

**Date/time and location for next regular meeting: January 21, 2025, 6:00 p.m.
By Remote Means**

DRAFT

**APPROVAL AND ADOPTION OF
MINUTES**

Motion to approve and adopt the minutes of the October 15, 2024 regular and special Board Meetings of Eastern Panhandle Preparatory Academy, with/**without amendments**, made by

Member Nuar _____, seconded by Member Dungan _____.

Board Member	AYE	NAY	OTHER <i>(Not Present, Abstain, etc.)</i>
Gary Dungan	✓		
Marie Nuar	✓		
Jake Cordell	✓		
Ryan Cascio, Pres.			X

Executed and adopted by a vote of the Board on this 19th day of November, 2024.

*Jake Cordell, Vice- President
Eastern Panhandle Preparatory Academy*