

**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 February 18, 2025 held at 449 Rose Hill Drive, Kearneysville, WV 25430.

**Board Members in Attendance:**

Ryan Cascio, President  
Gary Dungan, Treasurer (by virtual means)  
Jake Cordell , Vice President (by virtual means)  
Matthew Coffindaffer

**Board Members Absent**

Marie Nuar

**Guests in Attendance:**

Demetrius Blue, Principal, Eastern Panhandle Preparatory Academy  
Xiaofei Pei, Accel  
Phil Petru, Accel  
James Paul, WVPCSB  
Tracey B. Eberling, Attorney, Steptoe & Johnson

**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 President Cascio. 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 Cascio moved that the Agenda be accepted with the amendment to omit discussion of the Wellness Policy as the Board was advised that a draft has not been finalized for the Board’s consideration. The motion was seconded by Member Coffindaffer and passed on unanimous vote.

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

The minutes of the November 17, 2024 regular Board meeting, the December 18, 2024 special Board meeting and the January 21, 2025 regular Board meeting were approved by unanimous vote upon motion of Member Cascio and seconded by Member Dungan.

## 5. Reports and Updates

### *a. School Report*

#### *i. School Leader Report*

Mr. Petru reported that the issue with the snow removal on Rose Hill Drive has been resolved. The HOA's contractor's illness prevented him from fulfilling his obligations in the recent weather events and from doing work in the future. Accel's contractor will perform the snow removal on the road and school property going forward, including pre-treating. He also shared that the SBA had not provided notice of the award of any grants to date.

Mr. Blue shared exciting news that the current enrollment is 244 students, with two additional ones enrolling yesterday. Of the 217 students eligible for re-enrollment, over 83% have expressed that they intend to return. This is an improvement over the 50% from last year. Nine percent are undecided, and Mr. Blue will follow up to encourage re-enrollment of those students. Of the students who will not return, a variety of reasons were given, including expected moves away from the community. Seventy new students have applied. An information session will be held on Saturday, February 22 and Mr. Blue is working to form partnerships with and provided information about EPPA to several area day cares. The Valentine's Day party will be held on Friday after being postponed due to weather.

### *b. Treasurer Report*

Mr. Pei presented the Treasurer's Report and noted that the packets contained more information to streamline his presentation at future Board meetings. The January 2025 financial statement, which was included in the Board meeting materials, was discussed. Mr. Pei noted that the cash on hand is \$241,000. While EPPA is behind on revenue at about \$118,000, it is behind on expenses by \$132,000, which is much better than the projected amount of \$400,000. Expenses issue remains largely due to timing and will change when a grant comes in can be drawn down. He also reported that just prior to the meeting, he was notified that the school had received a Safe Schools Fund Grant of \$50,000 for access controls and cameras. He will provide projections for the remainder of the year at the April meeting and a proposed budget for the 2025-26 school year at the May meeting.

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

*c. Authorizer Update*

Dr. James Paul provided a report as follows:

1. He will be conducting his annual spring site visit in early April and will be in touch to schedule it, with the intention of viewing classes and meeting with staff.
2. Two recent Executive Orders issued by the Governor will potentially impact charter schools, including that ordering the cessation of DEI initiatives and that allowing religious exemptions for school vaccines. The school is encouraged to consult with legal counsel on the ramifications and to contact the WVPCSB with any questions concerning compliance.

**5. Committee Reports, if submitted**

None.

**6. Old Business**

The minutes of the February 14, 2023 Board meeting were provided to confirm that the Board had previously voted to allow school teams to be formed per the parameters set forth. No action was required.

The proposed amendment of the Parent Student Handbook on Weather-Related Closures was approved by unanimous vote on motion of member Dungan, seconded by Member Cordell (with the correction of the capitalization of a word)

**7. New Business**

Approval of the invoices and bills noted on the Consent Agenda were approved on motion by Member Cascio with no objection.

The revisions to the 23024-25 school calendar were discussed, and on motion by Member Dungan, seconded by Member Cascio, approved by unanimous vote:

Consideration of the School Calendar for the 2025-26 school year was tabled on motion by Member Dungan and seconded by Member Cordell and approved without dissent.

The Allergy Policy, which was noted by counsel to have been reviewed and approved by the ESP, was approved by unanimous vote upon motion by Member Cascio, seconded by Member Coffindaffer.

Consideration of the Addendum to the MOU for fiscal services that addresses procurement was tabled on motion by Member Cascio and seconded by Member

Cordell and approved without dissent. This will allow the ESP to review the proposal internally and suggest any edits.

**8. Board Member Discussion**

None.

**9. Executive Session:**

The Board went into Executive Session for the discussion of special education due process litigation with counsel upon motion of Member Coffindaffer, seconded by Member Cascio and approved unanimously. The Board exited Executive Session on motion of Member Cascio, seconded by Member Dungan, also on unanimous vote, with no action to be taken. Note: Member Cordell exited the meeting prior to the latter vote.

**10. Date/time and location for next regular meeting.**

The next regular meeting of the Board is scheduled for **Tuesday, April 15, 2025 and will be conducted by virtual means.**

**11. Adjournment**

There being no further business to come before the Board, Member Cascio moved to adjourn the February 18, 2025 regular Board meeting of Eastern Panhandle Preparatory Academy, which was seconded by Member Coffindaffer. The meeting was adjourned at 6:44 p.m., without objection