

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 May 20, 2025, in person, at 449 Rose Hill Drive, Kearneysville, WV.

Board Members in Attendance:

Ryan Cascio, President
Gary Dungan, Treasurer
Marie Nuar

Board Members Absent

Jake Cordell , Vice President
Matthew Coffindaffer

Guests in Attendance:

Demetrius Blue, Principal, Eastern Panhandle Preparatory Academy
Xiaofei Pei, Accel
Phil Petru, Accel
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 6:03 p.m. by Board President Cascio. The Pledge of Allegiance was made, and a time for silent prayer was 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. Upon motion by Board Member Nuar, seconded by Member Dungan, it was approved on unanimous vote.

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

The minutes of the April 15, 2025 regular Board meeting were approved by a unanimous vote upon motion of Member Dungan and seconded by Member Nuar.

5. Reports and Updates

a. School Report

i. School Leader Report

Mr. Petru reported that he has responded to requests for information from the SBA and was told that the SBA will be meeting within the next week. No notice of the award of grants has been made.

The school calendar for the 2025-26 was briefly discussed and was addressed under the Old Business section of the meeting.

Mr. Petru reported he has been working with the WVCSB and President Cascio on Board/Charter goals and the proposed changes will be presented at the June meeting.

He also advised that the leadership team will work with counsel on minor changes to the Parent/Student Handbook for the upcoming school year. The proposals will also be put on the agenda for discussion and approval at the June meeting.

Finally, Mr. Petru advised that the enrollment for the 2025-26 school year stands at 354 students, with about 50 students in each Pre-K and Kindergarten. This will require 3 sections at each of those levels. He credits Principal Blue's stellar efforts at community engagement and promotional activities. Mr. Blue has also collaborated with administrative staff to create a communication engagement plan with touch points for families to stay connected to the school.

Mr. Blue shared an inflatable screen had been purchased so that the school can offer drive-in movie nights for families. Local karate instructor, Mr. Zingg, will provide a one-day karate class for students over the summer. A readiness day will be presented for incoming pre-K and kindergarten students. Mr. Blue and others painted the helicopter on campus in the school colors. Mr. Blue also reported that the Spring Bash was a success with about 300 attendees and resulted in a few registrations. Morale is good among the staff. One teacher will be retiring, and the application rate is up for the open positions. Contracts for returning teachers will be pushed out next week.

Treasurer Report

Mr. Pei presented the Treasurer's Report. The April financial statement, included in the Board meeting materials, was discussed. Mr. Pei noted that the cash on hand is \$494,000, which is up due to the timing of payment of bills and is now much less. EPPA remains behind on revenue, but it is also behind on expenses by about 1.7% or \$600,000, with it expected to be under \$400,000 by year end. There will be changes in both categories when federal funds are drawn down and certain expenses paid.

The 2025-26 budget was presented. Because statement per pupil funding will be based on this year's enrollment of 330 students, there is a projected deficit of about \$520,000. A factor is also the need to hire additional staff to meet the increased enrollment. State aid is up 3%. Flat funding was projected for federal funding. Management fees and rent will go down based on decreased revenue. Unknowns include the expense for special education for the coming year.

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

Member Cascio moved that the to approve the 2025-26 budget. Member Nuar seconded the motion which was approved by unanimous vote.

b. Authorizer Update

Dr. James Paul was not present at the meeting. Counsel advised that Board members should contact Dr. Paul for links to view recordings of the Board training provided by the WVCSB.

5. Committee Reports, if submitted

None.

6. Old Business

The 2025-26 school calendar was discussed with consideration being given to the Jefferson County Schools' calendar and the interplay between the projected start of the school year and the Jefferson County Fair. The timing will be considered again next year. This year, there will be an EPPA night at the fair, with the date to be determined. The school will work on planning to support the participating students who are showing animals. Member Cascio made the motion to approve the school calendar as presented, which was seconded by Member Nuar. The motion passed on unanimous vote.

7. New Business

Member Nuar moved to approve the bills as a Consent item. Member Dungan seconded and the motion passed unanimously. There was no new business.

8. Board Member Discussion

Member Dungan reported discussing the possible return of a former Board member. Consideration will also be given to proposing former applicants to maintain an odd number of board members.

9. Executive Session:

The Board went into Executive Session for the discussion of the resolution of a special education due process matter with counsel upon motion of President Cascio, seconded by Member Nuar and approved unanimously. The Board exited Executive Session on motion of Member Nuar, seconded by Member Dungan, also on unanimous vote. The Board voted to approve the settlement of the complaint upon Motion by President Cascio and seconded by Member Dungan.

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

The next regular meeting of the Board is scheduled for **Tuesday, June 17, 2025 at 6:00 p.m. in person at 449 Rose Hill Drive, Kearneysville, WV.**

11. Adjournment

There being no further business to come before the Board, Member Nuar moved to adjourn the Board meeting of Eastern Panhandle Preparatory Academy, which was seconded by Member Dungan. The meeting was adjourned at 7:10 p.m., without objection