

**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 June 17, 2025, in person, at 449 Rose Hill Drive, Kearneysville, WV.

**Board Members in Attendance:**

Ryan Cascio, President  
Jake Cordell, Vice-President  
Gary Dungan, Treasurer  
Marie Nuar

**Board Members Absent**

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 6:02 p.m. by Board Vice President Cordell. 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 being advised by counsel that the contracts for approval included in the agenda as well as amendments to the 2025-26 parent Student Handbook were still under review, Member Cordell moved that the agenda be amended and that the consent item concerning the contracts and the Handbook be tabled until the next Board meeting. The motion was seconded by Member Nuar and it was approved on unanimous vote.

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

The minutes of the May 20, 2025 regular Board meeting were approved by a unanimous vote upon motion of Member Nuar and seconded by Member Dungan.

## 5. Reports and Updates

### *a. School Report*

#### *i. School Leader Report*

Mr. Petru congratulated Principal Blue for his excellent leadership that has resulted in enrollment for the 2025-26 school of 368 students. The hiring process for new staff is going well, with continued interest being expressed. He added that the Board re-set has been good for the school, resulting in its growth. The Board discussed ways that it could handle the growth, given the limited available space for expansion. Mr. Petru reported that there was no news on the status of the SBA grants. However, if the grant was awarded, it is anticipated that a building project could be undertaken that would result in additional space for the 2026-27 school year. Should the growth continue, there is a 50/50 chance that a lottery will be needed for the 2026-27 school year.

Mr. Blue reported that a readiness day will be presented for incoming pre-K students on July 14 and 15 and the camp for kindergarten students on July 16 and 17. A Summer Bash is being scheduled, with a moon bounce. A Welcome Back event will be held in the fall. A drive-in movie nights will be offered for families towards fall. A Meet the Teacher event is being planned. Finally, Mr. Blue shared that interest from teachers was strong and that interviews have been conducted of credentialed, experienced candidates.

#### *Treasurer Report*

Mr. Pei presented the Treasurer's Report. The May financial statement, included in the Board meeting materials, was discussed. Mr. Pei noted that the cash on hand is \$378,000. EPPA is currently on or very close to budget on revenue and expenses. The \$50,000 Safe School award has been received and deferred as we have two years to use it. The strong enrollment numbers, will support a solid financial picture for the coming school year. Member Cordell made the motion to approve the financial port, which was seconded by Member Cascio and approved on a unanimous vote.

### *b. Authorizer Update*

Dr. James Paul was not present at the meeting.

## 5. Committee Reports, if submitted

None.

## 6. Old Business

None.

## 7. New Business

Member Cordell moved to approve the bills as a Consent item. Member Cascio seconded, and the motion passed unanimously.

*Revisions to School Charter:*

Mr. Petru discussed the proposed changes to the School Charter , the rationale behind the revision of the goals, and reported that the amendments developed with James Paul, with input by President Cascio. After Board member discussion, the amendments to the charter were unanimously approved on the motion by member Cordell, seconded by member Nuar.

2025-26 Board Meeting Schedule.

The proposed schedule was discussed, including plans for the annual meeting. Revisions to the proposed schedule resulted in the passage of the following schedule on motion by Member Nuar, seconded by Member:

- July 22, 2025: Special Meeting at 5:30 p.m. Meeting for the interview and consideration of proposal to add two new Board members - Virtual
- Annual Meeting at 6:00 p.m. – Board Elections and Appointment of Officers – Virtual
- September 16, 2025: Meeting at 6:00 p.m. in person at 449 Rose Hill Drive, Kearneysville, WV.
- October 21, 2025: Meeting at 6:00 p.m. – Virtual
- November 18, 2025: Meeting at 6:00 p.m. – Virtual
- January 20, 2026: Meeting at 6:00 p.m. – Virtual
- February 17, 2026: Meeting at 6:00 p.m. – in person at 449 Rose Hill Drive, Kearneysville, WV.
- April 21, 2026: Meeting at 6:00 p.m. – Virtual
- May 19, 2026: Meeting at 6:00 p.m. - Virtual
- June 16, 2026: Meeting at 6:00 p.m. - in person at 449 Rose Hill Drive, Kearneysville, WV.

**8. Board Member Discussion**

None. **Date/time and location for next regular meeting.**

The next regular meeting of the Board is scheduled for **Tuesday, July 22, 2025, with a Special Meeting at 5:30 p.m. followed by the Annual Meeting at 6:00 p.m. Both Meetings will be conducted by virtual means.**

**9. 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 Cordell. The meeting was adjourned at 7:06 p.m., without objection