

**Eastern Panhandle Preparatory
Academy**

A West Virginia Not-for-Profit Corporation

AMENDED MINUTES OF ANNUAL MEETING

Eastern Panhandle Preparatory Academy, pursuant to public notice, held its Annual Meeting (the “meeting”) on July 22, 2025 by remote means.

Board Members in Attendance:

Ryan Cascio, President
Gary Dungan
Jake Cordell
Matt Coffindaffer

Board Members Not in Attendance:

Marie Nuar

Others in Attendance:

Demetrius Blue, Principal, Eastern Panhandle Preparatory Academy
Xiaofei Pei, Accel
Tracey B. Eberling, Attorney, Steptoe & Johnson PLLC
Jeremy Wilkins

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

The meeting was called to order at 6:05 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 by the Board. Member Dungan moved that the agenda be approved. The motion was seconded by Member Cordell and passed on unanimous vote. It was noted that the interview of a prospective Board member would take place during the meeting, instead of the preceding special meeting.

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

Member Cascio moved to approve the minutes of the June 17, 2025 Board meeting with the corrections of the typographical errors. The motion was seconded by Member Dungan and approved without dissent.

5. Election of Board Members

Member Cascio moved to re-elect Member Coffindaffer to an additional one-year term as a parent Board member, and to convert Member Cordell to a regular non-parent member for a five-year term, which was seconded by Member Dungan, and the motion passed unanimously. The four applications of potential Board members as well as to the number of members to be added will be considered at the September 17, 2025 meeting.

6. Election of Officers

Member Cordell nominated Ryan Cascio to continue his service as Board President. Member Dungan seconded the motion, and the motion passed 4 to 0. Member Cascio made the motion for Member Cordell to continue as Vice-President; the motion was seconded by Member Dungan and also passed unanimously. Member Cascio motioned that Member Dungan serve as Treasurer. Upon the second of Member Cordell, the motion carried without opposition. Member Cascio also made the motion for Member Nuar to continue as Board Secretary, which was seconded by Member Cordell. The motion passed unanimously.

7. Reports and Updates

a. School Report

i. School Leader Report

Principal Blue reported that enrollment for the 2025-26 school year stands at 378 students, and that there are 12 students on the waiting list for the middle school. New t-shirts have been ordered for next new school year with an 80% response rate. The pre-k and kindergarten readiness event held last week was well-received with 40 families participating. The summer baseball and softball camps scheduled for last week was postponed due to weather.

EPPA has been nominated as an Accel Gold School due to growth and its financial management. Only 8 of the 90 brick and mortar school received the recognition. A \$2,500 incentive payment will be awarded.

Mr. Blue discussed the status of staff hiring and reported that new teacher orientation will be held on August 6 and 7, with new teachers reporting the following week. He noted that the website included open positions for which contracts are pending in addition to those still needing to be filled.

Mr. Petru was on vacation and did not attend the meeting.

ii. Treasurer Report

Mr. Pei presented the Treasurer's Report. For fiscal year 2025, he reported the good news that EPPA is showing a surplus of \$100,000. This is a re-audit number, but no change is expected. This first-time occurrence is due to increase in revenue due to enrollment and decreased expenses for fewer classrooms staff and a decline in special education costs. Positive movement is predicted for the future given that the school is above its enrollment target for the coming school year. The bank balance is at \$457,000 due to a pause resulting from a security

concern with Accel unrelated to the EPPA. Mr. Pei also reported that with WVDE funding payments, EPPA typically sees an end-of-the-year bump in revenue. Member Cascio moved to approve the financial report. The motion was seconded by Member Dungan and passed with dissent.

b. Authorizer Update

Dr. Paul did not attend the meeting but sent an email noting which the laws passed by the legislature in the 2025 session that will impact charter schools. Member Cascio inquired about the school's Medicaid. The question will be referred to Mr. Petru for a response at the next meeting.

8. Committee Reports, if submitted

None.

9. Old Business

The Board interviewed prospective parent Board member, Jeremy Wilkins.

10. 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

Member Cascio moved to approve the bills, and Member Dungan seconded, and the motion carried.

B. Approval of Contracts:

1. Before & After School Care Program

Member Cascio moved to approve the contract, and Member Dungan seconded, and the motion carried.

2. Best Life Therapy Services Agreement

Member Cascio moved to approve the contract subject to correction of the paragraph numbers, and Member Dungan seconded, and the motion carried.

3. Evolve Pediatric Therapy Speech Services

Member Cascio moved to approve the contract, and Member Dungan seconded, and the motion carried.

4. *Allied Vision Services*

Member Cascio moved to approve the contract subject to the amendment to correct the reference to the Addenda to the contract, and Member Dungan seconded, and the motion carried.

5. *GCC Management Group*

Member Cascio moved to approve the contract subject to the correction of the typographical error on page 3, and Member Dungan seconded, and the motion carried.

6. *Approval of Revisions to Parent/Student Handbook*

Member Cordell moved to approve the revisions, subject to the correction of the formatting to a uniform font, review of references to Exhibits and review of links to webpages, and Member Cascio seconded, and the motion carried.

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

The next regular meeting of the Board is scheduled for a virtual meeting on Tuesday, September 16, 2025.

12. Board Member Discussion – None.

13. Adjournment

There being no further business to come before the Board, Member Cascio moved to adjourn the July 22, 2025 annual meeting of Board of the Eastern Panhandle Preparatory Academy, which was seconded by Member Dungan. The meeting was adjourned at 7:13 p.m., without objection.