

**Eastern Panhandle Preparatory  
Academy**

*A West Virginia Not-for-Profit Corporation*

**MINUTES OF SEPTEMBER 16, 2025 MEETING**

Eastern Panhandle Preparatory Academy, pursuant to public notice, held its Annual Meeting (the “meeting”) on September 16, 2025 by remote means.

**Board Members in Attendance:**

Ryan Cascio, President  
Gary Dungan  
Jake Cordell  
Matt Coffindaffer  
Marie Nuar

**Board Members Not in Attendance:**

None

**Others in Attendance:**

Phil Petru  
Xiaofei Pei, Accel  
Tracey B. Eberling, Attorney, Steptoe & Johnson PLLC

**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 Nuar moved that the agenda be approved. The motion was seconded by Member Coffindaffer and passed on unanimous vote.

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

Member Cascio moved to approve the minutes of the July 22 regular and special Board meetings with the corrections of the typographical errors. The motion was seconded by Member Nuar and approved without dissent.

## 5. Election of Board Members

After discussions of the requirements of EPPA's By-Laws, Member Dungan moved to appoint Matthew McKinney as a parent Board member to serve a one-year terms, concluding at the next annual meeting. Member Cascio seconded the motion, which passed on unanimous vote, which was recorded by roll call. Mr. Petru will issue a call for an additional Board member, and the Board will consider all applications, as well as those who have previously applied.

## 6. Reports and Updates

### *a. School Report*

#### *i. School Leader Report*

Mr. Petru reported that enrollment stands at 350 students and that the school conducted a successful back-to-school night, as well as movie night. School tours and enrollment are ongoing. He reported that Dr. Paul provided positive feedback on the Annual Report and that EPPA had hit most of the goals. The school will work on addressing the unmet goals. Two aides have been hired; it is anticipated that a third aide and an additional special education teacher will be brought onboard soon. Incentives for teachers to achieve certification was discussed.

#### *ii. Treasurer Report*

Mr. Pei presented the Treasurer's Report. The new budget will be based on the enrollment of 350 students. At present, expenses are showing as \$50,000 ahead based on the timing of hiring new staff and the period over which staff s paid. Cash on hand stands at \$232,000. Member Cascio moved to approve the financial report. The motion was seconded by Member Nuar and passed with dissent.

### *b. Authorizer Update*

Dr. Paul has stepped down and a search is on for a new executive director.

## 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*

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

*B. Approval of Contracts:*

*1. Occupational Therapy contract*

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

*2. Annual Report*

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

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

The next regular meeting of the Board is scheduled for Tuesday, **October 21, 2025, at 6:00 pm Eastern at 449 Rose Hill Dr., Kearneysville, WV 25430.**

**11. Board Member Discussion** – It was reported that concerns regarding traffic flow by the Rose Hill HOA had been expressed and that President Cascio sent an email in response.

**12. Adjournment**

There being no further business to come before the Board, Member Cascio moved to adjourn the September 16, 2025 annual meeting of Board of the Eastern Panhandle Preparatory Academy, which was seconded by Member Nuar. The meeting was adjourned at 7:00 p.m., without objection.