**West Virginia Professional Charter School Board Meeting Minutes**

**8:00 a.m., April 4, 2024**

I. **Call to Order**. The virtual meeting was called to order by PCSB Chairman Adam Kissel at 8:05 a.m.

II. **Attendance**. Attending voting members were Karen Bailey-Chapman, Dewayne Duncan, Brian Helton, and Adam Kissel. Non-voting member Delegate Ellington also attended.

III. **Board Action: Approve minutes**. Minutes from the previous meeting on March 7, 2024 were approved (moved by Helton, seconded by Bailey-Chapman, vote 3-0).

IV. **Executive Director Update.** Executive Director James Paul provided informational updates on charter school legislation, charter school audits from FY 2023, impacts of the Hope Scholarship program on virtual charter schools, and progress on the PCSB’s Charter Schools Program (CSP) federal grant.

V. **Board Action: Amendment to PCSB bylaws regarding official complaint investigations.** Paul recommended that PCSB bylaws be amended to provide more detail about how staff will receive and investigate official complaints pursuant to W. Va. Code §18-5G-15(k).The amended bylaws were approved (moved by Bailey-Chapman, seconded by Duncan, vote 4-0).

VI. **Board Action: Amendment to charter contract with M.E.C.C.A. Business Learning Institute (MBLI).** School founders requested that MBLI’s charter contract be deferred by one year, to start in July 2025 and end in June 2030. Board Member Tracey Cooper described progress on securing a suitable educational facility, but reported that opening in Fall 2024 would be unrealistic. The amended charter contract also included technical corrections (e.g. updating the PCSB’s mailing address, clarifying that MBLI intends to participate in state benefit programs). The amended charter contract was approved (moved by Duncan, seconded by Helton, vote 4-0).

VII. **Board Action: Executive session.** As provided in W. Va. Code §6-9A-4 [matters involving attorney client privilege per Peters v. County Commission, 205 W. Va. 481 (1999)], the Board voted to enter executive session at 8:37 a.m. to discuss the Blair v. Brunett lawsuit (moved by Bailey-Chapman, seconded by Kissel, vote 4-0). The Board returned from executive session (moved by Kissel, seconded by Bailey-Chapman, vote 4-0) at 8:44 a.m., with no action taken.

VIII. **Next Meeting and Adjournment.** The next PCSB meeting was scheduled for May 1, 2024 at 4:00 p.m. The meeting adjourned at 8:46 a.m. (moved by Kissel, seconded by Bailey-Chapman, vote 4-0).