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

**8:00 a.m., August 9, 2022**

I. **Call to Order** – Meeting was called to order by Adam Kissel at 8:01 a.m.

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

III. **Minutes** – Minutes from the meetings of June 8, June 29, and July 19, 2022 were approved (moved by Bailey-Chapman, seconded by Duncan, vote 3-0).

IV. **Enrollment and Opening Update** – Executive Director James Paul presented updated enrollment numbers: EP Prep: 381, WVA: 470. WVVA: 159 fully enrolled, 428 in progress. VPA: 104 fully enrolled, 206 in progress.

V. **West Virginia Residency Requirement** – Adam Kissel proposed an addition to PCSB bylaws. Prior to enrolling a student entering the West Virginia public school system for the first time, each charter school will verify the prospective student’s home address based on at least one official document. The board passed the policy (moved by Duncan, seconded by Bailey-Chapman, vote 3-0).

VI. **Fiscal Year 2023 Budget Amendment** – Executive Director James Paul presented a revised FY 2023 budget with three changes: a new line item to cover attorney fees incurred in FY 2022 and expected in FY 2023, an increase in the cell phone charges line item, and a decrease in the “miscellaneous” line item to partially offset new costs. The board accepted the revised budget (moved by Kissel, seconded by Duncan, vote 3-0).

VII. **Legal Updates** – The Board went into executive session for legal updates (moved by Duncan, seconded by Bailey-Chapman, vote 3-0). The Board returned from executive session (moved by Duncan, seconded by Bailey-Chapman, vote 3-0).

VIII. **Next Meeting and Adjournment** – The next meeting will be August 30, 2022, at 8:00 a.m. The meeting adjourned (motion by Duncan, second by Bailey-Chapman, 3-0 vote).