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

**8:00 a.m., December 19, 2023**

I. **Call to Order** – The virtual meeting was called to order by PCSB Chairman Adam Kissel at 8:00 a.m.

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

III. **Board Action: Approve minutes** – Minutes from the previous meeting on November 20, 2023 were approved (moved by Duncan, seconded by Helton, vote 4-0).

IV. **Executive Director Update** – Executive Director James Paul provided informational updates:

1. Certified enrollments. The state’s five charter schools certified 2,270 students in the current year, up from 1,248 last year. Most of this growth was driven by the two virtual charter schools, but it also includes 18 students at first year WIN Academy.
2. Yass Prize for West Virginia charter school: West Virginia Academy (WVA) was named a finalist for the Yass Prize—a major national award that seeks to “find, reward, celebrate and expand best-in-class education organizations from every sector, in every state, and to create unprecedented partnerships that accelerate impact with the speed and urgency our students deserve.” WVA will receive a $500,000 grant.
3. Charter Schools Stimulus Fund. In the 2023 Session, the Legislature created the Charter Schools Stimulus Fund (W.V. Code §18-5G-17) “for the purpose of providing financial support to charter school applicants and charter schools that may not otherwise have the resources for start-up costs such as costs associated with renovating or remodeling existing buildings and structures and costs for the purchase of school buses.” The Stimulus Fund is administered by the PCSB, who can award grants up to $400,000 during or before the first two years of a charter school’s operation. To date, no dollars have been appropriated to the Stimulus Fund, and the State Board has not yet promulgated legislative rules to implement the law.
4. Eastern Panhandle Prep Academy (EPPA) update: The EPPA Governing Board voted to reconfigure its grade offerings beginning next year. In the Fall of 2024, the school will operate grades K-8.
5. Charter School Program State Entity Grant. Paul has worked with the PCSB’s program officer at the U.S. Department of Education to obtain final approval on the PCSB’s Request For Application for subgrantees.
6. Nitro Prep Academy update. Nitro Prep Academy has not yet secured a facility. This school’s opening has been deferred twice, after being initially authorized for Fall 2022. Paul recommended that that PCSB members consider revoking the charter agreement if the school has not secured a facility by February 1, 2024.

V. **Board Action: Revision to PCSB bylaws regarding conflict-of-interest policy.** Paul proposed amending the bylaws to explicitly state that PCSB members are subject to W.V. Code §6B-2-5, and members “may not vote on a matter in which they, an immediate family member, or a business with which they or an immediate family member is associated have a financial interest.”The action was approved (moved by Bailey-Chapman, seconded by Duncan, vote 4-0).

VI. **Board Action: Revision to PCSB FY 24 budget incorporating federal revenue awarded under Charter School Program State Entity grant.** Paul recommended approval of a revised FY24 budget to authorize the PCSB to receive and spend federal funds under the CSP grant. The action was approved (moved by Bailey-Chapman, seconded by Helton, vote 4-0).

VII. **Board Action: Executive session** – As provided in W. Va. Code §6-9A-4(b)(2)(A) [personnel exception] and §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 8:22 a.m. to discuss the hiring of PCSB Assistant Director and the Blair v. Brunett lawsuit (moved by Duncan, seconded by Bailey-Chapman, vote 4-0). The Board returned from executive session (moved by Duncan, seconded by Bailey-Chapman, vote 4-0) at 8:38 a.m., with no action taken.

VIII. **Board Action: Appoint PCSB Assistant Director.** Kissel proposed thatMs.Dusty Hurley be appointed PCSB Assistant Director at an annual salary of $53,000 for 30 hours per week. The position is entirely funded by federal dollars. The action was approved (moved by Kissel, seconded by Bailey-Chapman, vote 4-0).

IX. **Next Meeting and Adjournment** – The next PCSB meeting was scheduled for February 1, 2024 at 8:00 a.m. The meeting adjourned at 8:40 a.m. (moved by Duncan, seconded by Helton, vote 4-0).