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

**3:00 p.m., Jan 10, 2023**

I. **Call to Order** – The meeting was called to order by PCSB Chairman Adam Kissel at 3:01 p.m.

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

III. **Minutes** – Minutes from the meeting of November 23, 2022 were approved (moved by Bailey-Chapman, seconded by Duncan, vote 3-0).

IV. **Executive Director Update** – Executive Director James Paul discussed progress on charter contract negotiations between the PCSB and the M.E.C.C.A. Business Learning Institute and Workforce Initiative for Nurses Academy, respectively. Paul also described the process by which the PCSB will collect statutorily required authorizer fees from each of the schools authorized by the PCSB.

V. **Board Action: technical amendment to charter contract –**Paul proposedthree technical amendments to the Eastern Panhandle Preparatory Academy (EPPA) charter contract.The first clarifies that EPPA is authorized to serve Pre-K students, in addition to students in grades K-12. The second clarifies that EPPA may educate up to the maximum authorized number of enrollments beginning in Year 1. The third amendment updates the name of EPPA’s governing board chairperson. The Board approved the amended contract (moved by Duncan, seconded by Kissel, vote 4-0).

VI. **Next Meeting and Adjournment** – A future meeting was scheduled February 2, 2023, at 3:00 p.m. The meeting adjourned at 3:15 p.m. (moved by Bailey-Chapman, seconded by Duncan, vote 4-0).