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

**8:00 a.m., June 1, 2023**

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

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

III. **Minutes** – Minutes from the previous meeting of May 4, 2023 were approved (moved by Duncan, seconded by Helton, vote 4-0).

IV. **Executive Director Update** – Executive Director James Paul provided several updates.

1. West Virginia’s four inaugural charter schools completed their first academic year in late May/ early June. Initial state test scores will be available in August. Projected enrollments for all schools are expected to grow in Fall of 2023.
2. Charter schools are required by law to submit an annual report to their authorizer describing progress in meeting goals and upholding terms of the charter agreement. Paul delivered instructions for the reports to each charter school governing board chair. The reports are due in mid-July.
3. The WIN Academy has 18 students enrolled and is preparing for its first year of operations.
4. The M.E.C.C.A. Business Learning Institute (MBLI), authorized for Fall 2024, is working to identify a facility. MBLI is also preparing to apply for a federal grant under the federal Charter Schools Program to fund pre-opening activities.
5. Paul informed Board members that he was finalizing an application on behalf of the PCSB to become a State Entity under the federal Charter Schools Program, so that the PCSB can administer a subgrant competition to eligible schools. CSP awards are expected be announced in September.

V. **Board Action: FY 2024 budget revision** –Paul proposed increased spending on Budget Object 1200 and decreasing spending on other Budget Objects such that the overall budget remained flat for FY 2024, at $149,412. The budget was approved (moved by Duncan, seconded by Helton, vote 4-0).

VI. **Executive session.** The Board voted to enter executive session at 8:19 a.m. as provided in W. Va. Code §6-9A-4(b)(2)(A) [personnel exception] (moved by Duncan, seconded by Kissel, vote 4-0). The Board returned from executive session at 8:27 a.m.

VII. **Board Action: Approve Performance Review of PCSB Executive Director.** The Board finalized a written performance review for James Paul (moved by Duncan, seconded by Kissel, vote 4-0).

VIII. **Next Meeting and Adjournment** – The next meeting was scheduled for July 6, 2023, at 8:00 a.m. The meeting adjourned at 8:29 a.m (moved by Kissel, seconded by Duncan, vote 4-0).