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

**3:00 p.m., March 2, 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, and Adam Kissel.

III. **Minutes** – Minutes from the previous meeting of February 2, 2023 were approved (moved by Bailey-Chapman, seconded by Duncan, vote 3-0).

IV. **Executive Director Update.** Executive Director James Paul provided current enrollment numbers at the four active public charter schools. The certified October 1 count was 1248 students. As of March 1, 2023, charter schools reported 1336 total enrollments.

Paul described four pieces of legislation related to charter schools that were pending in the legislature (SB 510, HB 3084, SB 628, and SB 47).

V. **Board Action: Changes to PCSB bylaws –** Kissel proposedtwo amendments to the PCSB bylaws. The first proposed change specifies how complaints are delivered to the PCSB. Formal complaints would be emailed to the board’s executive director and include the complainant’s full name, contact information, a statement of facts on which the allegation of noncompliance is based, and supporting evidence.

The second proposed change clarifies how the Board would evaluate future charter school applications. The Board need not use an application evaluation rubric, but it would base decisions on the application and documented evidence collected through the application review process. Applications would be approved or denied objectively based on the merits of the information provided.

The Board approved both bylaw changes (moved by Bailey-Chapman, seconded by Duncan, vote 3-0). The updated bylaws are available on the PCSB website at wvcharters.org.

VI. **Next Meeting and Adjournment** – The next meeting is scheduled for April 6, 2023, at 8:00a.m. The meeting adjourned at 3:33 p.m (moved by Bailey-Chapman, seconded by Kissel, vote 3-0).