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

**8:00 a.m., May 4, 2023**

I. **Call to Order** – The meeting was called to order by PCSB Chairman Adam Kissel at 8:02 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 April 6, 2023 were approved (moved by Duncan, seconded by Kissel, vote 3-0 with one abstention).

IV. **Executive Director Update** – Executive Director James Paul completed site visits at all four active charter schools. Paul reported that in accordance with West Virginia law, Section 18-5G-6-h, charter schools must submit an annual report to assist the authorizer in gathering complete information about each school. After some discussion, Board members indicated that the deadline for schools to submit this report should be approximately one month prior to the start of the Fall term. Paul is developing instructions to send to each governing board chair regarding this report.

V. **Board Action: Amendment to Nitro Prep Academy charter contract** –Paul recommended an amendment to the charter contract with Nitro Prep Academy, delaying the start of their operations for one year. The term of the revised charter contract would be from July 2024 to June 2029. The Nitro Prep governing board requested this amendment because they have not yet identified a suitable facility. The amended contract was approved (moved by Bailey-Chapman, seconded by Duncan, vote 4-0).

VI. **Board Action: PCSB budget revision** –Paul presented a revised PCSB budget for the 2024 fiscal year, beginning on July 1, 2023. The primary PCSB fund is projected to be flat relative to prior year, at $149,412. In FY 2024, the PCSB will administer a second fund—the Charter School Stimulus Fund, which was authorized by the passage of Senate Bill 47 and currently has a zero balance. Board members indicated their desire for lawmakers to appropriate money into the fund in the future, so that the PCSB may assist eligible applicants with startup costs. The FY 2024 budget was approved (moved by Kissel, seconded by Bailey-Chapman, vote 4-0).

VII. **Executive session.** The Board voted to enter executive session at 8:31 a.m. for the purposes of assessing the performance of PCSB staff (moved by Duncan, seconded by Kissel, vote 4-0). The Board returned from executive session at 8:52 a.m. Kissel requested that Paul produce a narrowly modified budget at the next meeting, increasing the Executive Director’s salary to $106,000, effective July 1, 2023.

VIII. **Next Meeting and Adjournment** – The next meeting is scheduled for June 1, 2023, at 8:00 a.m. The meeting adjourned at 8:54 a.m (moved by Duncan, seconded by Bailey-Chapman, vote 4-0).