

**Eastern Panhandle Preparatory Academy**

*A West Virginia Not-for-Profit Corporation*

*We strive to ensure that every student is empowered with the skills, direction, and character to pursue excellence in their lives, careers, and avocations and to play effective roles in their families.*

**Notice of Regular Meeting**

**Date:** Tuesday, August 8, 2023  
**Location:** 449 Rose Hill Drive, Kearneysville, WV  
**Time:** 7:00 pm  
**Zoom:** <https://us02web.zoom.us/j/5807705609>  
Meeting ID: 580 770 5609  
305-224-1968  
309-205-3325

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**AGENDA**

- 1. Sign-in / A Call to order/ Pledge of Allegiance/ Opening Prayer**
- 2. Roll Call**
- 3. Review/Approval of Meeting Agenda**
- 4. Adoption/Approval of Minutes from Previous Board Meeting(s)**  
*Adoption/Approval of Minutes from the July 11, 2023, Board Meeting*
- 5. Annual Meeting**
  - a. Election of Board Members*
    - i. Gary Dungan, for a term ending at the Annual Meeting 2024*
    - ii. Anne Dungan, for a term ending at the Annual Meeting 2025*
    - iii. Ryan Casio, for a term ending at the Annual Meeting 2025*
    - iv. Anh Nguyen, for a term ending at the Annual Meeting 2026*
    - v. Michelle Hayward, for a term ending at the Annual Meeting 2026*
    - vi. Marie Nuar, for a term ending at the Annual Meeting 2027*
    - vii. Colleen Spotts Reid, for a term ending at the Annual Meeting 2027*
    - viii. Dawn Timberlake, for a term ending at the Annual Meeting 2028*
  - b. Officer Election, 2023/2024 Academic Year*
    - i. Vice President*
    - ii. Treasurer*
    - iii. Secretary*
    - iv. President*
- 6. Delegations/Public Comment\***

## **7. Reports and Updates**

### **a. School Reports**

- i. School Leader Report – Melvin Womble*
  - i. School Administration Discussion*
- ii. Educational Service Provider Report*

### **c. Treasurer Report – Treasurer/Patty Ashley**

- i. June/July 2023 Financials*
- ii. Invoices/Bills June 2023*
- iii. Annual Audit/ IRS Form 990*
- iv. 2023-2024 Budget*

#### *Acceptance of Treasurer Report*

### **d. Legal Update – The Callender Law Group**

- i. Review Policies on the Agenda*
- ii. Contract Update*

## **8. Committee Reports (if applicable)**

## **9. Old Business**

## **10. New Business**

### *Consent Items*

- a. Approval of Invoices/Bills June and July 2023\*\**
- b. Resolution, Adoption/Approval Staff Member Criminal Records Check*
- c. Resolution, Adoption/Approval Staff Network Acceptable Use Policy*
- d. Resolution, Adoption/Approval Student Network Acceptable Use Policy*
- e. Resolution, Affirmation Homeless Children and Youth Policy for the 2023-2024 Academic Year*
- f. Resolution, Adoption/Approval/Ratification Acceptance of WVDE Grants*

### *Other New Business*

- i. Resolution, Adoption/Approval Conflict of Interest Policy*

## **11. Board Member Discussion**

## **12. Date/time and location for next regular meeting: **Tuesday, September 12, 2023, at 7:00 pm Eastern via Virtual Means****

## **13. Adjournment**

\* Delegations provide an opportunity for the public to address the Board on matters concerning the School. The School's public participation policy is posted on the School's website. Under West Virginia's Open Meetings Act, the Board cannot discuss the concerns raised in Delegations, but may do so at a subsequent meeting.

\*\* A list of invoices/bills are available for review in the School office. This list shall be made available at least two business days before the meeting.