



West Virginia Academy, Ltd.
Governing Board Meeting Minutes
March 31, 2022 | 7:00pm (EST)

Attending: John Treu (J.Treu), Heidi Treu (H.Treu), Susan Dull (S.Dull), Frank Fidler (F.Fidler), Rebecca Bobincheck (R.Bobincheck).

I. General Updates: Applications, Enrollments, Hiring and Facility (by J.Treu);

J.Treu - Every person who completed an application by March 31 will likely be accepted and enrolled. There are over 300 applicants with the priority deadline closing tonight, but capacity for our building is just over 500 and each grade level is below capacity, although some grades are very close. Starting tomorrow, April 1, 2022, students will be enrolled on a first come/first served basis until WVA reaches capacity and then wait-listed in the order they apply.

J.Treu indicated that through communication with Adam Kissel, the executive director of Professional Charter School Board, it appeared that keeping the original due date and accepting applications thereafter until capacity is reached was the most appropriate action and consistent with the approach under our contract and the law, so re-opening applications was not necessary.

J.Treu updated board on progress relating to facility including logistics and timelines.

II. Credit Card Approval for Petty Cash Expenses: J.Treu. In order to open a line of credit for a petty cash credit card, we need board approval so our secretary can prepare a resolution document for the lender to view.

MOTION: S.Dull moves to authorize WVA opening a credit card with an initial balance of \$500-1000 for petty cash needs and Secretary is authorized to issue a resolution of the same for third parties to view. Motion seconded by F.Fidler.

DISCUSSION: No additional discussion so motion proceeded for a vote.

OUTCOME: Motion is unanimously approved.

III. Authorization to Extend Offers of Employment and Negotiate Contracts for Administrative Staff and Key Faculty;

J.Treu requests that board authorize officers (J.Treu, H.Treu, and S.Dull) to begin issuing offers of employment to job applicants.

1. **MOTION:** R.Bobincheck moves to authorize the officers of the corporation as currently constituted to proceed with issuing offers of employment to staff the corporation consistent with the staffing plan (seconded by F.Fidler).
DISCUSSION: No additional discussion, motion proceeded for a vote.
OUTCOME: Motion is unanimously approved.

IV. Conditional Approval for Re-Opening Application Period Pending Legislation Approval;

No action needed per update in I above.

V. Scheduling Future Governing Board Meetings;

Discussion of dates for meetings by all board members ensued.

MOTION: Motion by R.Bobincheck to hold governing board meetings at 6:30pm via zoom on April 21, 2022; May 19, 2022; and June 16, 2022, and July 7th, 2022, with the last meeting being the annual meeting (seconded by H.Treu).

DISCUSSION: No additional discussion, motion proceeded for a vote.

OUTCOME: Motion is unanimously approved.

VI. Other Business;

a) Lease Negotiation and Execution

J.Treu indicated that, consistent with the Memorandum of Understanding (MOU) for our temporary facility that was authorized and signed previously, WVA must complete negotiations and execution of the full lease agreement for that facility. While it may be inherent in the prior approval, J.Treu request the governing board re-affirm the President's ability to negotiate and sign the lease on behalf of WVA consistent with the terms in the MOU.

MOTION: Motion made by R.Bobincheck to authorize J.Treu to continue negotiations and execute the lease for the temporary facility (seconded by H.Treu and S.Dull).

DISCUSSION: H.Treu asks that it be added to the motion that F.Fidler will look over the construction portion of the lease before it is signed. J.Treu responds that the Landlord is the contracting party with the builder and not WVA and so those terms are not in the Lease Agreement, but F.Fidler will continue to be involved. H.Treu agrees to send it to a vote without amendment. No additional discussion, motion proceeded for a vote.

OUTCOME: Motion is unanimously approved.

b) Line of Credit for Startup Expenses

J.Treu described the funding process to the governing board and explained that a line of credit would be necessary for startup costs for vehicles, equipment and supplies, as well as initial lease payments that must be made prior to funding coming in from the State in August. While this is a practical necessity arising from our previously approved budget, J.Treu seeks specific authorization to request bids/terms sheets for a line of credit from multiple lenders, including our current bank, and to also proceed with obtaining a credit facility.

MOTION: R.Bobincheck moves to authorize J.Treu to seek bids to open a line of credit in the name of the corporation (F.Fidler seconded).

DISCUSSION: No additional discussion so motion proceeded for a vote.

OUTCOME: Motion is unanimously approved.

[Governing Board Moves to EXECUTIVE SESSION]

c. Hiring of grant writer by contract

H.Treu discussed the need for moving forward with additional grants and discussed a grant writer recommended to WVA by APA, which has a very similar model to our school.

MOTION: Motion made by H.Treu to hire a grant writer to write one grant a month for April, May, and June (seconded by S.Dull and J.Treu).

DISCUSSION: No additional discussion so motion proceeded for a vote.

OUTCOME: Motion is unanimously approved.

Motion to adjourn approved.

End of Meeting Minutes

Meeting Minutes Approved: April 21, 2022