

## Annual Meeting of the Governing Board and Members

July 17, 2025 | 7:00 pm (EST) | West Virginia Academy and online

### Attendance:

In Person: John Treu – Board Chair, Susan Dull – Board Director / Foundation, Kevin Summers – Board Director, Melissa Brown – Board Director / Board Secretary, Su Ji Kwon – CFO, Jodi Dalton - Member, Dani Summers - Member, Holly Honeycutt – COO, Jason Pauley – CEO / Executive Director, Heidi Treu – Foundation Member

Online: Carolyn Sharette – Board Director

Meeting called to order by Board Chair at 7:04 pm EST. Board Chair notes that a quorum of the board and officers is present.

### I. Approve Meeting Minutes to Prior Meeting (Board Only)

**DISCUSSION:** Carolyn requests the spelling of her name be corrected in the June 11, 2025 Special Meeting minutes.

**MOTION:** Kevin Summers motions to approve meeting minutes from the June 11, 2025 Special Meeting of the Board of Directors with the update to the spelling of Carolyn's name. Seconded by Melissa Brown.

**DISCUSSION:** No additional discussion.

#### **OUTCOME:**

In favor: John Treu, Melissa Copen, Kevin Summers, Carolyn Sharette, Susan Dull

Opposed: None

*Motion is unanimously approved by the governing board.*

#### **[Member Business Begins]**

### II. Voting for Elected Directors (Appointment or Re-Appointment for Expiring Term of Kevin Summers)

**Please note:** Board member Dani Summers recuses herself and leaves the room at 7:07 pm EST prior to any discussion or voting taking place.

**DISCUSSION:** Kevin Summers states he is interested in continuing to serve on the Board.

Everyone writes their vote, i.e., Yes or No, on a sheet of paper and forwards it to Board Secretary Melissa Brown to be tallied.

#### **OUTCOME of Kevin Summers election for three additional years:**

*Kevin Summers is re-elected unanimously by written vote of all directors and members present.*

Note: Dani Summers returns to the meeting after the conclusion of the vote for Kevin Summers at 7:11 pm EST.

**III. Voting for Member Appointments (Appointment or Re-Appointment for Expiring Terms of Jodi Dalton and Kali Ashe)**

**DISCUSSION:** Neither Jodi Dalton nor Kali Ashe gave notice of not running.

Everyone writes their vote, i.e., Yes or No, on a separate sheet of paper for each candidate, with the candidate's name, and forwards it to the Board Secretary Melissa Brown to be tallied.

**OUTCOME of Jodi Dalton election for three additional years:**

*Jodi Dalton is re-elected unanimously by written vote of all directors and members present.*

**OUTCOME of Kali Ashe election for three additional years:**

*Kali Ashe is re-elected unanimously by written vote of all directors and members present.*

**[End of Member Business]**

**IV. Approval of Contract for Heidi Treu, Grant Writer and Curriculum Director (Board Only)**

Note: At 7:19 pm EST, after delegating to Carolyn Sharette to administer the discussion, John Treu recuses himself from the meeting and leaves the room.

**MOTION:** Kevin Summers motions to enter Executive Session to discuss the employment contract. Carolyn Sharette seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: Melissa Brown, Kevin Summers, Carolyn Sharette, Susan Dull

Opposed: None

Not Present: John Treu

*Motion to enter Executive Session is unanimously approved by the governing board present.*

All meeting attendees, not on the Governing Board, leave the room and the meeting. The Board enters Executive Session at 7:24 pm EST.

**MOTION:** Kevin Summers moves to adjourn the Executive Session that was conducted to discuss the employment contract. Melissa Brown seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: Melissa Brown, Kevin Summers, Carolyn Sharette, Susan Dull

Opposed: None

Not Present: John Treu

*Motion to exit Executive Session is unanimously approved by the governing board present.*

Executive Session ends at 8:08 pm EST.

Note: The Board Members return to the meeting at this time.

**MOTION:** Kevin Summers makes the following motion:

“The board has considered the document from Heidi Treu regarding her contract, and has considered the working document presented by the Executive Team, and determined there are areas that require more discussion and information before we can approve either document. The Board moves to task board member Carolyn Sharette to individually interview the Executive Team members and Heidi Treu and report back with recommendations on changes to the documents.”

Susan Dull seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: Melissa Brown, Kevin Summers, Carolyn Sharette, Susan Dull

Opposed: None

Not Present: John Treu

*Motion is unanimously approved by the governing board present to postpone approval of Heidi Treu’s contract and the approval of the document presented by the Executive Team, pending the interviews by Carolyn Sharette.*

Note: John Treu returns to the meeting at 8:11 pm EST after discussion regarding Heidi Treu’s proposed contract is complete.

**V. Approval of Assignments for CEO, COO and CFO to be included in Renewal Contracts (Board Only)**

This item was also postponed pending the outcome of Carolyn Sharette's interviews. John Treu noted his objection on the basis that the matters are not closely related and the second matter should not have been done without him present.

**VI. Ratification of Architect RFP, Appointment of Board RFP Committee and Scheduling Meeting to Assess Architect RFP (Board Only)**

**DISCUSSION:** The Board Chair states any questions submitted regarding the Request for Proposals (RFP) and the respective answers will be posted on the West Virginia Academy website in the RFP portion. This will ensure that everyone receives the same information.

The first RFP has been posted on the website for an Architect to design the new Cheat Lake campus.

The Board needs to form an RFP Committee to review the RFPs and select the best candidate to hire for each RFP.

John Treu, Kevin Summers and Carolyn Sharette volunteer to serve on the RFP committee.

**MOTION:** Susan Dull motions to appoint John Treu, Kevin Summers and Carolyn Sharette to the RFP Committee. Kevin Summers seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: John Treu, Kevin Summers, Melissa Brown, Susan Dull, Carolyn Sharette

Opposed: None

*Motion is unanimously approved to create the RFP Committee and appoint the stated members to serve.*

**VII. Proposal and Possible Adoption of Employee Handbook (Board Only)**

**DISCUSSION:** The Employee Handbook can be approved by the Board and the Executive Team can make changes throughout the year as needed. The Board Chair states that very minimal changes have been made to the current Employee Handbook.

**VIII. Proposal and Possible Adoption of Student Policies (Board Only)**

**MOTION:** Melissa Brown motions to adopt the updated WVU Access Policy (see Attachment A) as Section 6.10 of the West Virginia Academy Policy and move the current Section 6.10 to Section 6.11. Susan Dull seconds the motion.

**DISCUSSION:** The Board Chair states the majority of the changes are updates to the Sophomore, Junior and Senior sections.

**OUTCOME:**

In favor: John Treu, Kevin Summers, Melissa Brown, Susan Dull, Carolyn Sharette

Opposed: None

*Motion is unanimously approved to adopt the updated WVU Access Policy as Section 6.10 of the Handbook.*

**MOTION:** Carolyn Sharette motions to adopt the policies and Employee Handbook as circulated to the Board, to delegate to the Executive Team to make non-substantive changes throughout the year, to notify the Board of any changes and empower the Executive Team to make changes within the constraints of the laws. Kevin Summers seconds the motion.

In favor: John Treu, Kevin Summers, Melissa Brown, Susan Dull, Carolyn Sharette

Opposed: None

*Motion is unanimously approved to adopt the updated Employee Handbook, which did not include an update to Section 10, and empower the Executive Team to make changes as needed within the constraints of the law.*

Note: The Executive Team was in the meeting and instructed to notify the Board of any substantive changes made to the Handbook.

**IX. Legal Updates on Pending Litigation (Board Only)**

**MOTION:** Kevin Summers motions to enter Executive Session to discuss pending litigation. Melissa Brown seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: Melissa Brown, Kevin Summers, Carolyn Sharette, Susan Dull, John Treu

Opposed: None

*Motion to enter Executive Session is unanimously approved by the governing board.*

All attendees not on the Governing Board leave the meeting. The Board enters Executive Session at 8:58 pm EST.

**MOTION:** Kevin Summers motions to adjourn the Executive Session that was conducted to discuss pending litigation. Melissa Brown seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: Melissa Brown, Kevin Summers, Carolyn Sharette, Susan Dull, John Treu

Opposed: None

*Motion to exit Executive Session is unanimously approved by the governing board.*

Executive Session ends at 9:05 pm EST.

**MOTION:** Kevin Summers moves to adjourn the meeting at 9:07 pm EST. Susan Dull seconds the motion.

**DISCUSSION:** None.

**OUTCOME:**

In favor: John Treu, Melissa Copen, Kevin Summers, Susan Dull, Carolyn Sharette

*Motion to adjourn the meeting is unanimously approved by the members present.*

Meeting adjourns at 9:07pm.

End of Meeting Minutes

***Meeting Minutes approved by Board on 08/07/2025***

**Section 6.10****ACCESS Program – West Virginia Academy****Academic Requirements*****Juniors and Seniors –***

Junior and senior year scholars must have a cumulative grade point average of 3.0. This includes transcripts from all previous schools from 9 – 12 grades. This will be reconsidered for each semester. In addition, scholars must be on path to graduate as West Virginia Academy courses are the primary concern.

***Sophomores –***

Sophomore year scholars must have a cumulative grade point average of 3.5 to be released for ACCESS courses during the school day, although a student with a grade point average between a 3.0 and a 3.5 may be permitted with approval of the program director. This includes transcripts from all previous schools for 9<sup>th</sup> and 10<sup>th</sup> grades. This will be reconsidered for each semester. In addition, scholars must be on path to graduate as West Virginia Academy courses are the primary concern.

**Behavioral Expectations**

Scholars must always adhere to all expectations at West Virginia Academy both on West Virginia Academy campus as well as West Virginia University. This includes and is not limited to always remaining on campus, refraining from any inappropriate behavior or actions, and wearing school uniforms. Failure to do so may result in immediate termination of the approval of ACCESS through West Virginia Academy. If during a semester, consequences may include the removal of transportation, payment for WVU ACCESS, and offering dual credit through West Virginia Academy. Applying for further semesters will depend on a decision by a committee designated by West Virginia Academy.

**Attendance**

Attendance both at West Virginia Academy and at West Virginia University is critically important. Excessive absences may result in immediate dismissal of approval for dual credit at West Virginia Academy along with possible disapproval of future semesters for ACCESS through West Virginia University. In addition, scholars are expected to be on campus even on days they attend courses at West Virginia University prior to leaving for class that day.

**Approval**

Approval for all scholars will be on a semester-by-semester basis. Approval in the previous semester does not guarantee approval by West Virginia Academy for the next semester. The focus will be on academic success both at West Virginia Academy and through the ACCESS program at West Virginia University.

**Expectation between WVU semester and West Virginia Academy Semester**

Each year, the typical timeframe for the end of spring semester at WVU is approximately the first week or two of May. We will typically go through June. Therefore, scholars have the opportunity for three

choices during that stretch of time. Scholars likely would be enrolled in the College 101 course during the morning and expectation is they continue that in addition to one of the following choices.

1. Internship – this is a valuable time to explore opportunities in their career choice.
2. Part-Time Job – Similar to the internship option, this would be a great time to find a part-time job. This provides real-world experience and an opportunity to gain employment and continue through the summer.
3. Take summer courses at WVU. There are many courses’ scholars can take at WVU during the summer, many of which are online and asynchronous. This indicates they do not need to meet live online. They would have the opportunity to work on these courses at school during that time, typically at WVU or at home if they prefer.
4. Study Hall – Scholars also can remain at school during this time to work as a study hall.

\*It is important that scholars stay focused during the time between WVU ending for the spring semester and the end of our school year at West Virginia Academy. This is not a concern during the winter break since West Virginia Academy will likely start after WVU has already begun due to the nature of our breaks.

### **Application Process**

Scholars must first make Jason Pauley at West Virginia Academy aware of their interest in the WVU ACCESS Program. An enrollment form should be submitted to Jason Pauley. West Virginia Academy will provide transcripts. At that point, families must follow the directions at [access.wvu.edu/apply](https://access.wvu.edu/apply) to apply. There are three steps to the WVU online application that can be found at that site. One includes an official transcript which we can provide.

### **Reminders**

It is imperative that scholars recognize all expectations from West Virginia University and West Virginia Academy. Offering dual credit to scholars is a great opportunity but this is a privilege that must be earned through academic rigor, behavioral, and attendance expectations.