



## Special Call Board of Trustees Meeting Minutes January 13, 2022 – 6:30 pm

<https://zoom.us/j/98119491580?pwd=VnBUajNIOVBHUTY0RmJzbitjWTVMdz09>

Dial In: 929-205-6099

Meeting ID: 981 1949 1580

Passcode: 590210719

### 1. Meeting Opening

#### A. Call to order

The meeting was called to order at 6:36 pm.

By Board Chair , Bonnie M. Schaefer

#### B. Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

#### C. Roll Call

Name	Present	Absent	Time of Arrival After Call to Order
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis	x		
Mr. Victor D. Valentine, Sr.	x		

#### D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

MM: B.S. SM: C.S. Action: 5-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis	x		
Mr. Victor Valentine	x		

**2. Public Comment (Agenda Items Only)**

**3. Governance Committee**

**A. Approval of the creation of the position and job description Sr. Executive Vice President.**

Be it resolved that the Board of Trustees hereby approves the creation of the position and job description for Senior Executive Vice President.

MM: C.S. SM: V.V. Action: 5-0

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis	x		
Mr. Victor Valentine	x		

**B. Approval of Hiring Debra Heath-Thornton for the position of Sr. Executive Vice President.**

Be it resolved that the Board of Trustees hereby approves the hiring of Dr. Debra Heath-Thornton to the position of Senior Executive Vice President

MM: S.L. SM: B.S. Action: 5-0

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis	x		
Mr. Victor Valentine	x		

**C. Election of Board of Trustees Member**

Be it resolved that the Board of Trustees hereby approves the election of the following Member, Oliver Spryn for the PA Virtual Charter School's Board of Trustees.

MM: V.V. SM: B.S. Action: 5-0

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		

Ms. Sophia Lewis	x		
Mr. Victor Valentine	x		

**1. Swearing in of new Board of Trustees Member Oliver Spryn**

**4. Public Comment (Topic related to PA Virtual Operations)**

**5. Closing of Meeting**

**A. Next Meeting**

February 28, 2022 at 6:30 pm

**B. Adjournment Time 6:58 pm**

MM: C.S. SM: O.S. Action:6-0

Name	Yes	No	N/A
Ms. Bonnie Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis	x		
Mr. Oliver Spryn	x		
Mr. Victor Valentine	x		



03 / 08 / 2022

---

Sophia Lewis, Secretary



## Board of Trustees Meeting Minutes December 13, 2021 – 6:30 pm

<https://zoom.us/j/98119491580?pwd=VnBUajNIOVBHUTY0RmJzbitjWTVMdz09>

Dial In: 929-205-6099

Meeting ID: 981 1949 1580

Passcode: 590210719

### 1. Meeting Opening

#### A. Call to order

The Board of Trustees met in Executive Session immediately prior to this meeting tonight to discuss Charter School business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

The public meeting was called to order at 6:34 PM by the Chair of the Board of Trustees, Ms. Bonnie M. Schaefer.

#### B. Pledge of Allegiance

"I pledge allegiance to the Flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all."

#### C. Roll Call

Name	Present	Absent	Time of Arrival After Call to Order
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis		x	
Mr. Victor D. Valentine, Sr.	x		

#### D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

MM: C.S.      SM :B.S.      Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		

Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x
Mr. Victor Valentine	x		

**2. Public Comment (Agenda Items Only)**

**3. Reports to the Board**

- A. Finance, IT, & OPS** (Jason Billups, Chief Financial Officer)
- B. Teaching, Learning, and Family Support** (Dr. Jose Parrilla, Chief Academic Officer)
- C. Human Resources, Marketing, and Enrollment** (Sherri Tate, Chief Human Resources & Marketing Officer)
- D. Public Affairs & Accountability** (Doug Wessels, Director of Public Affairs & Accountability)

**4. Governance Committee**

**A. Approval of Previous Meeting Minutes**

Be it resolved that the Board of Trustees hereby approves the minutes from the following Board of Trustees Meeting: October 23, 2021.

MM: V.V. SM: C.S. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x
Mr. Victor Valentine	x		

**B. Approval of Policies**

Be it resolved that the Board of Trustees hereby approves the reviews and revisions as specified in the attached document for the following policies:

- NEW - Student Services Policy

MM: B.S. SM: C.S. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x

Mr. Victor Valentine	x		
----------------------	---	--	--

**C. New Open Records Officer**

Be it resolved that the Board of Trustees hereby approves the appointment of Julie Pufko, Executive Administrative Assistant as the new interim Open Records Officer.

MM: C.S. SM: V.V. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x
Mr. Victor Valentine	x		

**5. Finance Committee**

**A. Approval of Financial Statements**

Be it resolved that the Board of Trustees hereby approves the Financial Statements through November 30, 2021.

MM: V.V. SM: B.S. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x
Mr. Victor Valentine	x		

**B. Approval of Victor D. Valentine Sr., Board Treasurer to sign checks**

Be it resolved that the Board of Trustees hereby approves that Victor D. Valentine Sr., Board Treasurer may sign checks.

MM: C.S. SM: B.S. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Ms. Sophia Lewis			x

Mr. Victor Valentine	x		
----------------------	---	--	--

**6. Human Resources Committee**

**A. Approval of Personnel Report**

Be it resolved that the Board of Trustees hereby approves the Personnel Report denoting all changes in personnel from October 16, 2021 to December 02, 2021.

MM: B.S. SM: C.S. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	X		
Ms. Brenda Sachleben	X		
Mr. Carl Schwartz	X		
Ms. Sophia Lewis			X
Mr. Victor Valentine	X		

**7. Public Comment (Topic related to PA Virtual Operations)**

**8. Closing of Meeting**

**A. Next Meeting February 28, 2022 at 6:30 PM**

**B. Adjournment Time: 7:12 PM**

MM: C.S. SM: V.V. Action: 4-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer			
Ms. Brenda Sachleben			
Mr. Carl Schwartz			
Ms. Sophia Lewis			
Mr. Victor Valentine			

---

Sophia Lewis, Secretary

---

<b>TITLE</b>	BoT Meeting Minutes 13Jan22
<b>FILE NAME</b>	BOT Meeting...3, 2022.pdf and 1 other
<b>DOCUMENT ID</b>	f10651faa7725e37abc76369b37fc8913b8104d9
<b>AUDIT TRAIL DATE FORMAT</b>	MM / DD / YYYY
<b>STATUS</b>	● Signed

---

## Document History



SENT

**03 / 08 / 2022**

13:20:29 UTC

Sent for signature to Sophia lewis  
(sophialewis7@hotmail.com) from jpufko@pavcsk12.org  
IP: 70.16.159.100



VIEWED

**03 / 08 / 2022**

13:28:16 UTC

Viewed by Sophia lewis (sophialewis7@hotmail.com)  
IP: 76.98.47.93



SIGNED

**03 / 08 / 2022**

13:30:07 UTC

Signed by Sophia lewis (sophialewis7@hotmail.com)  
IP: 76.98.47.93



COMPLETED

**03 / 08 / 2022**

13:30:07 UTC

The document has been completed.