

Board of Trustees Meeting Minutes

April 27, 2024 – 1:30 pm



<https://zoom.us/j/5926642005?pwd=dIQwSHdNWmtQWnlvQ2VMUEt2MGx6dz09>

Dial In: 929-205-6099 Meeting ID: 981 1949 1580 Password: pavirtual

1. Meeting Opening

A. Call to order the public meeting was called to order by the Board Chair, Ms. Bonnie M. Schaefer at 2:31pm.

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 | | |
| Ms Stephanie Hamel | x | | |
| Ms. Sophia Lewis | x | | |
| Mr. Carl Schwartz | x | | |
| Mr. Victor D. Valentine, Sr. | x | | |

D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

MM:S.L. SM: B.S. Action: 6-0

| Name | Yes | No | N/A |
|------------------------|-----|----|-----|
| Ms. Bonnie M. Schaefer | x | | |
| Ms. Brenda Sachleben | x | | |
| Ms. Stephanie Hamel | x | | |
| Ms. Sophia Lewis | x | | |

| | | | |
|----------------------|---|--|--|
| Mr. Carl Schwartz | x | | |
| Mr. Victor Valentine | x | | |

2. Public Comment (Agenda Items Only)

3. Reports to the Board

- A. Finance, IT, & OPS** (Melissa Paris, Chief Financial Officer)
- B. Diversity, Equity and Inclusion** (Vicki Andrews, Director of Diversity, Equity, and Inclusion)
- C. Teaching, Learning, and Family Support** (Dr. Shaikha BuAli, Chief Academic Officer)
- D. Human Resources, Marketing, and Enrollment** (Sherri Tate, Chief Human Resources & Marketing Officer)
- E. Public Affairs & Accountability** (Doug Wessels, Chief Public Affairs & Accountability Officer)
- F. CEO’s Report** (Dr. Debra Heath-Thornton, Chief Executive Officer)

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: February 26, 2024 and April 5, 2024.

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

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

B. Approval of Policies

Be it resolved that the Board of Trustees hereby approves the following revised policies:

- 2601 Educational Assessment Policy (to be retired)
- 3002 Financial Accounting Policy
- 3005 Accounts Payable Policy
- 3023 Procurement- Uniform Grant Guidance
- 4108 Contracted Personnel Policy(New)

- 4301 Enrollment Policy (New)
MM: S.H. SM: S.L. Action: 6-0

| Name | Yes | No | N/A |
|------------------------|-----|----|-----|
| Ms. Bonnie M. Schaefer | x | | |
| Ms. Brenda Sachleben | x | | |
| Ms. Stephanie Hamel | x | | |
| Ms. Sophia Lewis | x | | |
| Mr. Carl Schwartz | 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 March 31, 2024.

MM:V.V. SM: S.L. Action: 6-0

| Name | Yes | No | N/A |
|------------------------|-----|----|-----|
| Ms. Bonnie M. Schaefer | x | | |
| Ms. Brenda Sachleben | x | | |
| Ms. Stephanie Hamel | x | | |
| Ms. Sophia Lewis | x | | |
| Mr. Carl Schwartz | 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 February 13, 2023 through April 15, 2024.

MM: B.S. SM: S.L. Action: 6-0

| Name | Yes | No | N/A |
|------------------------|-----|----|-----|
| Ms. Bonnie M. Schaefer | x | | |
| Ms. Brenda Sachleben | x | | |
| Ms. Stephanie Hamel | x | | |

| | | | |
|----------------------|---|--|--|
| Ms. Sophia Lewis | x | | |
| Mr. Carl Schwartz | x | | |
| Mr. Victor Valentine | x | | |

7. Other Action Items

A. Approval of the Bargaining Unit Members Handbook

Be it resolved that the Board of Trustees hereby approves the Bargaining Unit Member Handbook.

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

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

8. Public Comment (Topic related to PA Virtual Operations)

9. Closing of Meeting

A. Next Meeting - Public Meeting is being held on June 17, 2024 at 6:30 p.m.

B. Adjournment Time: Be it resolved that the Board of Trustees hereby accepts the motion to adjourn the meeting at this time.

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

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

Sophia Lewis

Sophia Lewis, Secretary