



Board of Trustees Meeting Minutes August 26, 2024 – 6:30 pm Annual Meeting

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

Dial In: 929-205-6099

Meeting ID: 981 1949 1580

Password: 590210719

The Board of Trustees met in Executive Session prior to discuss personnel and legal issues which, if conducted in public, would lead to the disclosure of information or confidentiality protected by law.

A. Call to order to order

The meeting was called to order at 7:37pm.

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. Motion to reconvene

Be it resolved the Board of Trustees hereby approves the motion to reconvene. The meeting was reconvened at 1:30 pm on October 19, 2024.

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

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		

C. 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."

D. 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		
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		
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. Director of Equity & Belonging** (Vicki Andrews)
- 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 Sophia Lewis's Resignation

Be it resolved that the Board of Trustees hereby accepts the resignation of Sophia Lewis from the Board of Trustees.

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

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. 1. Approval of Previous Meeting Minutes

Be it resolved that the Board of Trustees hereby approves the minutes from the following Board of Trustees Meeting: August 6, 2024. The Meeting minutes for July 25, 2024 will be tabled for approval until October 19, 2024.

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

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. 2 Approval of Previous Meeting Minutes

Be it resolved that the Board of Trustees hereby approves the minutes from the following Board of Trustees Meeting: July 25, 2024 on October 19, 2024.

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

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		

C. Approval of Bylaws

Be it resolved that the Board of Trustees hereby accepts the Bylaws as written.

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

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		

D. Approval of Policies

Be it resolved that the Board of Trustees hereby approves the review and/or revisions for the following policies:

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

- 1102- Conflict of Interest Policy
- 2415- Special Education Related Services Personnel Policy
- 3004- Revenue, Income, & Receivables
- 3006- Access to Financial Records by the Public
- 3007- Bank Accounts Policy
- 3010- Property, Plant, & Equipment Policy
- 3011- Payroll Policy
- 3012- Investments Policy
- 3013- Insurance Policy
- 3014- Financial Electronic Funds Transfers Policy
- 3016- GASB Fund Balance Policy
- 3018- Student Activity Funds Policy
- 3012 Disposal of Surplus Property, Obsolete Equipment, & Real Estate Policy
- 3301- Administrative Record Management, Retention, and Destruction Policy

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		

E. Approval of Charter School 2023-24 Annual Report and TSI Title 1 Comp Plan 2024-2027.

Be it resolved that the Board of Trustees hereby approves the Charter School 2023-2024 Annual Report and the submission of the TSI Title 1 School Plan 2024-2027.

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

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		

F. Approval of the 2025-2026 Board of Trustees Meeting Schedule

Be it resolved that the Board of Trustees hereby approves the 2025-26 Board of Trustees Regular Meeting Schedule from August 2025 through July 2026.

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

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		

G. Election of Officers

1. Nomination of Officers

Be it resolved that the Board of Trustees nominate the following people as Officers for the Board of Trustees 2024-25 school year. A motion to put these nominations forward.

Board Member	Officer Position
Ms. Bonnie M. Schaefer	Chair
Ms. Brenda Sachleben	Vice-Chair
Mr. Carl W. Schwartz	Secretary
Mr. Victor Valentine, Sr.	Treasurer

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

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. Election of Officers

Be it resolved that the Board of Trustees hereby elect the following as officers for the PA Virtual Board of Trustees for the 2024-25 school year.

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

Board Member	Officer Position
Ms. Bonnie M. Schaefer	Chair
Ms. Brenda Sachleben	Vice-Chair
Mr. Carl W. Schwartz	Secretary
Mr. Victor Valentine, Sr.	Treasurer

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		

H. Assignment of Committee Membership

1. Nomination of Committee Members

Be it resolved that the Board of Trustees hereby nominate the following committee structure and membership for the 2024-2025 school year.

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

Committee	Chair	Member(s)
Finance	Victor Valentine	Dr. Debra Heath-Thornton; Melissa Paris Stephanie Hamel
Governance and Nominating	Bonnie M. Schaefer	Dr. Debra Heath-Thornton; Brenda Sachleben
Human Resources	Carl Schwartz	Dr. Debra Heath-Thornton; Carl Schwartz

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. Election of Committee Members

Be it resolved that the Board of Trustees hereby approves the following committee structure and elect the following for membership for the 2024-2025 school year.

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

Committee	Chair	Member(s)
Finance	Victor Valentine	Dr. Debra Heath-Thornton; Melissa Paris Stephanie Hamel
Governance and Nominating	Bonnie M. Schaefer	Dr. Debra Heath-Thornton; Brenda Sachleben
Human Resources	Carl Schwartz	Dr. Debra Heath-Thornton; Carl Schwartz

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 **June 30, 2024.**

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

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 Annual Report as Required by the Pennsylvania Nonprofit Corporation Law

Be it resolved that the Board of Trustees hereby accepts the Annual Report as required by the Pennsylvania Nonprofit Corporation Law.

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

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		

C. Approval to Retain Barbacane Thornton and Company

Be it resolved that the Board of Trustees hereby approves the engagement of Barbacane Thornton & Company to perform the schools 2023-24 audit and AFR.

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

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		

D. Approval of the K-12 Virtual School Program Products and Services Agreement

1. Motion to table

Be it resolved that the Board of Trustees hereby table this item until a later time to accept the contract subject to further review by legal counsel between K12 Virtual Schools L.L.C. and PA Virtual Charter School from July 1, 2024 to June 30, 2027 until a later date.

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

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. Approval of the K-12 Virtual School Program Products and Services Agreement

Be it resolved that the Board of Trustees hereby approves the motion to accept the contract subject to any pending review between K12 Virtual Schools L.L.C. and PA Virtual Charter School from July 1, 2024 to June 30, 2027 on October 19, 2024.

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

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 June 18, 2024 to August 09, 2024.

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

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 Confidential Separation Agreement 24-01

The Board hereby approves and ratifies the confidential separation agreement 24-01 dated June 17, 2024 for the 2023-24 school year.

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

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		

C. Approval of Confidential Separation Agreement 24-02

The Board hereby approves and ratifies the confidential separation agreement 24-02 dated June 17, 2024 for the 2023-24 school year.

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

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		

D. Approval of Confidential Separation Agreement 24-03

The Board hereby approves and ratifies the confidential separation agreement 24-03 dated June 17, 2024 for the 2023-24 school year.

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

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		

E. Approval of Confidential Separation Agreement 24-04

The Board hereby approves and ratifies the confidential separation agreement 24-04 signed by employee on August 11, 2024 for the 2023-24 school year.

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

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. Public Comment (Topic related to PA Virtual Operations)

Jennifer Kirman

Academic Calendar 25-26 not on website for prospective enrollees

Graduation/Prom - suggested to be scheduled by regional FSC's and held on separate dates

8. Closing of Meeting

A. Next Meeting - Public Meeting is being held on October 19, 2024 at 1:30 p.m.

B. Motion to recess this meeting at this time of 8:34 pm.

Be it resolved that the Board of Trustees hereby accepts the motion to recess this meeting at this time.

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

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		

C. Adjournment Time: 1:45 pm October 19, 2024

Be it resolved that the Board of Trustees hereby accepts the motion to adjourn the August 26th, 2024 meeting at this time.

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

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		

Carl W. Schwartz

Secretary