



## Board of Trustees Meeting Minutes December 16, 2024 – 6:30 pm

<https://zoom.us/j/5926642005?pwd=dlQwSHdNWmtQWnlvQ2VMUEt2MGx6dz09>

Dial In: 929-205-6099      Meeting ID: 981 1949 1580      Password: 590210719

### 1. Meeting Opening

#### A. Call to order

The meeting will be called to order at 6:33 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			6:39
Mr. Carl Schwartz	x		
Mr. Victor D. Valentine, Sr.	x		
Ms. Stephanie Hamel	x		

#### D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

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

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

Mr. Victor Valentine	x		
Ms. Stephanie Hamel	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 and Belonging** (Vicki Andrews, Director of Equity and Belonging)
- 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 Report** (Dr. Debra Heath-Thornton, CEO)

**4. Governance Committee**

**A. Approval of Previous Meeting Minutes**

Be it resolved that the Board of Trustees hereby tables the approval of the minutes from the following Board of Trustees meetings: August 26 and October 19, 2024 until February 24, 2024.

MM: N/A SM: N/A Action: N/A

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

**B. Approval of Policies**

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

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

- Right to Know Policy #1113
- Evaluation & Reevaluation Policy #2403
- Student Educational Records Policy #2901
- Maintenance of Student Educational Records/ Retention Policy #2902

- Access to Student Educational Records #2912
- GASB Fund Balance Policy #3016
- Federal Fiscal Compliance Policy- Uniform Grant Guidance #3019

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

**C. Approval of the revised Student Handbook and Code of Conduct**

Be it resolved that the Board of Trustees hereby approves the revised Student Handbook and Code of Conduct for the 2025-26 SY.

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

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

**D. Motion to accept the 2025-26 SY and Academic and Staff Calendars**

Be it resolved that the Board of Trustees hereby approves the 2025-2026 SY Academic and Staff calendars.

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

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Mr. Victor Valentine	x		
Ms. Stephanie Hamel	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, 2024.

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

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

### B. Approval of Contracts

Be it resolved that the Board of Trustees hereby approves the following contracts.

- Skytop Agreement for Board of Trustees Strategic Planning meeting 2024
- Skytop Agreement for Board of Trustees Strategic Planning meeting 2025
- Skytop Agreement for Board of Trustees Strategic Planning meeting 2026

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

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Mr. Carl Schwartz	x		
Mr. Victor Valentine	x		
Ms. Stephanie Hamel	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 2, 2024 - December 5, 2024.

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

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

Mr. Victor Valentine	x		
Ms. Stephanie Hamel	x		

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

**8. Closing of Meeting**

**A. Next Meeting - Public Meeting is being held on February 24, 2024 at 6:30 p.m.**

**B. Adjournment Time: 7:38pm**

Be it resolved that the Board of Trustees hereby accepts the motion to adjourn.

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

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

*Carl W. Schwartz*

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Carl Schwartz, Secretary