



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

<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 Charter School business which, if conducted in public, would lead to the disclosure of information or confidentiality protected by law.**

**A. Call to order**

**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			
Ms. Brenda Sachleben			
Ms. <a href="#">Stephanie Hamel</a>			
Mr. Carl Schwartz			
Ms. Sophia Lewis			
Mr. Victor D. Valentine, Sr.			

**D. Adoption of the Agenda**

Be it resolved that the Board adopts the agenda.

MM: SM: Action:

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

Ms. Sophia Lewis			
Mr. Carl Schwartz			
Mr. Victor Valentine			

**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: SM: Action:

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

**B. 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 and August 6, 2024.

MM: SM: Action:

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

Ms. Sophia Lewis			
Mr. Carl Schwartz			
Mr. Victor Valentine			

**C. Approval of Bylaws**

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

MM: SM: Action:

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

**D. Approval of Policies**

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

MM: SM: Action:

- 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			

Ms. Brenda Sachleben			
Ms. Stephanie Hamel			
Ms. Sophia Lewis			
Mr. Carl Schwartz			
Mr. Victor Valentine			

**E. Approval of Charter School 2023-24 Annual Report and TSI Title 1 School 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: SM: Action:

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

**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: SM: Action:

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

**G. Election of Officers**

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

MM: SM: Action:

<b>Board Member</b>	<b>Officer Position</b>
Ms. Bonnie M. Schaefer	Chair
Ms. Brenda Sachleben	Vice-Chair
Mr. <a href="#">Carl W. Schwartz</a>	Secretary
Mr. Victor Valentine, Sr.	Treasurer

#### **H. Assignment of Committee Membership**

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

MM: SM: Action:

<b>Committee</b>	<b>Chair</b>	<b>Member(s)</b>
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

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

#### **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: SM: Action:

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

Ms. Stephanie Hamel			
Ms. Sophia Lewis			
Mr. Carl Schwartz			
Mr. Victor Valentine			

**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: SM: Action:

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

**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: SM: Action:

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

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

Be it resolved that the Board of Trustees hereby accepts 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.

MM: SM: Action:

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

**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: SM: Action:

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

**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: SM: Action:

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

**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: SM: Action:

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

**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: SM: Action:

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

**E. Approval of Confidential Separation Agreement 24-04**

The Board hereby approves and ratifies the confidential separation agreement 24-04 dated June 17, 2024 for the 2023-24 school year.

MM: SM: Action:

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

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



**8. Closing of Meeting**

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

**B. Adjournment Time: \_\_\_\_\_**

MM: SM: Action:

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

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Secretary