



## Board of Trustees Meeting Minutes

**April 26, 2025 - 1:30 pm**

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

Dial In: 929-205-6099

Meeting ID: 592 664 2005

Password:pavirtual

### 1. Meeting Opening

#### A. Call to order

The Board met in Executive session on April 25th from 11am to noon and today from 9:00 to 10:50 am in order to discuss collective bargaining matters and legal issues that we are permitted to do so by law.

#### 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. Ruth Bowser	x		
Ms Stephanie Hamel	x		
Mr. Carl Schwartz		x	
Mr. Victor D. Valentine, Sr.	x		1:37pm

#### D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

MM: Stephanie Hamel SM: Brenda Sachleben Action: 5-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		

Ms. Stephanie Hamel	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. Engagement** (Vicki Andrews, Chief Engagement Officer)

**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 24, 2025.

MM: Brenda Sachleben SM: Stephanie Hamel Action: 5-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	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:

MM: Ruth Bowser SM: Brenda Sachleben Action: 5-0

- Anti-Weapons Policy #2005
- Controlled Substance Policy #2006
- Youth Suicide Awareness & Prevention Policy #2007
- Wellness Policy on Physical Activity & Nutrition #2008

Name	Yes	No	N/A
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Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	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, 2025.

MM: Victor Valentine SM: Ruth Bowser Action: 5-0

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

### B. Approval of the Posting of the 2025-2026 Preliminary Budget

Be it resolved that the Board of Trustees hereby approves of the posting of the 2025-2026 preliminary budget for public review, inspection, and comment.

MM: Brenda Sachleben SM: Victor Valentine Action: 5-0

Name	Yes	No	N/A
Ms. Bonnie M. Schaefer	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	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 25, 2025 through April 04, 2025.

MM: Stephanie Hamel SM: Ruth Bowser Action: 5-0

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

**B. Approval of Memorandum of Understanding for the Collective Bargaining Agreement regarding graduation attendance for teachers**

Be it resolved that the Board of Trustees hereby approves the revisions to the current Collective Bargaining Agreement Memorandum of Understanding concerning graduation attendance.

MM: NA SM: NA Action: 0

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

**1.Motion to amend resolution**

Be it resolved that the Board of Trustees hereby approves the motion to approve the MOU concerning the graduation attendance to expire at the conclusion of the 2027 graduation.

**2. Motion to amend the agenda**

Be it resolved that the Board of Trustees hereby approves the motion to amend the agenda.

MM: Ruth Bowser SM: Brenda Sachleben Action 5-0

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

### 3. Approval of the revised motion concerning the Memorandum of Understanding regarding graduation attendance.

Be it resolved that the Board of Trustees hereby approves the MOU concerning graduation attendance to expire at the conclusion of the 2027 graduation.

MM: Brenda Sachleben SM: Victor Valentine Action: 3-0

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

## 7. Other Action Items

### A. Resolution to Approve and Execute Settlement Agreement

Be it resolved that the Board hereby approves and authorizes the necessary steps to execute the Settlement Agreement and Mutual Release between Pennsylvania Virtual Charter School and the Allentown City School District in the claim with the Pennsylvania Department of Education in Docket Number BBFM-00-2017-76. The Board further instructs and authorizes legal counsel to take the necessary steps to have the matter dismissed.

MM: Stephanie Hamel SM: Ruth Bowser Action: 5-0

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

Mr. Victor Valentine	x		
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**B. Approval of the Resolution to dismiss the following claims**

The Board hereby resolves to dismiss the claims below and authorizes counsel to take the necessary steps to effectuate dismissal in the following matters:

Chambersburg Area School District v. PA Virtual Charter School  
 2012-2013 School Year  
 Docket No. PDE-363-264  
 Claim Amount \$38,263.17

Philadelphia City School District v. PA Virtual Charter School  
 2012-2013 School Year  
 Docket No. PDE-363-265  
 Claim Amount \$717,336.52

Pittsburgh Public Schools v. PA Virtual Charter School  
 2012-2013 School Year  
 Docket No. PDE-363-266  
 Claim Amount \$111,519.14

MM: NA SM: NA Action: 0

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

**1. Motion to table this to a future meeting**

The Board hereby approves the motion to table this to a future meeting.

MM: Stephanie Hamel SM: Ruth Bowser Action: 5-0

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

Mr. Carl Schwartz			x
Mr. Victor Valentine	x		

### **C. Approval of Resolution - Compliance with Applicable Federal, State and Local Laws**

Be it resolved that the Board of Trustees hereby acknowledges that PA Virtual Charter School is required to comply with all applicable local, state and federal laws and further resolves and affirms that it complies with all applicable local, state and federal laws and reaffirms that it complies and authorizes the CEO or her designee to execute various documents evidencing such compliances and ratifies all prior executions.

MM: Stephanie Hamel SM: Ruth Bowser 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		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	x		
Mr. Carl Schwartz			x
Mr. Victor Valentine	x		

### **D. Dual Enrollment and Dual Credit Agreements**

Be it resolved that the Board of Trustees hereby approves the Memorandum of Understanding for Dual Enrollment/High School Enrichment Program between PA Virtual Charter School and Bucks County Community College, and the Dual Credit Affiliation Agreement with Pennsylvania State University / Commonwealth Campuses.

MM: Brenda Sacheleben SM: Stephanie Hamel 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		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	x		
Mr. Carl Schwartz			x
Mr. Victor Valentine	x		

### E. Charter Renewal

Be it resolved that the Board of Trustees hereby accepts the charter renewal document from the Pennsylvania Department of Education for the charter effective July 1, 2025 and authorize the designated school officials to execute all necessary documents.

MM: NA SM: NA Action: 0

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

#### 1. Motion to Amend the resolution

To read, that the Board of Trustees hereby accepts the charter renewal document subject to the Pennsylvania Department of Education for the charter effective July 1, 2025 and authorizes the designated school officials to execute all necessary documents, after the Board's revisions and legal review.

MM: Stephanie Hamel SM: Brenda Sachleben Action: 5-0

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

#### 2. Approval to accept the amended Charter Renewal document

Be it resolved that the Board of Trustees hereby accepts the charter renewal document subject to the Pennsylvania Department of Education for the charter effective July 1, 2025 and authorize the designated school officials to execute all necessary documents, after the Board's revisions and legal review.

MM: Stephanie Hamel SM: Brenda Sachleben Action: 5-0

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



Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	x		
Mr. Carl Schwartz			x
Mr. Victor Valentine	x		

#### **F. Nominations to Board of Trustees**

Be it resolved that the Board of Trustees hereby nominates Ariel Castillo and Riana Rahman as candidates for the Board of Trustees.

MM: Stephanie Hamel SM: Victor Valentine Action: 5-0

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

#### **G. Motion to elect and Administer Oath of Offices for Ariel Castillo and Riana Rahman to the PA Virtual Board of Trustees**

Be it resolved that the Board of Trustees hereby elects Ariel Castillo and Riana Rahman to the PA Virtual Board of Trustees for three-year term effective April 26, 2025 to April 25, 2028.

MM: Stephanie Hamel SM: Ruth Bowser 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		
Ms. Ruth Bowser	x		
Ms. Stephanie Hamel	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 23, 2025 at 6:30 p.m.**

**B. Adjournment Time: 2:42pm**

Be it resolved that the Board of Trustees hereby accepts the motion to adjourn the meeting at 2:42pm.

MM: Ruth Bowser SM: Brenda Sachleben Action: 5-0

Name	Yes	No	N/A	Abstention
Ms. Bonnie M. Schaefer	x			
Ms. Brenda Sachleben	x			
Ms. Ruth Bowser	x			
Mr. Ariel Castillo				x
Ms. Stephanie Hamel	x			
Ms. Riana Rahman				x
Mr. Carl Schwartz			x	
Mr. Victor Valentine	x			

*Carl W. Schwartz*

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Carl W. Schwartz, Secretary

Title	Approved _BoT_Minutes 26Apr25
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## Document History



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**06 / 25 / 2025**

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(carl\_w\_schwartz@hotmail.com) from jpufko@pavcsk12.org  
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VIEWED

**06 / 25 / 2025**

17:50:06 UTC

Viewed by Carl Schwartz (carl\_w\_schwartz@hotmail.com)  
IP: 96.236.154.242



SIGNED

**06 / 25 / 2025**

17:50:19 UTC

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