



## Board of Trustees Meeting Minutes October 18, 2025 – 1:30 pm

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

Dial In: 929-205-6099 Meeting ID: 592 664 2005 Password: pavirtual

The Board of Trustees met in Executive Session immediately prior to this meeting tonight to discuss Charter School business which, if conducted in public, would violate a lawful privilege or lead to the disclosure of information or confidentiality protected by law.

### 1. Meeting Opening

**A. Call to order the meeting was called to order at 1:30pm**

**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	Arrival After Call to Order
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms Ruth Bowser	x		
Mr. Ariel Castillo			1:35pm
Ms Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor D. Valentine, Sr.	x		

**D. Adoption of the Agenda**

1. Be it resolved that the Board makes a motion to modify the agenda on items 7A and 7B. 7A To read as follows: The Board of Trustees hereby approves the motion to reinstate the previously tabled motion to approve settlements and withdrawals as warranted for the matters with various school districts, subject to CEO and legal review.

MM: Stephanie Hamel SM: Ruth Bowser Action: 7-0

Name	Yes	No	Abstain or Recuse
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Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

2. Be it resolved that the Board agrees to modify agenda item 7B to read as follows: The Board of Trustees hereby approves the motion to approve all new settlements or dismissals, subject to CEO and legal review

MM: Stephanie Hamel SM: Victor Valentine Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

### 3. Adoption of the Agenda

Be it resolved that the Board adopts the agenda with revisions as noted

MM: Brenda Sachleben SM: Ruth Bowser Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	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. Shaika 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** (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: August 25, 2025.

MM: Brenda Sachleben SM: Stephanie Hamel Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

##### B. Approval of Policies

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

MM: Ruth Bowser SM: Riana Rahman Action: 7-0

- #2101- Student Services Policy
- #4201- Social Media and Networking Guidelines Policy
- #4302- Dual Enrollment Agreements with Institutions of Higher Education Policy
- #5001- Transgender and Gender Non Conforming Student Policy
- #5002- Student Immigration Policy
- #5003- Gender Identity Information Change Policy

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		

Mr. Victor Valentine	x		
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## 5. Finance Committee

### A. Approval of Financial Statements

Be it resolved that the Board of Trustees hereby approves the Financial Statements through August 31, 2025.

MM: Victor Valentine SM: Ariel Castillo Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

### B. Approval of Annual Nonprofit Annual report

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

MM: Victor Valentine SM: Stephanie Hamel Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

### C. Approve resubmission of the Consolidated Federal Grant Agreement

Be it resolved that the Board of Trustees hereby accepts the resolution to resubmit the Consolidated Federal Grant Agreement.

MM: Brenda Sachleben SM: Ruth Bowser Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		

Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

#### **D. Approval of electronic signatures with the Pennsylvania Department of Education**

The Board of Trustees hereby approves the following resolution to include:

1. The authorization for Dr. Debra Heath-Thornton, Chief Executive Officer of PA Virtual Charter School to sign any and all contracts, agreements and grants and/or licenses with the Pennsylvania Department of Education ("Department").
2. Authorize the use of electronic signatures.
3. Agree that no writing shall be required.
4. Agree that Pa Virtual Charter School will not contest the due authorization, execution, delivery, enforceability of the electronic contract under the provisions of a statute of frauds or any other applicable law.
5. Agree to notify the Department's Bureau of Management Services if Dr. Debra Heath-Thornton is no longer authorized to execute agreements on behalf of Pa Virtual Charter School.

MM: Stephanie Hamel SM: Ariel Castillo Action: 7-0

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain or Recuse</b>
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	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 August 26th through October 1, 2025.

MM: Ruth Bowser SM: Stephanie Hamel Action: 7-0

<b>Name</b>	<b>Yes</b>	<b>No</b>	<b>Abstain or Recuse</b>
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		

Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

## 7. Other Action Items

### A. Motion to reinstate the previously tabled motion approving settlements and or dismissals

The Board of Trustees hereby approves the motion to reinstate the previously tabled motion to approve settlements and withdrawals as warranted for the matters with various school districts.

MM: Brenda Sachleben SM: Riana Rahman Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Riana Rahman	x		
Mr. Victor Valentine	x		

### B. Motion to approve all new settlements or dismissals

The Board of Trustees hereby approves the motion to approve all new settlements or dismissals

MM: Riana Rahman SM: Ruth Bowser Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	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 December 15, 2025 at 6:30 p.m.**

### **B. Adjournment Time: 2:12pm**

Motion to adjourn meeting

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

MM: Stephanie Hamel SM: Ruth Bowser Action: 7-0

Name	Yes	No	Abstain or Recuse
Mr. Carl Schwartz	x		
Ms. Brenda Sachleben	x		
Ms. Ruth Bowser	x		
Mr. Ariel Castillo	x		
Ms. Stephanie Hamel	x		
Ms. Riana Rahman	x		
Mr. Victor Valentine	x		

*Ariel Castillo*

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Ariel Castillo, Secretary

Title	BOT Meeting Minutes October 18, 2025 adopted
File name	BOT_Meeting_Mintu...to_be_adopted.pdf
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Status	● Signed

## Document History



SENT

**12 / 16 / 2025**

14:44:05 UTC

Sent for signature to Ariel Castillo (acastillo@pavcs.us)  
from jpufko@pavcsk12.org  
IP: 100.34.245.234



VIEWED

**12 / 17 / 2025**

09:55:44 UTC

Viewed by Ariel Castillo (acastillo@pavcs.us)  
IP: 209.50.141.57



SIGNED

**12 / 17 / 2025**

09:56:55 UTC

Signed by Ariel Castillo (acastillo@pavcs.us)  
IP: 209.50.141.57



COMPLETED

**12 / 17 / 2025**

09:56:55 UTC

The document has been completed.