



## Board of Trustees Meeting Minutes February 24, 2025 – 6:30 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 meeting will be called to order at 6:32 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	x		
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: Carl S.    SM: Brenda 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		
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**2. Public Comment (Agenda Items Only)**

**3. Reports to the Board**

- A. Finance, IT, & OPS** (Melissa Paris, Chief Financial Officer)
- B. Chief Engagement Officer** (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 Report** (Dr. Debra Heath-Thornton, CEO)

**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 meetings: August 26, October 19, and December 16, 2024.

MM: Carl S. SM: Victor 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		

**B. Approval of Policies**

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

MM: Stephanie H. SM: Brenda S. Action: 5-0

- Confidentiality Policy for the Board of Trustees #1105
- Board of Trustees Response & Complaint Policy #1112
- Student Handbook and Code of Conduct Policy #2001
- Child Find Policy #2414
- PA Virtual Fundraising Policy #3017
- Volunteer Clearance Policy #4103
- Annual Child Find Notice
- Annual Special Education & Gifted Education Notice

- Title IX Policy and Procedures #2802 Revised
- Student Immigration Policy #5002 Revised

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. Nomination to Board of Trustees**

Be it resolved that the Board of Trustees hereby nominates Ruth Bowser as a Candidate for the Board of Trustees.

MM:Stephanie H. SM: Brenda 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 elect and Administer Oath of Office for Ruth Bowser to the PA Virtual Board of Trustees.**

Be it resolved that the Board of Trustees hereby elects Ruth Bowser to the PA Virtual Board of Trustees for three-year term effective February 24, 2025 to February 23, 2028 to include any recusal.

MM: Stephanie H. SM: Victor 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 January 31, 2025.

MM: Victor V. SM: Stephanie H. Action: 5-0 Abstention: 1

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

**B. Approval of Independent Auditors Report for FY 23-24**

Be it resolved that the Board of Trustees hereby accepts the Independent Auditor's Annual Audit for FY 23-24.

MM: Victor V. SM: Stephanie H. Action: 5-0 Abstention: 1

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

**C. Approval of Contracts**

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

- Bucks CCC Dual enrollment Memorandum of Understanding
- Penn State University and PA Virtual Dual Enrollment Agreement

MM: Carl S. SM: Stephanie H. Action: 5-0 Abstention: 1

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

Ms. Stephanie Hamel	x			
Ms. Ruth Bowser				x

**D. Approval of Solar for Schools grant application**

Be it resolved that the Board of Trustees hereby approves the Resolution pertaining to the PA Dept. of Community and Economic Development grant funding for a rooftop solar array in compliance of required application documents.

MM: Brenda S. SM: Victor V. Action: 5-0 Abstention:1

Name	Yes	No	N/A	Abstention
Ms. Bonnie M. Schaefer	x			
Ms. Brenda Sachleben	x			
Mr. Carl Schwartz	x			
Mr. Victor Valentine	x			
Ms. Stephanie Hamel	x			
Ms. Ruth Bowser				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 December 6, 2024 - February 03, 2025.

MM: Carl S. SM: Brenda S. Action: 5-0 Abstention: 1

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

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

**8. Closing of Meeting**

**A. Next Meeting - Public Meeting is being held on April 26, 2025 at 1:30 p.m.**

**B. Adjournment Time: 7:54pm**

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

MM: Victor V. SM: Stephanie H. Action: 5-0

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

*Carl W. Schwartz*

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Carl Schwartz, Secretary