



Board of Trustees Meeting Minutes December 15, 2025 – 6:30 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 on December 8th and 15th 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 public meeting will be called to order at 6:33pm by the Chair of the Board of Trustees, Mr. Carl W. Schwartz.

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	x		
Ms Stephanie Hamel	x		
Ms. Riana Rahman			7:45pm
Mr. Victor D. Valentine, Sr.	x		

D. Adoption of the Agenda

Be it resolved that the Board adopts the agenda.

MM: Stephanie Hamel SM: Ruth Bowser Action: 6-0

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			
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: October 18, 2025.

MM: Stephanie Hamel SM: Brenda Sachelebn Action: 6-0

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			
Mr. Victor Valentine	x		

B. Approval of Policies

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

MM: Victor Valentine SM: Stephanie Hamel Action: 6-0

- 2003 Attendance Policy
- 2013 Student Wellness Policy

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			
Mr. Victor Valentine	x		

C. Motion to accept the 2026-27 SY and Academic and Staff calendars pending final revisions.

Be it resolved that the Board of Trustees hereby approves the 2026-2027 SY Academic and Staff calendars pending final revisions.

MM: Ruth Bowser SM: Victor Valentine Action: 6-0

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			
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 October 31, 2025.

MM: Victor Valentine SM: Ariel Castillo Action: 6-0

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			
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 September 30 through November 21, 2025.

MM: Brenda Sachleben SM: Victor Valentine Action: 6-0

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			
Mr. Victor Valentine	x		

7. Other Action Items

**A. Approval of resolution regarding the dismissal of the matter listed below.
School District of Philadelphia V. PA Virtual Charter School Docket No.: BBFM-11-2017-27 Matter No.: 527-18**

Be it resolved that the Board of Trustees of Pennsylvania Virtual Charter School approves the dismissal of the docketed matter below currently pending before the Pennsylvania Department of Education where Pennsylvania Virtual Charter School received \$241,825.65 for the 2016-2017 School Year.

Further Resolved, the Board authorizes Dr. Debra Heath-Thornton, CEO and legal counsel to take all steps necessary to effectuate dismissal of the matter listed below. School District of Philadelphia v. PA Virtual Charter School

Docket No.: BBFM-11-2017-27 Matter No.: 527-18 in the amount of \$241,825.65

MM: Victor Valentine SM: Ruth Bowser Action: 6-0

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			
Mr. Victor Valentine	x		

B. Approval of Resolution Regarding Confidential Settlement Agreement and Release

Be it resolved that the Board of Trustees of PA Virtual Charter School hereby approves the terms of the Confidential Settlement Agreement and Release and Third-Party Special Needs Education Trust Agreement (collectively “Agreements”) in the matter of Student File No. 507-23.

MM: Victor Valentine SM: Brenda Sacheleben Action: 6-0

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 February 23, 2025 at 6:30 p.m.

B. Adjournment Time:

Motion to adjourn meeting

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

MM: Brenda Sacheleben SM: Stephanie Hamel Action: 6-0

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

Ariel Castillo, Secretary