



Board of Trustees Annual Meeting Agenda August 24, 2026 - 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 public meeting will be called to order at ____ 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			
Ms. Brenda Sachleben			
Ms Ruth Bowser			
Mr. Ariel Castillo			
Ms Stephanie Hamel			
Ms. Riana Rahman			
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	Abstain or Recuse
Mr. Carl Schwartz			
Ms. Brenda Sachleben			
Ms. Ruth Bowser			
Mr. Ariel Castillo			

Ms. Stephanie Hamel			
Ms. Riana Rahman			
Mr. Victor Valentine			

2. Public Comment (Agenda Items Only)

3. Reports to the Board

- A. Finance, IT, & OPS (Melissa Paris, Chief Financial & Operations Officer)
- B. Teaching, Learning, and Family Support (Dr. Shaika BuAli, Chief Academic Officer)
- C. Human Resources, Marketing, and Enrollment (Sherri Tate, Chief Human Resources & Marketing Officer)
- D. Public Affairs & Accountability (Doug Wessels, Chief Public Affairs & Accountability Officer)
- E. CEO (Dr. Debra Heath-Thornton, Chief Executive Officer)

4. Governance and Operations

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: June 22, 2026.

MM: SM: Action:

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

B. Approval of Policies

Be it resolved that the Board of Trustees hereby approves the reviews and revisions as specified in the attached document for the following policies:

MM: SM: Action:

- 2013 Student Wellness Check Policy
- 2904 Family Educational Rights & Privacy Act (FERPA) Policy
- 3101 Student Proof of Residency/ Change of Residency Policy
- 3203 Remote Access & Monitoring of School-Issued Technology Policy
- 3204 Digital Camera Policy
- 4104 Mandated Reporter Policy

- 4106 Solicitation Policy
- 4114 Outside Employment Policy

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

C. Adoption of the Memorandum of Understanding Charter School 2025-26

Be it resolved that the Board of Trustees hereby approves the adoption of the revised Memorandum of Understanding between Upper Merion Township Police department and PA Virtual Charter School Charter School to include the newly amended 'Section G'.

MM: SM: Action:

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

D. Approval of Charter School 2025-26 Annual Report and submission of the TSI Title 1 School Plan 2026-2027

Be it resolved that the Board of Trustees hereby approves the Charter School 2025-2026 Annual Report and the submission of the TSI Title 1 School Plan 2026-2027.

MM: SM: Action:

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

Ms. Riana Rahman			
Mr. Victor Valentine			

E. Approval of the 2027- 28 Board of Trustees Meeting Schedule

Be it resolved that the Board of Trustees hereby approves the 2027-28 Board of Trustees Regular Meeting Schedule.

MM: SM: Action:

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

F. Nomination to elect Board Members

Be it resolved that the Board of Trustees hereby nominate Stephanie Hamel, Brenda Sacheleben and Victor Valentine as candidates for re-election to the PA Virtual Board of Trustees.

MM: SM: Action:

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

G. Motion to elect and administer Oaths of Office for Stephanie Hamel, Brenda Sachleben and Victor Valentine to the PA Virtual Board of Trustees

Be it resolved that the Board of Trustees hereby elect Stephanie Hamel, Brenda Sacheleben and Victor Valentine to the PA Virtual Board of Trustees for three-year terms. Stephanie effective August 21, 2026 - August 21, 2029. Brenda and Victor effective September 29, 2026 - September 28, 2029.

MM: SM: Action:

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

H. Nomination of Board Officers and Committee Members

Be it resolved that the Board of Trustees nominate the Officers of the Board with Committee assignments as follows, for the 2026 - 2027 school year, effective August 24, 2026.

MM: SM: Action:

Name	Office	Committee
Carl W.Schwartz	Chair	Audit
Brenda Sachleben	Vice Chair	Audit
Dr. Debra Heath-Thornon	CEO	Audit
Carl W.Schwartz	Chair	Governance, Nominating
Brenda Sachleben	Vice Chair	Governance, Nominating
Ariel Castillo	Secretary	Finance
Victor Valentine	Treasurer	Finance
Ruth Bowser	Member	Human Resources
Stephanie Hamel	Member	Human Resources
Riana Rahman	Member	Governance, Nominating

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

I. Motion to elect nominated Board Officers and Committee Members

Be it resolved that the Board of Trustees elects the Officers of the Board with Committee assignments below for the 2026 - 2027 school year, effective August 24, 2026.

MM: SM: Action:

Name	Office	Committee
Carl W.Schwartz	Chair	Audit
Brenda Sachleben	Vice Chair	Audit
Dr. Debra Heath-Thornon	CEO	Audit
Carl W.Schwartz	Chair	Governance, Nominating
Brenda Sachleben	Vice Chair	Governance, Nominating
Ariel Castillo	Secretary	Finance
Victor Valentine	Treasurer	Finance
Ruth Bowser	Member	Human Resources
Stephanie Hamel	Member	Human Resources
Riana Rahman	Member	Governance, Nominating

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

5. Finance Committee

A. Approval of the School's Financial Statements

Be it resolved that the Board of Trustees hereby approves the School's Financial Statements through June 30, 2026.

MM: SM: Action:

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

B. Approval to ratify the Hanover Contractual Agreement

Be it resolved that the Board of Trustees hereby ratifies the contract with Hanover Research on behalf of the office of CEO for a student retention initiative.

MM: SM: Action:

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

C. Approval to ratify the Cube Contractual Agreement

Be it resolved that the Board of Trustees hereby ratifies the contract with Cube Software.com on behalf of the office of CEO for a student retention initiative.

MM: SM: Action:

Name	Yes	No	Abstain or Recuse
Mr. Carl W. Schwartz			
Ms. Brenda Sachleben			
Ms. Ruth Bowser			
Mr. Ariel Castillo			
Ms. Stephanie Hamel			
Ms. Riana Rahman			
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 personnel actions from June 13 to August 11, 2026.

MM: SM: Action:

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

7. Other Action Items

A. Settlements and Withdrawals

The Board of Trustees hereby approves the settlements and withdrawals as warranted for the matters with various school districts as identified on the designated schedule and further authorizes the Chief Executive Officer to execute all necessary documents and further instructs and authorizes legal counsel to effectuate the settlements and dismissals.

MM: SM: Action:

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

B. Approval to authorize the settlement of the claim below, further authorizes its officers to sign and then direct legal counsel.

The Board hereby resolves to authorize the settlement of the claim below, further authorizes its officers to sign and then direct legal counsel to take the necessary steps to effectuate the settlement in the following matter:

Nazareth Area School District v. PA Virtual Charter School

Docket No. BBFM 04-2026-07_Claim Amount \$4,053.29

MM: SM: Action:

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

8. Public Comment (Topic related to PA Virtual Operations)

9. Closing of Meeting

A. Next Meeting -The next Public Meeting is being held on October 17, 2026 at 1:30 p.m.

B. Motion to adjourn meeting

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

MM: SM: Action:

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

Adjournment Time:

Ariel Castillo, Secretary