



**The Laboratory Charter School  
of Communication and Languages**

**Board of Trustees Annual Meeting Minutes**

**June 21, 2023**

**6:00 p.m.**

**Zoom Video Conference Meeting**

Call to Order

The meeting was called to order at 6:11pm.

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Norris Bennis, Esq.- Vice President, Tiffany Ferrell, Secretary; Pinkey Lucas, Treasurer, Dr. Linda Cliatt-Wayman, Member, Elbert Sampson, Member,
- B. Others Present: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Joan Belynda Brown, Director of Human Resources, Jesse Bean, Charter Choices
- C. Absent: Karen Slade, Member

Announcement of Executive Session

An executive session was held on June 21, 2023 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes:

Motion duly made, seconded and carried to approve the May 2023 meeting minutes.

Motion: Elbert Sampson, Member Second: Norris Bennis, Esq., Vice President

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Member - Yes

Elbert Sampson, Treasurer - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

Unfinished Business: None

New Business:

Oath of Office

- Elbert Sampson took the oath of office as the new Board Treasurer

Finance Report

- Cash has increased to \$1.2M since June 30 due to receipt of \$2M in federal grant funds.
- FY23 Net Income at MAY 31 remains in a deficit due to under-enrollment.
- Lab will receive \$5.1M in Federal COVID-19 Relief (ARP ESSER) funding (to be used by Sep 2024).
- The 2023-2024 Budget was reviewed. A final budget will be approved at this meeting of the Board of Trustees.
- The budget reflects a surplus.
- The actual pupil rates are still not finalized.

Motion duly made, seconded and carried to approve the finance report.

Motion: Dr. Linda Cliatt-Wayman, Member Second: Pinkey Lucas, Member

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes  
Norris Benns Esq., Vice President – Yes  
Tiffany Ferrell, Secretary – Yes  
Elbert Sampson, Treasurer – Yes  
Pinkey Lucas, Member - Yes  
Dr. Linda Cliatt-Wayman, Member – Yes

CEO Report

**COVID-19 Updates:**

- The pandemic officially ended on May 11, 2023.
- The Board of Trustees will keep the vaccine mandate for staff in effect until COVID-19 rates of infection are known after the fall and winter months.
- LAB will also continue to provide At-home Covid tests for students until the supply runs out.
- Air purifiers were received from the Philadelphia Department of Health to be used as another preventative measure against the spread of COVID-19.

**Additional Updates:**

- Charter Renewal has begun for the 2023-2024 Cohort, which LAB is a part of.
- Initial information requested by the CSO has been submitted.
- The LAB ACE report is still being reviewed by the CSO.
- Enrollment for the 2023-2024 school year is ongoing. Parents are visiting the school and enrollment packets are being collected.

### **Food Service Bid:**

LAB Charter will no longer serve vended meals to students. I wrote a new application was written in May 2023 and approved by the Pennsylvania Department of Education to go out for bid. The Bid Notice (attached) is currently being advertised. The notice runs for three weeks in two different newspapers with a pre-bid meeting on June 27<sup>TH</sup> where interested vendors will provide breakfast, lunch, and snack tasting. Questions will be answered and final bids will be publicly opened on July 12, 2023. The successful bidder will begin provided cooked meals in August 2023.

### **Pennsylvania Crime and Delinquency Grant: (PCCD Grant)**

- Facilitates partnerships among federal, state, and local policymakers;
- Fosters interagency coordination and cooperation;
- Develops and coordinates policy issues;
- Provides statewide criminal statistical and analytical services;
- Fosters community-based initiatives in the areas of delinquency prevention and offender reintegration;
- Promotes the use of information technology and information sharing to enhance operational effectiveness in criminal justice agencies; and
- Grants federal and state funds to provide monies to support best practices and innovation.

The LAB Charter Grant Application is for a total of \$140,000.

The Grant will pay for the following physical security items:

- Elementary School Main Office Security Wall
- Middle School Window Privacy Film
- Elementary and Middle School Medal Detectors
- Elementary and Middle School Visitor ID Badge System

The Grant will pay for the following mental health programs:

- The “ZONE” intensive mental health support program for youth experiencing severe behavioral and/or mental health issues.

### **SUMMER PROGRAMMING**

LAB will host two summer programs: 1. A Literacy Institute (K-8) where students who are basic and below basic will receive extra support. 2. The Extended School Year Program for Special Education Students. LAB teachers and assistants will work both programs.

Motion duly made, seconded and carried to approve the CEO report.

Motion: Norris Bennis Esq., Vice President Second: Elbert Sampson,  
Treasurer

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Elbert Sampson, Treasurer – Yes

Pinkey Lucas, Member - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

## Board Resolutions

### Common Consent Agenda

1. 062120231

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the commission of Jovan Goldstein and Associates for the completion of the 2022 Audit and Tax Returns at a cost not to exceed \$33,000.00.

2. 062120232

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve a maximum 3% raise for returning staff of the Laboratory Charter School for the 2023-2024 school year.

3. 062120233

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the CEO compensation for the 2023-2024 school year.

4. 062120234

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Gender Expansive and Transgender Student Policy as presented.

5. 062120235

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the submission of the PCCD Grant that includes physical security items and mental health programs as presented.

6. 062120236

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2023-2024 Budget as presented.

7. 062120237

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to accept the donation of \$2400.00 for Middle School student activities as presented.

Motion duly made, seconded and carried to approve the Common Consent Agenda.

Motion: Elbert Sampson, Treasurer, Second: Norris Bennis, Esq. Vice President

Each member voted as follows:

Dr. Linda Cliatt-Wayman-Abstain

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes  
Elbert Sampson, Treasurer – Yes  
Pinkey Lucas, Member – Yes

I. Public Participation: None

II. Adjournment

Motion duly made, seconded and carried to adjourn.

Motion: Norris Bennis Esq., Vice President Second, Dr. Linda Cliatt-Wayman, Member

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes  
Norris Bennis Esq., Vice President – Yes  
Tiffany Ferrell, Secretary – Yes  
Pinkey Lucas, Treasurer - Yes  
Elbert Sampson, Member - Yes  
Dr. Linda Cliatt-Wayman, Member – Yes

---

Board Secretary Signature

---

Date