



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

Board of Trustees Meeting Minutes

April 17, 2024

6:00 p.m.

Zoom Video Conference Meeting

Meeting Link:

<https://us02web.zoom.us/j/2314020168?pwd=bVAvaVlVvV1E1cFFHWGY5NTArSVVGOT09>

Call to Order

The meeting was called to order at 6:02pm.

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Pinkey Lucas, Member, Dr. Linda Cliatt-Wayman, Member, Karen Slade, Member, Tiffany Ferrell, Secretary, Elbert Sampson, Treasurer, Norris Benns, Esq.- Vice President, (Late)
- B. Absent: Joan Belynda Brown, Director of Human Resources
- C. Non-Board Members: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Jesse Bean, Charter Choices
- D. Others Present: None

Announcement of Executive Session

An executive session was held on April 17, 2024 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes:

Motion duly made, seconded and carried to approve the March 2024 meeting minutes.

Motion: Elbert Sampson, Treasurer, Second, Karen Slade, Member

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes
Elbert Sampson, Treasurer - Yes
Tiffany Ferrell, Secretary - Yes
Pinkey Lucas, Member - Yes
Dr. Linda Cliatt-Wayman, Member – Yes
Karen Slade, Member - Yes

Unfinished Business: None

New Business:

Finance Report

- Cash Balances are \$759K at March 31st (equivalent of 26 Days COH).
- School has received \$2.2M of the \$4.3M in Federal Grants anticipated in FY24.
- FY24 Net Income at MAR 31 = -\$1.2M (Deficit), projecting “break even” (+\$17K) at year-end.
- The 2024-2025 draft budget with all budget assumptions was presented for approval.

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

Motion: Dr. Veronica Florence-McPherson, President Second: Pinkey

Lucas, Member

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benms, Esq., Vice-President – Abstained

Elbert Sampson, Treasurer - Yes

Tiffany Ferrell, Secretary - Yes

Pinkey Lucas, Member - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

Karen Slade, Member - Yes

CEO REPORT

Charter School Trustee Refresher Training

The Pennsylvania Department of Education offers Charter Schools Board of Trustees Training so that Trustees can be refreshed at least annually on the responsibilities and expectations of Trustees. These training links are a refresher to the Act 55 training. This online training covers the following topics:

1. Instruction and Academic Programs
2. Personnel
3. Governance
4. Operations
5. Fiscal Management
6. Ethics, Open Meetings, and Regulations

<https://www.education.pa.gov/Schools/Governance/Act55/Pages/Charter-School-Trustees-Training.aspx>

RENEWAL ACE-R DRAFT

The Renewal ACE-R was received and is included in the Board Packet. LAB is submitting information on all corrections that need to be made.

SPECIAL EDUCATION CYCLICAL MONITORING

The Lab Charter five-year Pennsylvania Department of Education (PDE) Bureau of Special Education (BSE) Cyclical Monitoring is complete. This was a VERY extensive undertaking and has been ongoing since November 2023. The monitoring team from PDE/BSE completed on-site monitoring of ALL special education records for the last six years. There were also teacher and parent interviews as well as classroom observations in both buildings and all approved private school placements. Everything went well and we are awaiting the report.

The PENNSYLVANIA SYSTEM SCHOOL ASSESSMENT (PSSA)

The PSSA assessments have arrived. They will be inventoried and coded for each student in grades 3-8 for Reading, Writing, Math and Science. The assessment window is from April 22, 2024 until May 3, 2024.

FEDERAL MONITORING

The annual Fed Monitoring process for finances and school programs was conducted the same week as the Special Education Monitoring. This audit looks at how all federal funds are spent using the compliance guidelines set forth by the Federal Department of Education in order to improve parent and community involvement as well as student educational opportunities and outcomes.

NEW K-12 INSTRUCTIONAL TIME REQUIREMENTS

Beginning with this 2023-2024 school year and continuing each school year thereafter, school districts, career and technology centers, and intermediate units (“local educational agencies” or “LEA”) must provide a minimum of either 180 days of instruction to pupils, or 450 hours of instruction for half-time pre-kindergarten and kindergarten, 900 hours of instruction for full-time pre-kindergarten and kindergarten and elementary (grades 1-6), and 990 hours of instruction for secondary (grades 7-12).

This change is the result of a new law enacted by the General Assembly in December. Additional guidance is available in the revised [Instructional Time Basic Education Circular](#) that is now posted on the Department’s website.

The law does not require LEAs to inform the Department of their decision to use instructional days or hours. Rather, LEAs will continue to report the number of instructional days and hours annually via the Pennsylvania Information Management System (PIMS) as part of the end-of-year child accounting data collection. The Department then will use that data to ensure LEAs are meeting the minimum instructional time requirements.

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

Motion: Norris Bennis, Esq, Vice-President, Second: Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes
Norris Bennis, Esq., Vice-President – Yes

Elbert Sampson, Treasurer - Yes
Tiffany Ferrell, Secretary - Yes
Pinkey Lucas, Member - Yes
Dr. Linda Cliatt-Wayman, Member – Yes
Karen Slade, Member - Yes

Board Resolutions

Common Consent Agenda

1. 042020241

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised Bully, Harassment, and Discrimination policy as presented.

2. 042020242

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Safety Care Policy as presented.

3. 042020243

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2024-2025 Board of Trustees Schedule as presented.

4. 042020244

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2024-2025 Draft Budget as presented.

5. 042020245

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2024-2025 Academic Calendar as presented.

Motion duly made, seconded and carried to approve the Common Consent Agenda as presented. Motion: Dr. Linda Cliatt-Wayman, Member Second: Tiffany Ferrell, Treasurer

Each member voted as follows:

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

Karen Slade, Member - Yes

Public Participation: None

Adjournment

Motion duly made, seconded and carried to adjourn.

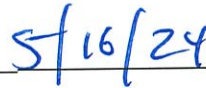
Motion: Dr. Veronica Florence-McPherson, President, Second: Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes
Norris Bennis, Esq., Vice-President – Yes7y6
Elbert Sampson, Treasurer - Yes
Tiffany Ferrell, Secretary - Yes
Pinkey Lucas, Member - Yes
Dr. Linda Cliatt-Wayman, Member – Yes
Karen Slade, Member - Yes



Board Secretary Signature



Date