



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

**Board of Trustees Meeting Minutes**

**February 21, 2024**

**6:00 p.m.**

**Zoom Video Conference Meeting**

**Meeting Link:**

**<https://us02web.zoom.us/j/2314020168?pwd=bVAvaVJVV1E1cFFHWGY5NTArSVVGOT09>**

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
- B. Absent: Norris Bennis, Esq.- Vice President,
- C. Non-Board Members: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Joan Belynda Brown, Director of Human Resources, Jesse Bean, Charter Choices
- D. Others Present: None

Announcement of Executive Session

An executive session was held on February 21, 2024 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes:

Motion duly made, seconded and carried to approve the January 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

- ï Cash Balances are \$792K at January 31<sup>st</sup> (equivalent of 26.8 Days COH).
- ï School has received \$1.49K of the \$4.4M in Federal Grants anticipated in FY24.
- ï FY24 Net Income at JAN 31 = -\$1.36M (Deficit), projecting close to “break even” (-\$36K) at year-end.

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

Motion: Pinkey Lucas, Member Second: Elbert Sampson, Treasurer

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

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>**

## **ADDITIONAL PROFESSIONAL DEVELOPMENT**

The 2024 National Alliance for Public Charter Schools Conference is being held in Boston, MA from June 30-July 3, 2024. The meat of the conference is July 1-2, 2024.

This conference would provide an opportunity for Board members to gain insight and information on Public Charter Schools.

## STATEMENT OF FINANCIAL INTEREST

**Filing Instructions Link:** [https://www.ethics.pa.gov/SiteAssets/Pages/Online-Filing/Online\\_Filing\\_Instructions.pdf](https://www.ethics.pa.gov/SiteAssets/Pages/Online-Filing/Online_Filing_Instructions.pdf)

**Online Filing Form Link:** <https://www.ethicsforms.pa.gov/Forms/websfi>

## COVID/FLU/RSV UPDATE

**Staff:** Approximately 6 staff members were out with COVID, FLU, RSV, and “Bad Colds.”

**Scholars:** Approximately 12 scholars tested positive for COVID.

This seems to be the trend each month.

## SCHOOL DISTRICT OF PHILADELPHIA OFFICE OF AUDITING SERVICES

As a part of the renewal, the Office of Auditing Services requested to review 64 student enrollment and special education folders for compliance. Finances for the past five years were also reviewed.

## RENEWAL SITE VISIT FEBRUARY 8, 2024

The Renewal Site Visit (RSV) occurred as scheduled. Thank you to Dr. Cliatt-Wayman, Mr. Bennis, Esq., and Mr. Sampson for attending the RSV and participating in the Board Member Focus Group. The Charter Schools Office (CSO) staff had nothing but praise for all of you and your contribution to LAB Charter. THANK YOU!! There were also student, staff and parent focus groups. Additionally, the CSO team visited multiple classrooms at both sites. LAB Charter scored 27/27 for a perfect score on the Renewal Site Visit rubric.

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

Motion: Dr. Linda Cliatt-Wayman, Member Second: Elbert Sampson, Treasurer

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

### Board Resolutions

Common Consent Agenda

1. 022120241

The Laboratory Charter School Board of Trustees ("Board") hereby resolves to approve the Resolution Amending the Laboratory Charter School Enrollment Policy to include a preference and exception allowing the enrollment of students impacted by an abrupt school closure to enroll at Laboratory Charter School due to this exceptional circumstance, as presented.

2. 022120242

The Laboratory Charter School Board of Trustees ("Board") hereby resolves to approve the proposal to engage Chavous Consulting, LLC in an agreement for a cost not to exceed \$60,000 as presented.

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

Motion: Tiffany Ferrell, Treasurer Second: Mrs. Pinkey Lucas, 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

Public Participation: None

Adjournment

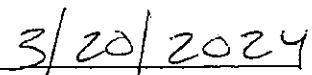
Motion duly made, seconded and carried to adjourn.

Motion: Mrs. Karen Slade, Member, Second: Tiffany Ferrell, Secretary

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

  
\_\_\_\_\_  
Board Secretary Signature

  
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Date