



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

Board of Trustees Meeting Minutes

June 19, 2024

6:00 p.m.

Zoom Video Conference Meeting

Meeting Link:

<https://us02web.zoom.us/j/2314020168?pwd=bVAvaVJVV1E1cFFHWGY5NTArSVVGQT09>

Call to Order

The meeting was called to order at 6:04pm.

Board Member Role Call

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

Announcement of Executive Session

An executive session was held on June 19, 2024 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes:

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

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

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

Karen Slade, Member – Yes
Dr. Linda Cliatt-Wayman, Member - Yes

Unfinished Business: None

New Business:

Finance Report

- Cash balances are \$839K as of May 31, 2024
- Additional \$180,000 increase cash on hand
- The school has received \$2.4M of the \$4.1M in federal grants anticipated in FY24.
- The State budget has not yet passed.
- Enrollment increases are factored in when SY24-25 begins.

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

Motion: Norris Benns, Esq., Vice-President, Second: Elbert Sampson,

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

Karen Slade, Member – Yes

Dr. Linda Cliatt-Wayman, 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

LAB Charter is very proud to announce a five-year Charter Renewal. I salute all of the work from the Lab community; including Board support, the staff, parents, scholars and the community in making this happen!!

SDP RENEWAL AUDIT REPORT

The renewal audit report from the School District of Philadelphia arrived after the last Board meeting. The report is included in the packet. No findings.

Perhaps the changing of some Board members delayed this process.

THE BUREAU OF SPECIAL EDUCATION CYCLICAL MONITORING (BSE)

The results of the BSE monitoring came in. Lab Charter had an overall 99.98% compliance rate. There are minor corrections to be made and a meeting will be scheduled with the BSE Monitors to review the corrections and the timeline.

INDEPENDENT AUDITOR

The resolution for Milligan and Associates to engage in the independent audit this year is included with the packet. I have asked that the auditors present at the August 2024 meeting to provide a scope of work.

ESSR and ARP/ESSR

The ESSR and ARP/ESSR monitoring were held in May 2024. The monitoring lasted two weeks and reviewed all COVID-19 funds spent to the penny. Serial numbers and inventories were provided, policies were provided, and the CEO was interviewed with pages of single-spaced questions. There is one final questionnaire and a report will be released.

LAB CHARTER WEBSITE

The Lab Charter website was hacked and spammed with porn. It has been an incredible task to clean the site and track where the hack is coming from. Mr. Boyles, Technology Director is working with the host company to clean the site and identify the parties responsible.

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

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

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

Karen Slade, Member – Yes

Dr. Linda Cliatt-Wayman, Member - Yes

Board Resolutions

A. Common Consent Agenda

1. 1. 061920241

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the commission of Milligan and Company, LLC Consultants and Certified Public Accountants for the completion of the independent audit year ending June 30, 2024 at a cost of \$33,900.00 and the 990 Tax Return at a cost of \$2,500.00 as presented.

2. 061920242

The Board of Trustees of the Laboratory Charter School, by its Members who are listed below and are authorized to act on the Charter School’s behalf, (i) authorizing the execution and delivery of this Charter and the performance of the transactions contemplated hereby, (ii) stating that no members of the Charter Board or their immediate family, as defined under the Pennsylvania Public Official and Employee Ethics Act (“Ethics Act”), will have business dealings with the Charter School, and that the Charter Board will comply with the Ethics Act; and (iii) providing the names and email addresses of the officers of the Charter Board and stating that such persons are authorized to execute and request payments under the Charter.

3. 061920243

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2024-2025 Parent and Student Handbook and School Guidelines.

4. 06192024

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the 2024-2025 Student Code of Conduct.

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

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

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
Karen Slade, Member - Yes
Dr. Linda Cliatt-Wayman, Member - Yes

Public Participation: None

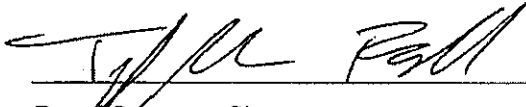
Adjournment

Motion duly made, seconded and carried to adjourn.

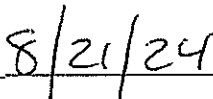
Motion: Elbert Sampson, Treasurer, Second: Norris Bennis, Esq. Vice-
President

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
Karen Slade, Member - Yes
Dr. Linda Cliatt-Wayman - Yes



Board Secretary Signature



Date