

# The Laboratory Charter School of Communication and Languages

## Board of Trustees Meeting Minutes

August 21, 2024

6:00 p.m.

Virtual ZOOM Meeting Link:

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

### I. Call to Order

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

### II. Board Member Role Call

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

### Announcement of Executive Session – Legal and Personnel Discussions

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

### III. Nomination Committee Recommendations:

None

### IV. Approval of Minutes: August 2024 Board Meeting

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

Motion: Elbert Sampson, Treasurer, 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  
Karen Slade, Member – Yes

### V. Unfinished Business:

None

VI. New Business

Finance Report

- Cash Balances are \$917K at June 30th
- Fund Balance is \$847K
- School received \$3.8M of the \$4.2M in Federal Grants budgeted FY24
- Enrollment increases are factored in when the SY 24-25 begins

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  
Karen Slade, Member – Yes

Auditor Presentation: Mulligan and Associates

Mr. John Mulligan and Associates presented an outline of how the audit work has progressed thus far. The auditors reviewed the plan for audit completion. The required audit communications were also reviewed as well as both the auditor's and organization's responsibilities in completion of the audit.

CEO Report

LAB Charter welcomed the teachers back with a two-week professional development series. The Professional Development catalog is included with the Board packet.

The Charter School Annual Report was submitted on time on August 1, 2024. PDE received and acknowledged the report and requested one correction. The English Language Learner MOU was not the latest version containing all signatures. The MOU was updated with the correct signatures.

As a part of the final renewal process, the LAB Charter Bylaws needs to be revised to include: "Lab Charter will have at least 6 Board meetings each school year." The revised Bylaws and Board Resolution is contained in the Board packet.

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

Motion: Karen Slade, Member, Second: 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  
Karen Slade, Member -- Yes

Board Resolutions

Common Consent Agenda

1. 082120241

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised By-Laws as presented.

2. 082120242

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

3. 082120243

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

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

Motion: Tiffany Ferrell, Secretary, 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

Karen Slade, Member – Yes

VII. Public Participation None

VIII. Adjournment

Motion duly made, seconded and carried to adjourn.

Each member voted as follows:

Motion: Elbert Sampson, Treasurer, Second, Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

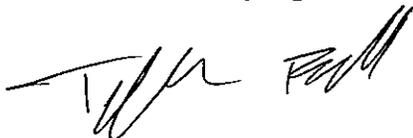
Elbert Sampson, Treasurer - Yes

Tiffany Ferrell, Secretary - Yes

Pinkey Lucas, Member - Yes

Karen Slade, Member – Yes

Board Secretary Signature



Date

8/18/24