



The Laboratory Charter School
of Communication and Languages

Board of Trustees Meeting Minutes

May 15, 2024

6:00 p.m.

Zoom Video Conference Meeting

Meeting Link:

<https://us02web.zoom.us/j/2314020168?pwd=bVAvaVlVv1E1cFFHWGY5NTArSVVGQT09>

Call to Order

The meeting was called to order at 6:07pm.

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Pinkey Lucas, Member, Karen Slade, Member, Tiffany Ferrell, Secretary, Elbert Sampson, Treasurer, Norris Bennis, Esq., Vice President
- B. Absent: Dr. Linda Cliatt-Wayman, Member, Alan Epstein, Attorney
- C. Non-Board Members: 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 May 15, 2024 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes:

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

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

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

Unfinished Business: None

New Business:

Finance Report

- Cash balances are \$801K as of April 30, 2024
- The school has received \$2.4M of the \$4.1M in federal grants anticipated in FY24.
- FY24 Net income at April 30, 2024 = \$1.3M
- Final 2024-2025 Budget included for vote
- Budget assumptions memo also included

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

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

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

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>

PSSA ASSESSMENT

The mandatory PSSA State Assessment is complete for the 2024-2025 school year. All students enrolled were assessed; which is a requirement. This meets the 95% or better participation rate. Every booklet was accounted for and sent back. We now await our scores.

RENEWAL

The Renewal ACE-R was received and LAB submitted information on all corrections that need to be made.

We should be receiving the final ACE-R this month. The ACE-R was the final step in renewal. We have not yet been notified of the LAB Charter Renewal vote. This is very late, as the vote is usually taken in May. Perhaps the changing of some Board members delayed this process.

2023-2024 ACADEMIC CALENDAR

Due to the use of virtual days in place of snow days, the calendar has 184 student days instead of the mandated 180 days. I am proposing to eliminate the last four days of school. This would move the last day of school from June 13, 2024 to June 7, 2024. The revised calendar is in the Board Packet with a resolution for approval.

TEACHER (STAFF) APPRECIATION

In 1984, the National Parent Teacher Association designated one week in May as Teacher Appreciation Week. This week is designed to celebrate the positive contributions teachers and staff make in the lives of children. National, state, and local events are organized to honor the dedication and impact teachers have on the lives of children. During the week of May 6-10, 2024 LAB celebrated all staff for their contributions to the LAB community.

ANNUAL RENT REBATE

Each year the Pennsylvania Department of Education reimburses schools for rents paid based on the enrollment. Charter Choices will file the rebate form once the resolution, included in the packet, is approved.

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

Motion: Norris Bennis, Esq, Vice-President, Second: Karen Slade, Member

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

Board Resolutions

A. Common Consent Agenda

1. 051720241

The Laboratory Charter School Board of Trustees ("Board") hereby resolves to approve the 2023-2024 Lease Reimbursement as presented.

2. 051720242

The Laboratory Charter School Board of Trustees ("Board") hereby resolves to approve the revised 2023-2024 Academic Calendar as presented.

3. 051720243

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

4. 051720244

The Laboratory Charter School Board of Trustees ("Board") hereby resolves to approve the 2022 Form 990 as presented.

Motion duly made, seconded and carried to approve the Common Consent Agenda as presented. Motion: Elbert Sampson, Treasurer Second: Tiffany Ferrell, 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

Public Participation: None

Adjournment

Motion duly made, seconded and carried to adjourn.

Motion: Norris Bennis, Esq., Vice President Second: Karen Slade,
Member

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



Board Secretary Signature

6/19/24

Date