



# THE LABORATORY CHARTER SCHOOL

**Board of Trustees Meeting Minutes**  
**November 20, 2024**  
**6:00 p.m.**

## Virtual ZOOM Meeting Link:

<https://us02web.zoom.us/j/2314020168?pwd=bVAvaVjVvV1E1cFFHwGy5NTArSVVGOT09>

### I. Call to Order

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

### II. Board Member Role Call

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

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

An executive session was held on November 20, 2024 to discuss legal and personnel matters.

### III. Nomination Committee Recommendations:

None

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

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

Motion: Dr. Veronica Florence-McPherson, President, 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

V. Unfinished Business:

None

VI. New Business

Audit Update

The Independent Audit is in progress and due to be completed in early December. The audit will need to be uploaded on or before December 31, 2024. A motion was made to authorize a committee consisting of Dr. Coleman-Hill, CEO, and Elbert Sampson, Treasures to review the audit on behalf of the full board. The committee shall have the authority to upload the audit upon approval.

Motion duly made, seconded and carried to review and upload the audit if approved.

Motion: Norris Bennis, Esq., Vice-President, Second : Dr. Veronica Florence-McPherson, President

Each member voted as follows:

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

Finance Report

- Fund Balance is stable at just under 1 million
- The current ratio is good
- Cash has been stable

Motion duly made, seconded and carried to approve the Finance Report.

Motion: Dr. Veronica Florence-McPherson, President, Second, Karen Slade, Member

Each member voted as follows:

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

CEO Report

**HENRY AVE. KITCHEN LICENSE**

License and Inspection completed a full inspection based on the new drawings and installed equipment. The Henry Ave Kitchen is now fully licensed to operate. We can use all prep sinks and equipment to prepare food.

**Financial Audit**

The 2023 audit is ongoing. There have been several meetings with the auditors as we work through the auditing process and all that it entails. The audit is expected to be complete in early December.

**EF Tours**

During the Weekend of November 1-3, 2024, I was invited to Boston, MA by EF tours to learn about schoolwide domestic and international travel for LAB students. The days were packed with information from sun up until sun down making this an intense experience. I recommend having the LAB community work on a travel plan for the near future.

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

Motion: Dr. Veronica Florence-McPherson, President, 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

Board Resolutions

Common Consent Agenda

1. 112020241

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

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

Motion: Dr. Veronica Florence-McPherson, President, Second: Norris Bennis, Esq., Vice-

President

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

VII. Public Participation None

VIII. Adjournment

Motion duly made, seconded and carried to adjourn.

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

Each member voted as follows:

Dr. Veronica Florence-McPherson, President, -Yes

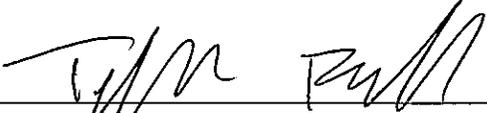
Norris Benns, Esq., Vice-President, -Yes

Elbert Sampson, Treasurer -Yes

Tiffany Ferrell, Secretary -Yes

Pinkey Lucas, Member -Yes

Karen Slade, Member - Yes

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

1/15/25  
\_\_\_\_\_  
Date