



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

**Special Meeting of the Board of Trustees Meeting Minutes
November 16, 2022
6:00 p.m.
Zoom Video Conference Meeting**

Call to Order

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

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Norris Bennis, Esq.- Vice President, Karen Slade; Member; Tiffany Ferrell, Secretary, Pinkey Lucas, Treasurer
- B. Others Present: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Joan Belynda Brown, Director of Human Resources, Jesse Bean, Charter Choices, Elbert Sampson, Maurice Tucker, Dr. Linda Cliatt-Wayman, Jovan Goldstein

Announcement of Executive Session – Legal Discussions

An executive session was held on November 19, 2022 to discuss personnel and legal matters.

Nomination Committee Recommendation

Mr. Elbert Sampson
Dr. Linda Cliatt-Wayman

Mr. Sampson spoke on his interest in re-joining the LAB Charter School Board of Trustees. He provided a list of non-profit boards he has or currently served on, including three Charter Schools, one Montessori School Board of Trustees, and Chestnut Hill College.

Dr. Cliatt-Wayman provided a history of her work with children as a School District of Philadelphia Teacher and School District of Philadelphia Administrator; including her role as Superintendent of all 52 high schools. Additionally, Dr. Cliatt-Wayman provided information on her continued work and advocacy with children in Philadelphia.

Approval of Minutes: October 2022

Motion duly made, seconded and carried to approve the October 2022 meeting minutes.

Motion: Tiffany Ferrell, Secretary

Second: Norris Bennis, Esq. Vice-President

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

Norris Benns, Esq.- Vice President-Yes
Tiffany Ferrell, Secretary – Yes
Karen Slade, Member – Yes
Pinkey Lucas, Treasurer

Unfinished Business

A. Proposed Recommended New Board Member Vote

Motion to approve the recommendation of Mr. Elbert Sampson

Motion duly made, seconded and carried to approve the nomination of Mr. Elbert Sampson.

Motion: Dr. Veronica Florence-McPherson, President

Second: Mrs. Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

Norris Benns, Esq.- Vice President-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer - Yes

Motion to approve the recommendation of Dr. Linda Cliatt-Wayman

Motion duly made, seconded and carried to approve the nomination of Dr. Linda Cliatt-Wayman.

Motion: Mrs. Karen Slade

Second: Mrs. Tiffany Ferrell

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

Norris Benns, Esq.- Vice President-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer – Yes

New Business

Audit Preparation Information

Mr. Goldstein explained all purpose of the audit, the audit plan, all pre-audit communications including the risks of the audit engagement, audit responsibilities, the mutual exchange of information.

Finance Report

- Cash has increased to \$742K
- Cash increased to the equivalent of 23 days cash-on-hand.
- Lab is managing all accounts including payroll, leases, and insurances.

- LAB meets Three (3) of the five (5) financial health indicators in the “Key Performance Indicators.”

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

Motion: Dr. Veronica Florence-McPherson, President

Second: Norris Benms, Esq., Vice-President

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

Norris Benms, Esq.- Vice President-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer - Yes

CEO Report

COVID-19 Updates

Two staff members tested positive with COVID-19.

LAB Charter is continuing with the mask mandate for everyone as this is the safest route. LAB will also continue to provide At-home Covid tests for students.

Charter Renewal

To date all information requested for the renewal has been submitted to the School District of Philadelphia.

Legal

MJS: Pretrial memo setting forth the issues in the case, witnesses, exhibits, etc. will be submitted by October 19, 2022. For the facts and arguments the submission will be essentially recycling what has already been prepared in the MSJ. There will NOT be any actual trial preparation at this time as there has been no ruling on the motions submitted. There is no confirmation that the court will rule on the MSJ issue prior to the November 3rd Pretrial Conference.

Enrollment

Enrollment has continued to decline with the uncertainty of the Charter Renewal.

New Teacher Induction

- The annual new teacher induction series was postponed until October 29, 2022 for safety reasons due a possible storm related to hurricane IAN.
- This is a mandatory 60-hour series on effective teaching for all new teachers. The

leadership team will present the in-class sessions one Saturday a month for 10 months. Teachers cannot become permanently certified without a certificate of completion from New Teacher Induction.

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

Motion: Dr. Veronica Florence-McPherson, President

Second: Mrs. Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

Norris Benns, Esq.- Vice President-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer - Yes

Board Resolutions

Common Consent Agenda

1. 111620220

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

2. 111620221

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised School Health Services Policy as presented.

3. 111620222

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised English Language Learner Policy as presented.

4. 111620223

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Charter Board Resolution authorizing the execution and delivery of the current Charter and the performance of the transactions contemplated hereby,

- i. 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.
- ii. That the Charter Board will comply with the Ethics Act.
- iii. That the Charter Board will provide the names and addresses (including email addresses) of the officers of the Charter Board and stating that such persons are authorized to execute and request payments under the Charter.

5. 111620224

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised Student Records Policy for Collection, Management, and Disclosure of Student Records.

6. 111620225

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Charter School Closure and Dissolution Plan and Policy.

7. 111620226

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the revised 2022-2023 Balanced Budget as Presented.

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

Motion: Dr. Veronica Florence- McPherson, President

Second: Pinkey Lucas, Treasurer

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer - Yes

VIII. Public Participation: None

IX. Adjournment

Motion duly made, seconded and carried to adjourn.

Motion: Dr. Veronica Florence-McPherson, President

Second: Mrs. Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President – Yes

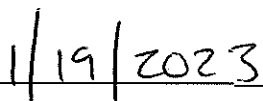
Norris Benns, Esq.- Vice President-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas, Treasurer - Yes


Board Secretary Signature


Date

