



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

**Special Meeting of the Board of Trustees Meeting Minutes**  
**February 15, 2023**  
**6:00 p.m.**  
**Zoom Video Conference Meeting**

Call to Order

The meeting was called to order at 6:05pm.

Board Member Role Call

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

Announcement of Executive Session – Legal Discussions

An executive session was held on February 15, 2023 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes: November 2022

Motion duly made, seconded and carried to approve the January 18, 2023 meeting minutes.

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member - Yes

Unfinished Business

None

New Business

### Audit Report

The 2022 Audit report was presented by Mr. Jesse Williams. The audit was clean with no findings.

Motion duly made, seconded and carried to approve the 2022 Audit Report.

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member - Yes

### Finance Report

- Cash has increased to \$1.4M since June 30 due to receipt of \$2M in federal grant funds.
- FY23 Net Income at JAN 31 = -\$1.4M (Deficit) due to under-enrollment (by ~198 students).
- School meets or approaches standard in 1/5 CSO-tracked metrics.

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

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member - Yes

### CEO Report

#### COVID-19 Updates

- The COVID-19 Emergency will officially end on May 11, 2023. We are awaiting formal guidance on how to move forward. As of now the Philadelphia Department of Health is still providing masks and at-home COVID tests.
- LAB Charter is continuing with the mask mandate for everyone for this is the safest route.
- Several employees were out with COVID-19 this month.

The 2023-2024 Lottery was held by Apply Philly Charter. The first wave of notices were sent to families of prospective students. Open houses are scheduled and families are invited in both in-person and virtually.

Staffing continues to be challenging in this post-pandemic educational environment. On-going professional development is occurring to ensure a seamless instructional environment.

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

Motion: Dr. Linda Cliatt-Wayman, Member 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

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member - Yes

### Board Resolutions

#### Common Consent Agenda

##### 1. 021520231

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve final 2022 Audit Report as presented.

Motion duly made, seconded and carried to approve the 2022 Audit report.

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

##### 2. 021520232

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Procurement Policy 2 CFR Part 200.317 that requires that grantees and subgrantees will use procurement procedures which reflect applicable state (PA School Code Section 807.1) and local laws and regulations, provided that procurements conform to applicable federal law and other standards and updated Procurement Thresholds for Federal Funds.

Motion duly made, seconded and carried to approve the revised 2023 Procurement Policy.

Motion: Tiffany Ferrell, Treasurer 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

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

### 3. 021520233

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Administrative Building Entry Search Policy for the use of hand held metal detectors upon entry to LAB Charter School Buildings and the posting of signage and dissemination of notice to parents, students, visitors, and the community of this policy.

Motion duly made, seconded and carried to approve the Administrative Building Entry Search Policy.

Motion: Elbert Sampson, Member 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

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member – Yes

VIII. Public Participation: None

IX. Adjournment

Motion duly made, seconded and carried to adjourn.

Motion: Tiffany Ferrell, Secretary Second: Dr. Cliatt-Wayman, Member

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns Esq., Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer - Yes

Elbert Sampson, Member - Yes

Dr. Linda Cliatt-Wayman, Member - Yes

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Board Secretary Signature

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Date