



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

**Board of Trustees Meeting Minutes**  
**April 20, 2022**  
**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 Bennis, Vice President (Late), Karen Slade; Member; Tiffany Ferrell, Secretary; Pinkey Lucas; Treasurer
- B. Others Present: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Jesse Bean, Charter Choices

Announcement of Executive Session – Legal and Personnel Discussions

An executive session was held on April 20, 2022 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes April 2022 Board Meeting

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

Motion: Pinkey Lucas, Treasurer, Second: Mr. 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

Karen Slade, Member – Yes

Unfinished Business

None

New Business

Finance Report

- After nine (9) months of activity (03/31), Lab has a positive Cash Balance (\$1.2M) and a Net Income (Deficit) of -\$1.3M.
- The school has begun to receive its Federal Grant revenues (\$295K payment in February, to be followed by a \$121K payment of Titled funding this month).

- The school meets the standard (Green) on 2/5 financial indicators tracked by the SD of Philadelphia but continues to trend negatively due to further enrollment decline (now 527)
- Lab will receive \$5.1M in Federal COVID-19 Relief (ARP ESSER) funding (to be used by Sep 2024), a significant portion of which (\$1.3M) will supplant current year (2021-22) personnel costs.
- Lab's 2022-23 Budget process is underway and will likely necessitate a scenario-based approach that may ultimately require right-sizing of staff in Summer 2022

In addition, a Draft FY23 Budget and separate Payroll List developed in collaboration with Dr. Coleman-Hill was reviewed. Key budget assumptions are as follows:

- Eliminated 6 legacy positions that will not be filled for next year.
- Added Tech Assistant at \$40K + Benefits
- Reduced expenses in Legal Services, Health/Nurse Services, Furniture, and Computers.
- Added 100 Students (50 Kindergarten + 5/grade level 1<sup>st</sup>-8<sup>th</sup>); 84 RegEd and 16 SpEd, bringing total enrollment to 668.

Motion duly made, seconded and carried to approve January's finance report.

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

## **CEO Report**

### COVID-19 UPDATES

All students were provided with an at home covid test to take and bring back after Spring Break. There were two positives at the elementary school and none at the middle school.

LAB Charter is continuing with the mask mandate for the remainder of the school year.

### CHARTER RENEWAL

The Charter Schools Office visited both schools as a part of the official observation of the school's vision, mission, core beliefs and academic program. The rating scale for each area included:

- Approaching Expectations
- Meeting Expectations
- Exceeding Expectations

LAB received all 2's and one 1.

## FOOD SERVICE

- Dr. Coleman-Hill two completed the Food Service Trainings this month:
  - Procurement in Food Service
  - Meal Counting

## LEADERSHIP TRAINING

Dr. Coleman-Hill continues to offer Leadership Mentoring to the Leadership Team in an effort to encourage the administrators to work more cohesively. This remains a challenge as some of the leaders are resistant to growing as a leader.

## PSSA

- The PSSA material has arrived. All items were inventoried and separated by school.
- All staff members have been trained and received their certificate of completion.
- All signage and testing materials were ordered.
- The PA Department of Education has extended the state testing window to allow more time to administer the assessments.

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

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

## Board Resolutions

### Common Consent Agenda

#### 1. 042020220

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve draft budget as presented.

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

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

I. Public Participation: None

II. Adjournment

Motion duly made, seconded and carried to adjourn.

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

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

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Board Secretary Signature

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Date