



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

**Board of Trustees Meeting Minutes
June 15, 2022
6:00 p.m.
Zoom Video Conference Meeting**

Call to Order

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

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Norris Bennis, Vice President, Karen Slade; Member; Tiffany Ferrell, Secretary; Pinkey Lucas; Treasurer (Late)
- B. Others Present: Dr. Andréa Coleman-Hill, CEO; Alan Epstein, Attorney, Mrs. Joan Belynda Brown, Director of Human Resources

Announcement of Executive Session – Legal and Personnel Discussions

An executive session was held on May 18, 2022 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes May 2022 Board Meeting

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

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-Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Unfinished Business

None

New Business

Finance Report

- The school has begun to receive its Federal Grant revenues (\$122K payment arriving 06/21/22 with additional funds to follow) and projects a lower deficit (-\$359K) as a result.

- The school meets the standard (Green) on 1/5 financial indicators tracked by the SD of Philadelphia but continues to trend negatively due to 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 complete and will necessitate a scenario-based approach that may ultimately require right-sizing of staff (by as much as 25%) in Summer 2022.

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

Motion: Karen Slade, Member, Second: Pinkey Lucas, Treasurer

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

CEO Report

COVID-19 UPDATES

- LAB Charter is continuing with the mask mandate for the remainder of the school year.
- COVID cases are on the rise again. Four students and four employees have tested positive.

Charter Renewal

The Charter Schools Office has requested additional information including:

- All Employee Clearances
- All Professional Certifications
- Additional English Language Learners information
- Additional MTSS information
- SHARRS Report verification
- Annual Report verification

These items are being compiled for submission. Employee COVID cases has impacted the completion of these items. Of Note: ALL OF THESE ITEMS WERE SUBMITTED DURING THE RENEWAL PROCESS.

LAB CHARTER FOUNDATION

Charter Choices has completed all necessary forms and documents to officially establish the Lab Charter Foundation. The foundation will now be able to raise money as a non-profit entity for the Charter School.

FEDERAL PROGRAMS

The Federal Programs monitoring occurred on May 24, 2022 via ZOOM. All financial, academic, parent involvement, and professional development information was uploaded into the monitoring portal.

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 continue to resistant growing as a leader.

PSSA

- The PSSA was administered as per the PDE mandated schedule.
- All books with the exception of the 8 students who need make-ups have been sent back for scoring.
- I acted as the District Assessment Coordinator as well as the Henry Ave. Assessment Coordinator. I taught Ms. Strothers the PSSA process in its entirety since it was her first year as a School Assessment Coordinator.

STUDENT DISCIPLINE

- There was 1 suspension pending expulsion.
- Student: Possession of a knife with 4-inch blade.

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

Motion: Karen Slade, Member Second: Tiffany Ferrell, Secretary

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Benns, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Pinkey Lucas, Treasurer – Yes

Karen Slade, Member – Yes

BOARD MEMBERS OATH OF OFFICE

All board Members were administered the Oath of Office for the next 3-year term beginning July 1, 2022. The school attorney, Alan Epstein administered the oaths.

Board Resolutions

Common Consent Agenda

1. 062020220

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the recommendation from the administration to engage J. Goldstein, LLC, 2200 Arch Street, Suite 101, Philadelphia, PA 19103 for completion of the annual audit and tax returns of the Laboratory Charter School finances not to

exceed a cost of \$31,000.00 and tax preparation services at a cost not to exceed a cost of \$2000.00 for the 2021-2022 school year.

2. 062020221

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the expulsion of student number 3000116.

3. 062020222

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the recommendation from the administration to allow submission and acceptance of the Pennsylvania Department of Education Rent Reimbursement for the 2021-2022 school year.

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

Motion: Pinkey Lucas, Treasurer, Second: Dr. Veronica Florence McPherson, 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

I. Public Participation: None

II. Adjournment

Motion duly made, seconded and carried to adjourn.

Motion: Dr. Veronica Florence McPherson, President Second: Tiffany Ferrell, Secretary

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 Secretary Signature

Date