



The Laboratory Charter School
of Communication and Languages

Board of Trustees Meeting Minutes
October 20, 2021, 2021
6:00 p.m.
Zoom Video Conference

Call to Order

The meeting was called to order at 6:09 p.m.

Board Member Role Call

- A. Present: Dr. Veronica Florence-McPherson, President; Karen Slade; Member; Pinkey Lucas; Member, Tiffany Ferrell, Secretary; Norris Bennis, Vice President
- B. Others Present: Dr. Andréa Coleman-Hill, CEO; Joan Belynda Brown; Director of HR, Jesse Bean; Finance, Alan Epstein, Esq.

Announcement of Executive Session – Legal and Personnel Discussions

An executive session was held on October 20, 2021 to discuss legal and personnel matters.

Nomination Committee Recommendation

None

Approval of Minutes October 2021 Board Meeting

Motion duly made, seconded and carried to approve the October 2021 board meeting minutes.

Motion: Karen Slade, Second: Pinkey Lucas

Each member voted as follows:

Dr. Veronica Florence- McPherson, President - Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas- Yes

Unfinished Business

None

Finance Report

Enrollment has declined due to transportation issues. This has impacted revenue. The cash position remains strong. Direct receivables continue to arrive. Federal receivables such as ERRS-2 are owed. Accrued payroll expenses are continuing to grow. The balance sheet shows 1.8 million dollars cash on hand. Net income is lower than expected due to enrollment. Quarter 1 has a significance variance (\$700,000). Approximately \$550,000 is directly linked to the decrease in enrollment. Projected versus Actual budget is a concern due to the decline in income.

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

Motion: Mr. Norris Bennis, Esq. Vice President, Second: Tiffany Ferrell

Each member voted as follows:

Dr. Veronica Florence-McPherson – President: Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas - Yes

CEO Report

The Philadelphia Department of Health notified LAB on two different days that a total of four students were sent to school with COVID-19 by parents because the students were asymptomatic. The affected classrooms and staff were quarantined for 10 days. Charter Renewal is ongoing. Documents are being uploaded as requested. LAB Charter will have a food service administrative audit in December. The required documents have been uploaded in preparation for the audit. Staffing continues to be a major challenge. It is almost impossible to hire support staff. Dr. Coleman-Hill presented at the PA Coalition of Public Charter Schools conference.

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

Motion: Dr. Veronica Florence-McPherson, President, Second: Pinkey Lucas

Each member voted as follows:

Dr. Veronica Florence-McPherson – President- Yes

Norris Bennis, Vice President – Yes

Tiffany Ferrell, Secretary – Yes

Karen Slade, Member – Yes

Pinkey Lucas - Yes

Board Resolutions

Common Consent Agenda

1. 1020202100

The Laboratory Charter School Board of Trustees (“Board”) hereby resolves to approve the Laboratory Charter School Travel Reimbursement Policy as Presented. This Policy sets fourth the circumstances under which employees of the Laboratory Charter School (the “Charter School”) will be reimbursed for travel expenses.

Motion duly made, seconded and carried to approve the Common Consent Agenda.
Motion: Dr. Veronica Florence-McPherson, President, Second: Pinkey Lucas; Member
Each member voted as follows:
Dr. Veronica Florence-McPherson – President, Yes
Norris Bennis, Vice President – Yes
Tiffany Ferrell, Secretary – Yes
Karen Slade, Member – Yes
Pinkey Lucas, Member - Yes

Public Participation

None

Adjournment

Motion duly made, seconded and carried to approve the Common Consent Agenda.
Motion: Tiffany Ferrell 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
Karen Slade, Member – Yes
Pinkey Lucas, Member - Yes

The board meeting was adjourned at 6:38 p.m.

Board Secretary Signature

Date