

***Jacquelyn Y. Kelley Discovery Charter School***  
***Board of Trustees Meeting***  
***Term 2022-2023***

---

The Board of Trustees meeting of Jacquelyn Y. Kelley Discovery Charter School was held on **Monday, September 19, 2022, remotely via teleconference.** The meeting was called to order at **6:32 PM.** Roll call was taken by the Board Vice-Chair. She determined that there was a quorum.

**Trustees Present:**

Tonia Elmore, CEO  
Sharlynne Cloud, CEO Elect  
Jabbar Tyler, Board Chair  
Adrienne Bell, Board Vice-Chair  
Shauna Collins, Board Treasurer  
Sharon Thornton  
Sergio Diggs  
Jessica Pointer  
Andrew Grannum  
Aishia Campbell

**Trustees Not Present:**

Pastor Donald Moore  
Calvin White

**Others Present:**

Maria Snipe  
Leigh Ann Kelly  
Evangeline Berube  
Mela Still  
Wilkins-Walker  
Ashley Taylor  
Cheryl Lomax

Principal  
Omniinvest  
Charter School Office  
Charter School Office  
Potential Board Member  
Parent  
Administrative Support

***Open Forum began at 6:32 pm***

**Omnivest Financial Report:**

Kelly provided the Board with copies of the Financial Report

***Financial Information for July and August 2022:***

***YTD as of August 31, 2022, Actual NOL w/out ESSER Funding: (\$332,155)***

***YTD as of August 31, 2022, Budget NOL w/out ESSER Funding: (\$407,068)***

***Budget Variance: \$74,913***

***August 2022 Highlights:***

Revenue without ESSER Funding is above budget by \$21k

1. Local revenue above budget by \$21k
  - a. Philadelphia Tuition is at budget, first true up snapshot for the FY22/23 enrollment will be in September (October SDP payment will reflect actual enrollment)
  - b. Interest Income above budget by \$2k
  - c. Summer program above budget by \$13k
  - d. Erate above budget by \$6k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds round 3 - \$393k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year

**Expenses without ESSER Funding below budget by \$54K**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$194k
4. Staff Development is above budget by (\$6k), retreat
5. After School Programs above budget by (\$4k), aftercare
6. Professional Fees below budget by \$4k
  - a. Academic Coach below budget by \$15k
  - b. Special education services (psychology, speech, OT, tuition) (\$7k)
  - c. Payroll/Legal services below by \$11k
  - d. Financial Consultant above budget by (\$11k)
  - e. Strategic planning (\$1k)
  - f. Support Services (clerical) above (\$3k)
7. Building Services above budget by (\$40k)
  - a. Bond Interest below budget by \$4k
  - b. Utilities (\$10k)
  - c. Floor Maintenance below by \$7k
  - d. Maintenance and Supplies (Custodial) - \$4k
  - e. Repairs above budget by (\$30k), painting
  - f. Security services (\$1k)
  - g. Contract Labor (\$16k), Maint staff

8. Insurance \$1k below budget
9. Leases below budget by \$2k
10. Student Supplies & Expenditures above budget by (\$77k)
  - a. Transportation above budget by (\$2k)
  - b. Furniture above budget by (\$4k)
  - c. Supplies below budget by \$4k
  - d. Curriculum above budget by (\$73k), purchase for new FY
  - e. Uniforms above budget by (\$2k)
11. Food program above budget by (\$9k)
12. Office Furniture, Supplies, and Equipment above budget by (\$2k)
13. Dues above budget by (\$1k)
14. Depreciation above budget by (\$8k), non-cash item

### ***August 2022 Year-To-Date Metrics***

Current Ratio (Liquidity Ratio): DCS **0.84**, Charter School Office's Standard Rate is 1.1

Cash on Hand: DCS **67.98** days, Charter School Office's Standard is 45 days

Debt Ratio: DCS **0.85**, Charter School Office's Standard is less than .85

Total Margin: **-10.94%**, Charter School Office's Standard is 0%, significantly below standard is -10%

### ***August 2022 Year-To-Date Covenant Calculations (related to the Bond)***

Days Cash on Hand: DCS **67.98**, Bondholders require at least 30 days

Unrestricted Cash: **\$1,877,535**, Bondholders require 5% or **\$82,813**

### **Questions Comments, Discussion:**

- Campbell: Where do we stand with potential of recruitment?
  - Elmore: During my tenure we have only had a 15-person turnover. This year we lost about 5 teachers that either moved or went on to higher positions, or more money that we were not able to offer. Currently we have only one open position due to a no show at the beginning of the school year. We have also had teachers leave and come back.
- Elmore: Regarding the building services, we have had heavy-duty repairs as it pertains to HVAC, compressors, cracked pipe, ceiling leaks, etc., is there a breakdown of these major repairs, as I think that it is quite a bit more than painting and clean up that puts us over budget as these were some hefty repairs.
  - Kelly: I see about \$7k that is related to the HVAC and the new flooring and painting totaled \$36-37k.
    - Elmore: I just want to make sure it is being accurately represented. When the flooring was done, ceilings, lighting, and a new office were also created in the gym area. I would like us to get together to make sure each dollar amount is represented.
    - Also, last year the total margin in the negative had to do with our payments to the school district, is that still part of the reason or have we done something to offset that?
      - Kelly: The total margin is below budget as of the end of August because the overall activity for July and August has a net loss. It is not due to the tuition payback, that is captured in the 2021/2022

SY. This should improve as additional revenue comes in. I have made a note to touch base to review the maintenance items.

- Tyler: Once you and Elmore go through the additional changes you will provide an updated report.

### **Principal Report:**

Snipe provided the Board with copies of the Principal Report.

### **Current Events**

- September 15<sup>th</sup> – Back to School Night
  - a. Opportunity for parents to sign up for home and school association
  - b. Vendors
    - Art therapy and bullying
    - Boys mentoring
  - c. Title one session was held for parents prior to the start of back to school
    - Parent Compact distributed
    - Parent involvement Survey distributed
    - Close to 200 parents attended

### **School Climate/Staff**

Behavior has started on a good note due to the addition of a middle school dean of students. Teachers were encouraged by our efforts to prepare them during boot camp for the start of the school year

### **Special Education Updates**

**IEP students 84**

**504 students 13**

- Our special education team has just finished two phases of the School District Audit
- They are now prepping for the state audit which will be on March 6<sup>th</sup>

### **Star Student Assessment**

Star assessment will begin this week September 19, 2022

Results of star assessment is expected on October 17, 2022

Cell phone lockers have been installed for middle school students

Students will enter through the middle school door and phones will be placed in lockers prior to the start of school

### **Questions, Comments, Discussion:**

- Thornton: The middle school student's phones are stored away during school hours, what about the lower school students, don't they have phones as well?
  - Snipe: The lower school students store their phones in their bookbags and hang them up in the coat storage area.
  - Elmore: There will be a process for all students, but since we have a problem with the middle school students, we started with them. We have lockers for all students from grades 3-8.
- Collins: How many parents signed up for the Home & School Association?
  - Snipe: We had a large number to sign up, as for the exact number, I will have to review that information.
- Bell: Do we have a plan as to when the HSA will be in place?
  - Elmore: I spoke to Ms. Taylor (parent) on Back to School Night. There were some other parents that signed up who wanted to spearhead the effort for us to have an HSA. Post-Covid, it has been tentative as to if they will meet in person or via teleconference.

### **CEO Report:**

Elmore provided the Board with copies of the CEO Report.

### **Covid 19 updates for September**

We are continuing as a school with the mask mandate for the 2022/23 school year

COVID Testing was done for all staff and students on the first day of school

### **Old Business**

Staff boot camp August 22 – 26 2022

Staff PD August 29-September 2, 2022

### **Staff Survey**

- a. Objectives clearly stated
- b. The sessions were organized and relevant
- c. The sessions were well prepared and engaging
- d. They were more prepared to work better with staff

Guard House (still waiting for delivery)

### **New Business**

Safety an ongoing issue

Parent and student altercation on back to school

Parent tried to enter with a weapon on back-to-school night

Back to school Night Hit

Back to School Video

## **Board Meetings**

Board meetings will be onsite starting October 2022 unless there is inclement weather.

### **Finance Committee Report:**

Collins provided the following Petty Cash Report

• Beginning Balance	08/01/2022	\$1153.23
• After Construction Clean up	08/28/2022	\$ 300.00
• Day 2 After Construction Clean up	08/29/2022	\$ 350.00
• Total Expenses		\$ 650.00
• Ending Balance	08/31/2022	\$ 508.23

### **Board Development Committee Report:**

- Diggs reported we have a potential Board Member, Ms. Wilkins-Walker observing tonight. If anyone knows any potential candidates, please forward their information to me or White.

### **Board Minutes:**

Lomax provided the Board with copies of the Minutes for August 2022

*Bell Motioned to approve the minutes as presented, Collins Seconded, Board Minutes Approved*

***Open Forum adjourned at 7:14 PM***