

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, October 31, 2022**, remotely via teleconference. The meeting was called to order at **6:33 PM**. Roll call was taken by the Board Chair. He determined that there was a quorum.

Trustees Present:

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

Trustees Not Present:

Pastor Donald Moore
Sergio Diggs

Others Present:

Maria Snipe
Leigh Ann Kelly
Khalil Sumler
Fred Fields
Cheryl Lomax

Principal
Omnivest
Parent
IT Support
Administrative Support

Open Forum began at 6:33 PM

Omnivest Financial Report:

Kelly provided the Board with copies of the Financial Report.

- September was a 3-pay month so it was expected the school would have a net loss.
- After this meeting we will be providing the quarterly report to the Bond Holders.
- Currently the school is not passing the cash on hand or the debt service coverage. I am not overly concerned as we are just three months into the school year and there is still time to bring this back up. We provide it monthly so that if we see a trend, we can act quickly to bring it back into compliance for the year.

Financial Information for September 2022:

September 30, 2022, Actual NOL /out ESSER Funding: (\$258,079)

September 30, 2022, Budget NOL w/out ESSER Funding: (\$277,728)

Budget Variance: \$19,649

HIGHLIGHTS:

Revenue without ESSER Funding is above budget by \$3k

1. Local revenue above budget by \$2k
 - a. Philadelphia Tuition is above budget by \$7k – Regular Education \$4k and Special Ed \$3k
 - b. Interest Income above budget by \$1k
 - c. Class Trips above budget by \$3k
 - d. Misc Income above budget by \$22k due to premium rebate
 - e. NSLP Revenue below budget by (\$30k)

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds - \$285k for salaries and benefits and contracted support

Expenses without ESSER Funding below budget by \$17K

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$129k
4. Staff Development is above budget by (\$52k)
 - a. Conferences above budget by (\$4k)
 - b. Crisis Prevention Institute (53 employee training) - \$48k
5. After School Programs above budget by (\$3k), aftercare
6. Professional Fees above budget by (\$5k)
 - a. Special education services (psychology, speech, OT, tuition) \$1k
 - b. Tech Consultant (\$2k)
 - c. Payroll Services (\$2k)
 - d. Support Services (clerical) (\$2k)
7. Building Services above budget by (\$10k)
 - a. Bond Interest below budget by \$2k

- b. Utilities (\$3k)
 - c. Floor Maintenance below by (\$1k)
 - d. Janitorial Services above by (\$6k)
 - e. Supplies (\$1k)
 - f. Security services (\$1k)
8. Insurance (\$1k) above budget
 9. Leases above budget by (\$4k), 2 months
 10. Student Supplies & Expenditures above budget by (\$31k)
 - a. Supplies below budget by \$3k
 - b. Curriculum above budget by (\$39k), purchase for new FY
 - c. Other below by \$5k
 11. Food program below budget by \$10k
 12. Office Furniture, Supplies, and Equipment above budget by (\$10k)
 - a. Furniture for staff above by (\$3k)
 - b. Equipment above by (\$7k)
 13. Dues above budget by (\$1k)
 14. Depreciation above budget by (\$5k), non-cash item

YTD as of September 30, 2022, ACTUAL NOL w/out ESSER Funding: (\$597,099)

YTD as of September 30, 2022, BUDGET NOL w/out ESSER Funding: (\$684,796)

BUDGET VARIANCE: \$ 87,697

HIGHLIGHTS:

Revenue without ESSER Funding is above budget by \$24k

1. Local revenue above budget by \$21k
 - a. Philadelphia Tuition is above by \$7k after true up. Regular Education is below by (\$1k) and Special Ed is above by \$8k
 - b. Interest Income above budget by \$3k
 - c. Misc Income above by \$22k due to premium rebate
 - d. Class trips above by \$3k
 - e. Summer program above budget by \$13k.
 - f. Erate above budget by \$6k
 - g. NSLP below by (\$30k)

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds round 3 - \$594k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year.

Expenses without ESSER Funding below budget by \$64K

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$323k
4. Staff Development is above budget by (\$58k), Crisis Prevention training

5. After School Programs above budget by (\$7k), aftercare
6. Professional Fees above budget by (\$1k)
 - a. Academic Coach below budget by \$15k
 - b. Special education services (psychology, speech, OT, tuition) (\$6k)
 - c. Payroll/Legal services below by \$9k
 - d. Financial Consultant above budget by (\$11k)
 - e. Tech Consultant (\$2k)
 - f. Strategic planning (\$1k)
 - g. Support Services (clerical) above (\$5k)
7. Building Services above budget by (\$57k)
 - a. Bond Interest below budget by \$6k
 - b. Utilities (\$14k)
 - c. Floor Maintenance (\$6k)
 - d. Supplies \$4k
 - e. Repairs above budget by (\$30k), painting
 - f. Security services (\$1k)
 - g. Contract Labor (\$16k), Maintenance staff
8. Insurance is at budget
9. Leases above budget by (\$2k)
10. Student Supplies & Expenditures above budget by (\$107k)
 - a. Transportation above budget by (\$2k)
 - b. Furniture above budget by (\$4k)
 - c. Supplies below budget by \$7k
 - d. Curriculum above budget by (\$111k), purchase for new FY
 - e. Uniforms above budget by (\$2k)
 - f. Other \$5k
11. Food program below budget by \$1k
12. Office Furniture, Supplies, and Equipment above budget by (\$13k) – Furniture and Equipment
13. Dues above budget by (\$2k)
14. Depreciation above budget by (\$13k), non-cash item

September 2022 Year-To-Date Metrics

Current Ratio (Liquidity Ratio): DCS **1.77**, Charter School Office's Standard Rate is 1.1
 Cash on Hand: DCS **44.33** days, Charter School Office's Standard is 60 days
 Debt Ratio: DCS **0.86**, Charter School Office's Standard is less than .85
 Total Margin: **-16.72%** Charter School Office's Standard is 0%, significantly below standard is -10%

September 2022 Year-To-Date Covenant Calculations (related to the Bond)

Days Cash on Hand: DCS **44.33** Bondholders require at least **45** days
 Unrestricted Cash: \$1,406,279, Bondholders require 5% or \$82,813
 Debt Service Coverage: **0.48**, Bondholders require at least 1.1

Year-to-Date Revenue: **\$2,650,454**

Questions, Comments, Discussion:

- Elmore: Does this include ESSER funds?
 - Kelly: This includes ESSER expense and revenue
- Bell: Could you comment further on the contracted clerical and janitorial support?
 - Kelly: These are individuals that help with front desk and cleaning/maintenance.
 - Bell: Are these staff employees?
 - Elmore: They are not on payroll, they do not receive benefits, they are part-time workers. This is a renewal year; we need additional clerical support for the auditing of employee and student files. This has been an ongoing process for the past 5 years to make sure our files are readily available for inspection. As for the maintenance, we use additional help as needed as it is more financially savvy than employing them with benefits.
 - Bell: I am concerned about the confidentiality of the files with a non-employee.
 - Elmore: All persons working with the school are required to have their state mandated clearances and are required to uphold the same confidentiality standards as our regular, full-time employees.
- Tyler: Ms. Kelly, regarding your comment that you are not overly concerned we are not meeting the Bond holders' standards, can we start working on those solutions now as opposed to watching for a trend and then acting quickly?
 - Yes, I agree after closing October reevaluate and make sure we are seeing and increase in the debt service coverage and if not, review with Ms. Elmore where we are seeing some of the overages and expenses and if there are revenue streams, we were expecting that are not coming in.
 - Elmore: Also, since this was a 3-month pay it takes part of our revenue as well. We have also had some adjustments in staffing that should make a difference in expenses.
 - Tyler: When you send your report to the Bond holders can you add some verbiage explaining why we are not meeting the requirements?
 - Kelly: Yes, I can do that and will confer with you and Ms. Elmore before submitting the report.

Principal Report:

Cloud provided the Board with copies of the Principal Report.

Principal and CEO Professional Development

Principal & Executive Assistant attended Charter School Conference September 21-23

- a. School Finance
- b. Attendance and lateness initiatives
- c. Charter School Compliance

Special Education Updates

- 92 - IEP's

- 21 – 504 plans

Current Events

National School Lunch Week: October 11, 2022 – October 14, 2022

- Curriculum Trainings
- They are now prepping for the state audit which will be on March 6th

Upcoming Events

- October 28 Book Character Parade (Grade K)
- November 10 Report Card Conferences
- November 8 Staff PD ½ Day
 1. Housekeeping
 2. Academic Professional Support
 - a. Classroom management
 - b. Special education updates
 - c. Testing protocol

School Climate/Staff

- Students Town Hall Meetings (Till further notice weekly)
- School Safety Updates
 - a. Middle entrance separates and metal detector monitored
 - b. Phone lockers installed and in use
 - c. Dean of Student support meetings weekly
 - d. Added bathroom Monitors in hallway (New Process)
 - e. Security guard on middle school floor all day
 - f. Saturday school will begin October 29, 2022

Special Education Updates

- Trainings in November

STAR TESTING

- Baseline Data Done September 19
- Next Test December 5, 2022
- Comparison will be discussed in January Board Meeting

Questions, Comments, Discussion:

- Tyler: What is the percentage of students below basic in Math for 2nd grade?
 - Cloud: 58%, and 30% are below basic in reading.
- Thornton: Are we putting activities in place for those students that are below basic?
 - Cloud: Yes, we are in the process of looking at the data to put interventions in place to strengthen the skills they are weak in.

- Elmore: We also have math tutors for grades 3-8 that will be here until May, Monday through Thursday to work with the students in the areas where they are weak to bring them up to proficiency.
- Tyler: These numbers are concerning to me. Is the tutoring taking place after school or during school hours?
 - Elmore: The students are pulled during their class. The numbers are concerning as they are across the United States which is why we are working hard to bring our students up to proficiency.
 - Tyler: Are there any plans to work with the parents to offer opportunities outside of school to help them to move up?
 - Elmore: We are doing that with the after-school program, but we needed to get the data first. Historically we would use the Saturday school program but that has not been supported by the parents.
 - Cloud: The middle school has a math intervention built into their weekly schedule.
- Grannum: Nationally, math scores have reduced 5-8 points, do you see that our scores are about par with that?
 - Elmore: Our PSSA scores in 2021-2022 increased in all grades except two. That does not say much because the scores were still low. I would venture to say the data for other schools is similar. We are concurrent with other schools nationally.
- Collins: Is it possible that we could visit other school districts that are excelling in those areas to see what they are doing?
 - Elmore: I don't know of any local schools that are excelling to the point that I would want to emulate their model. But I can certainly research to see if any schools are implementing strategies that are improving their math scores.

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. We are also contending with RSV which has resulted in quite a few absences among the staff.
- **Old Business**
 - Guard house Delivered (tweaking process and security). A swipe system is underway. There have been some incidents regarding our dismissal process.
- **New Business**
 - History on Broadway (6th and 7th grade students experienced a history lesson by going to the theater in New York to see Hamilton)
- We have resumed student academically connected excursions across all grades
- Health and safety Plan Highlights are in the process of being updated. Must be updated every 60 days. I would like to vote and sign off on the Plan tonight.

- **Recent trips**
 - Linvilla Orchards-Kindergarten
 - Johnson's farm-1st grade
- **Future trips**
 - Detroit/Canada 5th grade
 - Atlanta/Miami 8th grade (Due to the pandemic the 8th grade students did not get to experience the Canada trip, therefore, they will be going to Canada instead of Atlanta/Miami)
- **Community Initiatives**
 - Community Wellness & Resource fair tentative date November 12, 2022, or December 2, 2022
- **Renewal**
 - *Site Visit Date (TBD)*
 - *Renewal Completions SPED file audit, Employee File Audit, Student file Audit*
- **Board Meetings**
 - Board meetings were supposed to start onsite starting with our October 17th meeting. Due to inclement weather, there was no quorum established, therefore the meeting was rescheduled for tonight via teleconference. We will try again for the November 21st meeting.

Questions, Comments, Discussion:

- Grannum: Was the dismissal incident regarding a parent?
Elmore: Yes. When we see a real threat, we contact the police and meet with that parent. We are also doing training with our security personnel to avoid confrontations and incidents.
- Tyler: When is the Health & Safety Plan due?
○ Elmore: I am not sure. I will let you know shortly.
- Thornton: Other than the website, how is the school communicating with parents? Do we still have a Parent and Teachers Association?
○ Elmore: Phone blasts, emails, telephone, etc. At back-to-school night we had several parents sign up for the Home & School Association. We do have a parent interested in spearheading that program. We are working on it.
○ Thornton: It seems to work better when we have a PSA to get out the word to all the parents regarding changes to dismissal protocol, etc.
○ Elmore: Anytime we make changes of significant importance the teachers email, and or call the parents of their students.

Finance Committee Report:

Collins provided the following Petty Cash Report

• Beginning Balance	09/01/2022	\$508.23
• Priority Postage	09/27/2022	\$ 21.20
• Wawa Sandwiches for Para Training	09/29/2022	\$ 25.00
• Total Expenses		\$ 46.20
• Ending Balance	09/30/2022	\$462.03

Board Development Committee Report:

- White: Due to the loss of several Board members over the last few months we have been inviting possible Board members to attend our meeting. If anyone has any recommendations, please submit them to me or Diggs.

Board Minutes:

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

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

Public Concerns, Questions, or Comments:

- Sumler: Do the students have the opportunity to learn how to play a musical instrument.
 - Elmore: Ms. Murphy, our music teacher teaches the violin on her own time after school. There have not been any musical instruments in the music class since the pandemic, but it is certainly something we can investigate.
- Elmore: The school received new iPads for the students through an eRate grant.
- Fields: During our Parent Teacher Conference the school will be selling 6th generation iPads for \$125, two per household.
- Collins: I have been conducting a financing class in the Phoenixville School District and would like to bring the class to Discovery.
 - Yes, I look forward to bringing your class to our students!
 - Bell: Mr. Sumler, if you have additional questions or concerns this is the time to do so. Our Board is open to parents, please encourage other parents to do so.
 - Sumler: I attended because I received the phone blast inviting me to do so. I'm sure other parents received it as well and have the option to join in.
- Campbell: I am currently working with Chase and would like to do a financial literacy program in the Spring. Perhaps we could partner with Collins class.

Open Forum adjourned at 7:36 PM

Executive Session began at 7:37 PM

Personnel