

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

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The Board of Trustees meeting of Jacquelyn Y. Kelley Discovery Charter School was held on **Monday, November 21, 2022, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131 and remotely via teleconference.** The meeting was called to order at **6:46 PM.** Roll call was taken by the Board Vice-Chair. She determined that there was a quorum.

**Trustees Present:**

Tonia Elmore, CEO  
Sharlynn Cloud, CEO Elect  
Jabbar Tyler, Board Chair  
Adrienne Bell, Board Vice-Chair  
Calvin White  
Sharon Thornton  
Sergio Diggs  
Sharlynn Cloud  
Jessica Pointer  
Andrew Grannum  
Aishia Campbell

**Trustees Not Present:**

Pastor Donald Moore  
Shauna Collins, Board Treasurer

**Others Present:**

Leigh Ann Kelly  
John Jordan  
Fred Fields  
Cheryl Lomax

Omnivest  
Financial Management  
IT Support  
Administrative Support

***Open Forum began at 6:46 pm***

➤ **Vote on Nichols return to the Board:**

The vote was unanimous. Nichols returned to the Board.

**Omnivest Financial Report:**

Kelly provided the Board with copies of the Financial Report and the following commentary

- Elmore, Cloud, Jordan, Croggon and I met today to review the October financials. Omnivest will be doing some additional reviews and providing some additional information that will clarify some past information and information moving forward which will help in making decisions.

***Financial Information for October 2022:***

***October 31, 2022, Actual NOL w/out ESSER Funding:(\$27,210)***

***October 31, 2022, Budget NOL w/out ESSER Funding:(\$93,410)***

***Budget Variance: \$66,200***

***October 2022 Highlights:***

**Revenue without ESSER Funding is above budget by \$101k**

1. Local above by \$37k and Federal above by \$64k
  - a. Philadelphia Tuition is above budget by \$2k – Special Ed \$2k
  - b. Interest Income above budget by \$1k
  - c. Extended Day above by \$9k
  - d. Misc Income above budget by \$25k due to premium rebate
  - e. NSLP Revenue above budget by \$64k, includes September

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds – recognized \$\$50k for salaries and benefits above budget by \$3k

**Expenses without ESSER Funding above budget by \$(36K)**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$18k
4. Staff Development is above budget by (\$8k)
  - a. Conferences above budget by (\$2k)
  - b. Travel (3 buses) – (\$6k)
5. After School Programs above budget by (\$16k), aftercare
6. Professional Fees is at budget
  - a. Special education services (psychology, speech, OT, tuition) \$11k
  - b. Substitute Teachers \$5k
  - c. Health Services (\$11k)
  - d. Therapeutic Services (\$9k)

- e. Legal \$6k
  - f. Tech Consultant (\$1k)
  - g. Support Services (clerical) (\$1k)
7. Building Services above budget by (\$19k)
    - a. Bond Interest below budget by \$2k
    - b. Repairs above by (\$3k)
    - c. Janitorial Services above by (\$3k)
    - d. Maintenance Supplies (\$14k)
    - e. Security services (\$1k)
  8. Insurance (\$1k) above budget
  9. Student Supplies & Expenditures below budget by \$34k
    - a. Duplicate payment to Savvas Learning Coming \$53k
    - b. Supplies for Curriculum (\$11k)
    - c. Furniture Equipment above by (\$9k)
    - d. Uniforms above by (\$3k)
    - e. Other below by \$4k
  10. Food program above budget by (\$27k), offset by revenue
  11. Office Furniture, Supplies, and Equipment above budget by (\$10k)
    - a. Furniture for staff above by (\$4k)
    - b. Equipment above by (\$2k)
    - c. Copy Supplies above by (\$4k)
  12. Dues above budget by (\$1k)
  13. Depreciation above budget by (\$6k), non-cash item

***YTD as of October 31, 2022, Actual NOL w/out ESSER Funding: (\$618,882)***  
***YTD as of October 31, 2022, Budget NOL w/out ESSER Funding: (\$599,211)***  
***Budget Variance: (\$19,671)***

***YTD Highlights:***

**Revenue without ESSER Funding is above budget by \$126k**

1. Local revenue above budget by \$91k and Federal above by \$35k
  - a. Philadelphia Tuition is above \$9k. Regular Education is below by (\$1k) and Special Ed is above by \$10k
  - b. Interest Income above budget by \$3k
  - c. Misc Income above by \$48k due to premium rebate
  - d. Class trips above by \$3k
  - e. Summer program is above budget by \$13k.
  - f. Extended Day above by \$9k
  - g. Erate above budget by \$6k

- h. Titles above by \$2k
- i. NSLP above budget by \$33k

### **ESSER Funding**

- 2. Elementary and Secondary School Emergency Relief funds round 3 - \$643k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$157k YTD

### **Expenses without ESSER Funding above budget by (\$145K)**

- 3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$175k
- 4. Staff Development is above budget by (\$68k), Crisis Prevention training
- 5. After School Programs above budget by (\$50k), aftercare
- 6. Professional Fees below budget by \$24k
  - a. Academic Coach below budget by \$21k
  - b. Special education services (psychology, speech, OT, tuition) \$12k
  - c. Legal services below by \$17k
  - d. Financial Consultant above budget by (\$11k)
  - e. Tech Consultant (\$3k)
  - f. Strategic planning (\$1k)
  - g. Health Services (\$11k)
- 7. Building Services above budget by (\$83k)
  - a. Bond Interest below budget by \$8k
  - b. Utilities (\$13k)
  - c. Floor Maintenance (\$6k)
  - d. Janitorial Services (\$8k)
  - e. Supplies (\$14k)
  - f. Repairs above budget by (\$30k), painting
  - g. Security services (\$2k)
  - h. Contract Labor (\$18k), Maintenance staff
- 8. Insurance is at budget
- 9. Leases above budget by (\$2k)
- 10. Student Supplies & Expenditures above budget by (\$71k)
  - a. Transportation above budget by (\$2k)
  - b. Furniture above budget by (\$13k)
  - c. Supplies below budget by \$7k
  - d. Curriculum above budget by (\$68k), purchase for new FY
  - e. Uniforms above budget by (\$4k)
  - f. Other \$9k
- 11. Food program above budget by (\$25k), offset by revenue

12. Office Furniture, Supplies, and Equipment above budget by (\$23k) – Furniture (\$17k) and Staff Equipment (\$6k)
13. Dues above budget by (\$3k)
14. Depreciation above budget by (\$19k), non-cash item

***October Year-To-Date Metrics***

Current Ratio (Liquidity Ratio): DCS **0.77**, Charter School Office’s Standard Rate is 1.1

Cash on Hand: DCS **42.44** days, Charter School Office’s Standard is 45 days

Debt Ratio: DCS **0.86**, Charter School Office’s Standard is less than .85

Total Margin: **-13.22%**, Charter School Office’s Standard is 0%, significantly below standard is -10%

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

Days Cash on Hand: DCS **42.44** Bondholders require at least 45 days

Unrestricted Cash: **\$1,308,228**, Bondholders require 5% or **\$281,499**

Debt Service Coverage: **(0.09)**, Bondholders require at least **1.1**

Year-to-Date Revenue: **\$3,556,616**

➤ ***Questions, Comments, Discussion:***

- Elmore: What we are getting reimbursed for our lunch program is more than we are paying out?
  - Kelly: Yes.
- Campbell: Your note on the healthcare and maintenance expenses that were duplicated this month, are they regular recurring items?
  - Yes, the timeline of some of the billings/invoices may have been for prior months which would normally be accrued.
- Elmore: I would like to defer to Jordan so that he may provide clarity regarding the rising costs of our healthcare and other pandemic related expenses.
  - Jordan: Last year we were paying \$53K monthly for insurance, now we are paying \$66K monthly. That’s just health, not dental. All our vendors, whatever they are supplying, are having rising costs. With the 12% cut in our basic funding, we are not able to pay our bills in full each month but are paying the minimum required amount.
  - Bell: Going forward, I would like to request that a Board member be present at these meetings even if it is just to observe.
    - Jordan: That is where the finance committee comes in. The finance committee should meet monthly to see these figures prior to the meeting of the Board to ask the questions ahead of time so that when we meet in this forum recommendations or bringing explanations to the full Board can be addressed at that time.
    - Elmore: Because things have been unconventional over the past two years, we have had a finance committee of one. Typically, the finance committee would meet with Omnivest and go over the same things that Jordan and I discussed today.
    - As the Board goes, I typically get individual requests. What I would like is for the Board to approach me collectively as a group

speaking to the CEO as one voice with all the committees meeting and then address the CEO with questions and requests. The meeting today was for the school as regards the post pandemic trends and how we can understand the best way to handle our day-to-day financial operations.

- Bell: It is my understanding the Board is to have oversight, is that correct? Just like we are invited to come to the school to observe, we do not have the same access that when something is concerning, we can sit in to observe.
- Elmore: Sometimes we have meetings sporadically. It would be very difficult to gather Board members for every group call or email.
- Bell: When I see an email with comments and questions of concern, it raises some flags.
- Elmore: I sent all the questions I had for Croggon to the entire Board because, as you are, I am concerned about the Metrics. When speaking with Jordan I concluded that some of the questions I had may have had to do with some of the things we need to change in house. My goal was to have a better understanding so that I could explain to the Board why the situation is as it is. It was not an official meeting. Moving forward, I will certainly invite you to sit in.

### **Principal Report:**

Cloud provided the Board with copies of the Principal Report.

### **Special Education Updates**

- 90 -IEP's
- 21- 504 plans

### **Current Events**

- Assemblies & Fundraisers
  - November 3<sup>rd</sup> Anti-bullying Assembly
  - Saturday School (issues with uniforms)
  - Good Hallway Behavior Contest
  - Fundraising: \$3,236
    - DG Solutions \$1,000 / BMC \$500/ Bradley and Associates \$500 and Tag Day Fundraising \$1,236.

### **Upcoming Events**

- Good Touch/ Bad Touch Classroom Visit (counselor & others)
- Holiday Closing

### **School Climate/Staff**

- Students Town Hall meetings (Till further notice weekly)
- School Safety Updates
  - a. Middle entrance separate and metal detector monitored
  - b. Phone lockers installed and in use
  - c. Dean of student support meetings weekly
  - d. Bathroom Monitors in hallway
  - e. Security guard on middle school floor all day

### **Special Education Updates**

- Trainings ongoing for our SPED department

### **STAR TESTING**

- Next Test December 5, 2022
- Comparison will be discussed in January Board meeting

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

- Bell: One of the things that impressed me when I first came to the Board at Discovery was the amount of parent involvement. Are we doing anything to get our parents back?
  - Cloud: Yes, we are looking to build the PTA back up. We have parents that are super involved and looking forward to the PTA.
  - Elmore: Our parents are still very involved. For our cheerleading team we asked for donations and received so much that we had to ask them to stop. On Back to School Night the building was buzzing, the parents were here in very large numbers. When we call, our parents come out.

#### **CEO Report:**

Elmore provided the Board with copies of the CEO Report.

- Elmore: I look forward to seeing everyone here in person for our December Board Meeting

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

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

### **Old Business**

Guard house delivered (tweaking process and security) electric and data lines are being installed.

- We have successfully applied for and will receive a \$140,000.00 grant for safety and mental health initiatives.
- We need to vote on the Health & Safety Plan tonight.

*Thornton Motioned to accept the Health & Safety Plan as presented, White seconded, Health & Safety Plan Approved*

## **New Business**

Replacement of roof compressor units and control boards in each compressor for heating and a/c. 24 compressors, one has been replaced and two are in the process of being replaced.

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

- Bell: Did we entertain any bids for that work?
  - Elmore: We did not. However, we did get quotes from various contractors. Jordan could probably speak to that better.
    - Jordan: We got pricing from three different vendors in reference to repairing the compressors, the vans, as well as the smart boards that go with them. We received verbal bids, not hard copy bids.
  - Elmore: We always get more than one quote to ascertain that we are getting the best price for the best quality of work.

## **Field experiences**

- Turkey Hill Factory 2<sup>nd</sup> grade trip was cancelled due to the breaking down of the school bus.
- Ten of our middle school students went to The Future of Philadelphia Political Conference where they interviewed several politicians.

## **Future trips**

- Detroit/Canada 5<sup>th</sup> and 8<sup>th</sup> grade.
- Girls mentoring Mega Bus Tour.
- Boys mentoring trip is coming up in December.

## **Community Initiatives**

- Community Wellness & Resource fair took place November 19, 2022.
- Mr. Fields still has refurbished IPADs for Sale for those who are interested.

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

- Bell: Can we put on the agenda for next month to view the video of the students that interviewed the politicians at the conference?
  - Elmore: I can send it out to the board members via email.
- Bell: Do we have a marketing or media company that does press releases for us?
  - Elmore: Yes, Sylvia Marketing.
  - Jordan: I attended the event with our students. All of the mayoral candidates were invited, about 5 showed up. Our children not only interviewed these candidates, but they were recognized as being well-



mannered, and well dressed. They conducted themselves admirably. Their questions were excellent!

- Elmore: Please take this time to welcome Mr. Jordan back to Discovery Charter School!
- Bell: The reason I inquired as to if we have a marketing company is, I was wondering if they could have helped to get the word out about the event.
  - Jordan: There was no media coverage of the event due to a conflict. It was the exact same time the immigrants were arriving in Philadelphia from Texas. The media obviously felt that was a more important event.

## PTA

- 1st meeting taking place in early December, I have identified 3 key individuals.
- My goal is to have a thriving PTA by January.

## Renewal

*Site Visit Date (TBD)*

*Renewal Completions SPED file audit, Employee File Audit, Student file Audit*

## Meeting Request with board member

**\*\*I am requesting to meet with all committee and individual board members for informational and relationship building purposes. I am asking that, when possible, all make themselves available for calls and or meetings.**

## Finance Committee Report:

Elmore provided the following Petty Cash Report

• Beginning Balance	10/01/2022	\$462.03
• PA Child Abuse Certification	10/18/2022	\$ 13.99
• PA Background Check	10/19/2022	\$ 22.00
• IDENTIGO Fingerprinting FBI Certification	10/26/2022	\$ 25.25
• Total Expenses		\$ 61.24
• Ending Balance	10/31/2022	\$400.79

## Education Committee Report:

- The Education Committee is excited to meet with Elmore and Cloud at their next meeting of the Committee.
- **Questions, Comments, Discussion:**
  - Bell: When will you be meeting with the committees?
    - Elmore: As I stated in my report, I will be attending the meetings of the designated committees as they are scheduled. Because of the transitions in the Board, we need to redefine the committees and their designated members in each category of interest/concern.

**Board Development Committee Report:**

- If you know anyone, please forward their information to the Committee.

**Board Minutes:**

Lomax provided the Board with copies of the Minutes for October 2022.

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

***Open Forum adjourned at 8:04 pm***