

***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, December 19, 2022, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131**. The meeting was called to order at **6:41** pm. Roll call was taken by the Board Chair. He determined that there was a quorum.

**Trustees Present:**

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

**Trustees Not Present:**

Pastor Donald Moore  
Lynn Nichols

**Others Present:**

Sharlynn Cloud  
Fred Fields  
Leigh Ann Kelly  
Cheryl Lomax  
Ms. Wilkins-Walker

Principal  
IT Support  
Omnivest  
Administrative Support  
Potential Board Member

***Open Forum began at 6:41 pm***

**Omnivest Financial Report:**

Kelly provided the Board with copies of the Financial Report

***Financial Information for November 2022:***

***November 30, 2022, Actual NOI w/out ESSER Funding: \$108,589***

***November 30, 2022, Budget NOI w/out ESSER Funding: \$28,817***

***Budget Variance: \$81,325***

**HIGHLIGHTS:**

**Revenue without ESSER Funding is above budget by \$31k**

1. Local/State above by \$18k and Federal above by \$13k
  - a. Philadelphia Tuition is below budget by (\$4k)
  - b. Interest Income above by \$1k
  - c. Fundraising above by \$6k
  - d. Trips above by \$15k
  - e. NSLP Revenue above budget by \$13k
  - f. RTL Grant recognized in the month for \$56k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds – recognized \$123k for salaries above budget by \$77k

**Expenses without ESSER Funding below budget by \$50k**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$76k
4. Staff Development is below by \$6k
5. After School Programs above budget by (\$8k), aftercare
6. Professional Fees is below budget by \$4k
  - a. Special education services (psychology, speech, OT, tuition) \$13k
  - b. Health Services \$5k
  - c. Therapeutic Services (\$16k)
  - d. Legal \$2k
7. Building Services above budget by (\$3k)
  - a. Bond Interest below budget by \$2k
  - b. Janitorial Services above by (\$2k)
  - c. Utilities \$1k

**Expenses without ESSER Funding for September (continued)**

8. Insurance (\$1k) above budget
9. Communication above budget by (\$10k) – Hot spots for student iPad
10. Student Supplies & Expenditures above budget by (\$3k)

- a. Transportation above by (\$3k)
  - b. Supplies below by \$3k
  - c. Field Trips above by (\$3k)
11. Food program above budget by (\$2k), offset by revenue
  12. Office Furniture, Supplies, and Equipment above budget by (\$1k)
  13. Dues above budget by (\$2k)
  14. Depreciation above budget by (\$6k), non-cash item

***YTD, as of November 30, 2022, Actual NOL w/out ESSER Funding: (\$510,292)***

***YTD, as of November 30, 2022, Budget NOL w/out ESSER Funding; (\$628,028)***

***Budget Variance: (\$117,736)***

## **HIGHLIGHTS:**

### **Revenue without ESSER Funding is above budget by \$158k**

1. Local revenue above budget by \$109k and Federal above by \$48k
  - a. Philadelphia Tuition is above \$5k. Regular Education is below by (\$3k) and Special Ed is above by \$8k
  - b. Interest Income above budget by \$4k
  - c. Fundraising above by \$7k
  - d. Misc Income above by \$48k due to premium rebate
  - e. Class trips above by \$18k
  - f. Summer program is above budget by \$13k.
  - g. Extended Day above by \$10k
  - h. ERate above budget by \$5k
  - i. Titles above by \$2k
  - j. Recognized \$56k in the RTL Grant
  - k. NSLP above budget by \$46k

### **ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds round 3 - \$737k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$233k YTD

### **Expenses without ESSER Funding above budget by (\$96K)**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$252k
4. Staff Development is above budget by (\$62k), Crisis Prevention training
5. After School Programs above budget by (\$58k), aftercare
6. Professional Fees below budget by \$28k
  - a. Academic Coach below budget by \$21k

- b. Special education services (psychology, speech, OT, tuition) \$9k
  - c. Legal services below by \$19k
  - d. Financial Consultant above budget by (\$11k)
  - e. Tech Consultant (\$3k)
  - f. Strategic planning (\$1k)
  - g. Health Services (\$6k)
7. Building Services above budget by (\$86k)
- a. Bond Interest below budget by \$6k
  - b. Utilities (\$11k)
  - c. Floor Maintenance \$6k
  - d. Janitorial Services (\$10k)
  - e. Supplies (\$12k)
  - f. Repairs above budget by (\$27k), painting
  - g. Security services (\$2k)
  - h. Contract Labor (\$36k), Maintenance staff
8. Insurance is above by (\$1k)
9. Leases above budget by (\$2k)
10. Communication above budget by (\$10k) – Hot spots for student iPad
11. Student Supplies & Expenditures above budget by (\$74k)
- a. Transportation above budget by (\$5k)
  - b. Furniture above budget by (\$13k)
  - c. Supplies below budget by \$10k
  - d. Field Trips above by (\$3k)
  - e. Curriculum above budget by (\$68k), purchase for new FY
  - f. Uniforms above budget by (\$4k)
  - g. Other \$9k
12. Food program above budget by (\$28k), offset by revenue
13. Office Furniture, Supplies, and Equipment above budget by (\$25k) – Furniture (\$19k) and Staff Equipment (\$6k)
14. Dues above budget by (\$5k)
15. Depreciation above budget by (\$25k), non-cash item

***November 2022 Year-To-Date Metrics***

Current Ratio (Liquidity Ratio): DCS **0.81**, Charter School Office's Standard Rate is 1.1

Cash on Hand: DCS **37.02** 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: **-7.99%**, Charter School Office's Standard is 0%, significantly below standard is -10%

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

Days Cash on Hand: DCS **37.02**, Bondholders require at least **45** days

Unrestricted Cash: **\$1,110,524**

Debt Service Coverage: **0.56**, Bondholders require at least 1.1

Year-to-Date Revenue: **\$4523,514**

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

- Elmore: Regarding the payment to the school district, have we been setting funds aside monthly so as not to draw a lump sum payment from our cash on hand?
  - Kelly: That is correct.

**Principal Report:**

Cloud provided the Board with copies of the Principal Report.

**Special Education Updates**

- 83 -IEP's
- 16 - 504 plans

**Current Events**

- December 12 Interim Reports
- Assemblies & Fundraisers
  - Monthly Achievement Assemblies Grades K-5
  - Quarterly Achievement Award Ceremony Grades 6-8
  - Fundraising:
    - December 16 – 22 Tag Days

**Upcoming Events**

- December 22 Winter Program (9:30 & 11 AM)/ Early Dismissal 1PM
- December 23 – Jan 2 Winter Break
- Jan 3 Return to School

**School Climate/Staff**

- School Safety Updates
  - a. Grade 5 Phone Lockers
  - b. Saturday School
  - c. Town Hall/ Grade Band Meetings

**Special Education Updates**

- Snapshot/ Update Meetings with Teachers
- Progress Monitoring

**STAR TESTING**

- December 5 – 15
- Comparison will be discussed in January Board meeting

### CEO Report:

Elmore provided the Board with copies of the CEO Report.

### **Covid 19 updates for December**

- JYK DCS has been plagued with illnesses from COVID to the flu. Middle school students were mandated to virtual learning for five days due to the rise in COVID. Substitute teaching pay is on the rise due to teacher absences.
- School wide COVID testing was done, and it determined that 50% of the teachers tested positive for COVID and at least 3-5 students in each middle school class tested positive. We closed middle school for one day to allow parents to pick up devices and virtual learning started for the next four days
- School wide COVID testing will be done again after the winter break. Students will arrive on a staggered schedule to make sure that testing happens effectively.
- We would really appreciate donations of mask for students

### **Signature Health and safety plan**

#### **New Business**

- Old electrical wiring is causing outages in several parts of the building. We are adding new devices higher speeds and new areas however we are still relying on the previously installed electrical systems

#### **Field experiences**

- Linvilla Orchards 1<sup>st</sup> and 2<sup>nd</sup> grade

#### **Future trips**

- Detroit/Canada 5<sup>th</sup> and 8<sup>th</sup> grade
- Girls mentoring/Boys mentoring

#### **Community Initiatives**

- Middle school students are being provided with community service opportunities. If the board members know of community service initiatives, please contact Ms. Evans at pevans@dcsschool.com

#### **PTA**

- **1<sup>st</sup> meeting is December 20, 2022 11am**

Goal is to have thriving PTA by January

#### **Renewal**

- *Site Visit Date (TBD)*
- *Renewal Completions SPED file audit, Employee File Audit, Student file Audit*

### ***Renewal Site Visit components***

- *Three board members*
- *Parents group*
- *Student group*
- *Components attached as a PowerPoint*

### ***Fund raising initiatives***

- *Pretzel day TBD*
- *Scholastic Book fair raised over \$1200*
- *Tag day raised \$2200.00 (1200 was used for thanksgiving baskets and supplies for donations)*

### ***Vote for committee member***

- *Nominate members to various committees*
- *Vote/solidify*
- *Finance Committee*
- *Board Development Committee*
- *Education Committee*

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

- *Tyler: As regards service to the electrical system, are we getting price quotes?*
  - *Elmore: We will solicit more than one proposal/assessment of the problem.*
  - *Collins: Will this be a capital expenditure?*
  - *Elmore: The cost is estimated to be approximately \$5,000.*
  - *Collins: Is there any insurance coverage on the system?*
  - *Elmore: Not to my knowledge. I will check with Mr. Jordan.*
  - *White: Could we possibly solicit the original electrical contractor to see if there is a warranty or perhaps, they would be best at assessing the problem since they installed the system.*
  - *Elmore: Domus was the contractor. Certainly, we can see if we can reach out to them if they can be located.*
  - *Tyler: Since they know the system perhaps, they would be best to diagnose the problem.*
- *Tyler: Regarding fundraising, what about our Amazon connection, Amazon smiles which donates to charitable organizations. They give a percentage of your purchases back to the school.*
  - *Elmore: I will check into that.*
- *Tyler: Can we include turnover reports in our reporting (employee turnover).*
  - *In terms of ESSER, we had funds for extra positions. As those positions leave, they are not replaced. Thus far we have not had any employees leave.*
- *Collins: Pre-covid, we had the gala as one of our fundraisers, will we be doing that again?*
  - *Elmore: Yes, we have started planning for the gala to take place in 2023.*
- *Tyler: I was also thinking about a Career Day or “get to know your Board Members” to talk about what we do outside of the school.*

- Elmore: I would like that. I think it would be good to see more Board presence so that it could be known what a good Board we have.

*Board Committee Nominations*

Results will be presented at the next meeting of the Board.

**Petty Cash Report:**

Collins provided the following Petty Cash Report

• Beginning Balance	11/01/2022	\$400.79
• Refund to parent (Aleemah Lanier)	11/02/2022	\$ 20.00
• Western Psychological Services SPED Dept.	11/10/2022	\$ 29.00
• 2 <sup>nd</sup> Floor Staff Lounge Supplies	11/29/2022	\$ 60.74
• Total Expenses		\$109.74
• Ending Balance	12/31/2022	\$291.05

**Board Development Committee Report:**

Diggs offered the following report.

- We have Mrs. Walker in attendance via teleconference. We also have a potential Board Member, Mrs. McGee, whom we expect to attend the next meeting. As always, if you know someone, please refer them to the Board Development Committee.

**Board Minutes:**

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

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

***Open Forum adjourned at 7:48 PM***