

***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, February 13, 2023, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131**. The meeting was called to order at **6:51 PM**. Roll call was taken by the Board Vice-Chair. She determined there was a quorum.

**Trustees Present:**

Tonia Elmore, CEO  
Sharlynn Cloud, CEO Elect  
Adrienne Bell, Board Vice-Chair  
Shauna Collins, Board Treasurer  
Sharon Thornton  
Sergio Diggs  
Lynn Nichols  
Andrew Grannum  
Aishia Campbell

**Trustees Not Present:**

Pastor Donald Moore  
Jabbar Tyler, Board Chair  
Calvin White

**Others Present:**

Marie Walker  
Estena McGhee  
Khalil Sumler  
Leigh Ann Kelly  
Cheryl Lomax

Potential Board Member  
Potential Board Member  
Parent  
Omnivest  
Administrative Support

***Open Forum began at 6:51 PM***

**Omnivest Financial Report:**

Kelly provided the Board with copies of the Financial Report

***Financial Information for January 2023:***

***January 31, 2023 Actual NOL w/out ESSER Funding: (\$72,109)***

***January 31, 2023 Budget NOL w/out ESSER Funding: (\$70,665)***

***Budget Variance: (\$1,444)***

***January 2023 Highlights:***

**Revenue without ESSER Funding is below budget by (\$29k)**

1. Local/State below by (\$55k) and Federal above by \$27k
  - a. Philadelphia Tuition is below budget by (\$66k), Special Ed below by (\$45k)
  - b. Interest Income above by \$1k
  - c. Extended Day/ Misc Income above by \$5k
  - d. Trips above by \$5k
  - e. IDEA recognized \$38k – above budget by \$3k
  - f. NSLP Revenue above budget by \$23k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds – recognized \$77k for salaries above budget by \$30k

**Expenses without ESSER Funding below budget by \$27k**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$63k
4. Staff Development is below budget by \$3k
5. After School Programs above budget by (\$16k)
6. Professional Fees is above budget by (\$5k)
  - a. Special education services (psychology, speech, OT, tuition) (\$10k)
  - b. Sub Teachers below by \$3k
  - c. Academic Coach/Counselor Service \$5k
  - d. Legal \$1k
  - e. Financial Mgmt above by (\$7k)
  - f. Support Services below by \$3k
7. Building Services above by (\$11k)
  - a. Bond Interest above budget by (\$2k)
  - b. Janitorial Services above by (\$1k)
  - c. Utilities (\$7k)
  - d. Repairs below by \$2k
  - e. Contract Labor (\$3k)
8. Insurance is above by (\$4k) – W/C Audit

9. Leases is at budget
10. Communication above budget by (\$1k)
11. Student Supplies & Expenditures below budget by \$2k
  - a. Transportation \$2k
  - b. Supplies below by \$3k
  - c. Other expenditures (\$3k)
12. Food program above budget by (\$2k), offset by revenue
13. Supplies, Equipment & Furniture below budget by \$2k
  - a. Admin Software below budget by (\$1k)
  - b. Supplies below by \$3k
14. Office Expense below by \$3k
15. Dues is at budget
16. Depreciation above budget by (\$7k), non-cash item

***YTD as of January 31, 2023 Actual NOL w/out ESSER Funding: (\$349,913)***  
***YTD as of January 31, 2023 Budget NOL w/out ESSER Funding: (\$671,294)***  
***Budget Variance: \$321,381***

***YTD Highlights:***

**Revenue without ESSER Funding is above budget by \$240k**

1. Local revenue above budget by \$140k and Federal above by \$100k
  - a. Philadelphia Tuition is below by (\$73k). Regular Education is below by (\$23k) and Special Ed is below by (\$50k)
  - b. Interest Income above budget by \$5k
  - c. Out of District above budget by \$89k – Southeast Delco \$19k, William Penn \$49k and Upper Darby \$21k
  - d. Fundraising above by \$7k
  - e. Misc Income above by \$54k due to premium rebate
  - f. Class trips above by \$29k and Extended day \$13k
  - g. Summer program above budget by \$13k.
  - h. Erate above budget by \$5k
  - i. IDEA recognized \$38k – above budget by \$3k
  - j. Titles above by \$3k
  - k. Recognized \$56k in the RTL Grant
  - l. NSLP above budget by \$92k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds round 3 - \$1,036k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$401 YTD

**Expenses without ESSER Funding below budget by \$82K**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$474k
4. Staff Development is above budget by (\$60k), Crisis Prevention training
5. After School Programs above budget by (\$74k), aftercare
6. Professional Fees below budget by \$29k
  - a. Academic Coach below budget by \$26k
  - b. Psych/Special Ed services \$11k
  - c. Therapeutic services (\$25k) – KFS Inc
  - d. Legal services below by \$13k
  - e. Financial Consultant \$23k
  - f. Support Services \$5k
  - g. Health Services (\$24k) - Wellness
7. Building Services above budget by (\$96k)
  - a. Bond Interest below budget by \$2k
  - b. Utilities (\$13k)
  - c. Floor Maintenance \$5k
  - d. Janitorial Services (\$11k)
  - e. Supplies (\$13k)
  - f. Repairs above budget by (\$23k), painting
  - g. Security services (\$4k)
  - h. Contract Labor (\$39k), Maint staff
8. Insurance is above by (\$5k) – W/C Audit
9. Leases above budget by (\$3k)
10. Communication above budget by (\$9k) – Hot spots for student iPad
11. Student Supplies & Expenditures above budget by (\$81k)
  - a. Transportation above budget by (\$4k)
  - b. Furniture above budget by (\$13k)
  - c. Supplies below budget by \$14k
  - d. Field Trips above by (\$3k)
  - e. Curriculum above budget by (\$57k), purchase for new FY
  - f. Uniforms above budget by (\$4k)
  - g. Other (\$14k) – Accrual from credit card statements YTD
12. Food program above budget by (\$33k), offset by revenue
13. Office Furniture, Supplies, and Equipment above budget by (\$22k) – Furniture (\$6k) and Staff Equipment (\$16k)
14. Office Expense below budget by \$7k
15. Dues above budget by (\$7k)
16. Depreciation above budget by (\$38k), non-cash item

### ***January 2023 Year-To-Date Metrics***

Current Ratio (Liquidity Ratio): DCS **0.92**, Charter School Office's Standard Rate is 1.1

Cash on Hand: DCS **16.36** 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: **-3.13%** Charter School Office's Standard is 0%, significantly below standard is -10%

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

Days Cash on Hand: DCS **14.00**, Bondholders require at least **45** days

Debt Service Coverage: **1.18**, Bondholders require at least 1.1

Year-to-Date Revenue: **\$6,431,109**

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

- Elmore: Regarding the janitorial and contracted labor being above budget, I would like to make sure they are being identified in the right category. Also, the ESSER tutors should be paid by Foundations.
  - Kelly: We will have a conversation to make sure they are coded correctly.
- Elmore: It was my understanding we were budgeting for the School District payment each month so that it would not affect our cash on hand.
  - Kelly: It was included in the cost of operations not the budget. We will talk offline to understand.
  - Elmore: We will table this conversation for the next Meeting under Old Business
- Campbell: Regarding the utilities under budget by \$7k, was that due to the Wi-Fi?
  - Kelly: Two months were recognized in this month instead of one being recognized in December. It is just timing. Wi-Fi is under communications.
- Thornton: Previously we had ten positions that were paid from the ESSER funds, what happens to those positions when the ESSER funds run out?
  - Elmore: We already have begun to phase those positions out. If we still need them, they will be reassigned in our operating budget.

### **Executive Session from 7:10 – 7:50 PM**

Public Safety Issues

### **CEO Report:**

Elmore provided the Board with copies of the CEO Report.

### **Covid 19 updates for February**

Sickness in general has been on the rise

### **Old Business**

Proposed Schedule for monthly committee meetings

- Personnel Wednesday 4-5
- Finance Wednesday 6-7pm
- Board Development Monday 5:30pm-6:30pm
- Education Wednesday 5-6pm

## **New Business**

Parent meeting held about dangerous student behavior 8<sup>th</sup> grade

Alerting stakeholders to national teacher Shortage

Preparing building for CSO visit February 23, 2023

- Three members of the CSO/School District will visit for the entire day
- They will view student arrival
- Three mission elements:
- Mission Element #1: Travel (Physical, Visual, and Virtual)
- Mission Element #2: Maintaining Creative Arts, Citizenship, adding home economics in an effort to provide a well rounded Education
- Mission Element #3: Incorporate Parents into Student Learning

## **Field experiences**

### **Future trips**

- Detroit/Canada 5<sup>th</sup> and 8<sup>th</sup> grade
- We added grades 6 and 7 to the invitation so that we can invite more students who did not have this experience
- Teachers have added the underground railroad teaching to their history lessons

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**

- **First PTA meeting 1<sup>st</sup> Tuesday in February (Great turnout for first meeting)**

## **Renewal**

*Site Visit Date (2/23/2023)*

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

- *Three board members who???*
- ***\*A Pre-Visit meeting for board members Tuesday or Wednesday Next week must get a time***
- *Parents group*
- *Student group*
- *Components attached as a PowerPoint*

## ***Fund raising initiatives***

*Pretzel day each Friday*

### ***Glows***

- *Student safety*
- *Special Education Department*
- *Student programming*
- *Finance*
- *Reporting*

### ***Grows***

- *Communication to stakeholders*
- *Teacher attendance*
- *Classroom management*
- *Teacher support*

***Yearly Audit (No Findings Clean Audit)***

### **Principal Report:**

Cloud provided the Board with copies of the Principal Report.

### **Administrative and After Care Professional Development**

Principal, CEO, and After Care Director – Beyond School Hours Conference

- Engagement strategies and tools (for students and staff)
- Staff and classroom management
- How trauma impacts student achievement and behavior
- Transforming after care practices
- Family and community engagement strategies

### **Special Education Updates**

- 84 - IEP's
- 19 – 504 Plans
- 3/6/23 – 3/10/23 Special Education Audit

### **Current Events**

- 2/10/23 Tag Day – Eagles Theme
- 1/13/23 Virtual Learning Day

### **Upcoming Events**

- 2/24/23 Black History Program
- 2/27/23 Interim Reports
- 2/2/23 Monthly Achievement & Middle School Quarterly Assembly

### **School Climate/Staff**

- School Safety Updates
  - Dismissal Procedures

## **STAR Testing**

- 2/14/23 – 2/17/23 Benchmark Test

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

- Bell: Why are students reentering the building after dismissal?
  - Cloud: Usually they want to visit with their friends who are in after-care programs
  - Bell: Could they be involved in the after-school program?
    - Elmore: They don't want to be in a program, they just want to roam the building.

### **Finance Committee Report:**

Collins provided the following Petty Cash Report

- Beginning Balance 01/01/2023 \$157.73
- Total Expenses \$0
- Ending Balance 01/31/2023 \$157.73

- Campbell provided the following report
  - Initiative with the National Coalition of 100 Black Women and Chase
  - Youth Financial Literacy Event, partnered with the YMCA
  - Chase is interested in mentoring entrepreneurs in this area, providing usable space to utilize for business owners

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

Diggs provided the following report

- We have two potential board members in attendance to introduce and interview this evening
  - Estena McGhee – Retired Environmental Engineer
  - Marie Walker – School Teacher for 25 years

### **Board Minutes:**

Lomax provided the Board with copies of the Minutes for January 2023

*Diggs Motioned to approve the minutes with revisions, Thornton Seconded, Board Minutes Approved*

***Open Forum adjourned at 8:59 PM***

***Executive Session began at 9:00 PM***

**Personnel**