

***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, April 17, 2023**, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131. The meeting was called to order at **6:44 PM**. Roll call was taken by the Board Chair. He determined that there was a quorum.

**Trustees Present:**

Tonia Elmore, CEO  
Sharlynne Cloud, CEO Elect  
Adrienne Bell, Board Vice-Chair  
Calvin White  
Sharon Thornton  
Sergio Diggs  
Lynn Nichols  
Aishia Campbell

**Trustees Not Present:**

Jabbar Tyler, Board Chair  
Shauna Collins, Board Treasurer  
Pastor Donald Moore  
Andrew Grannum

**Others Present:**

Ian Croggin  
Estena McGhee  
Marie Walker  
Cheryl Lomax

Omnivest  
Potential Board Member  
Potential Board Member  
Administrative Support

***Open Forum began at 6:44 pm***

**Omnivest Financial Report:**

Kelly provided the Board with copies of the Financial Report

***Financial Information for March 2023:***

***March 31, 2023, Actual NOL w/out ESSER Funding: (\$142,376)***

***March 31, 2023, Budget NOL w/out ESSER Funding:(\$208,116)***

***Budget Variance: \$65,740***

***March 2023 Highlights:***

**Revenue without ESSER Funding is above budget by \$2k**

1. Local/State below by (\$30k) and Federal above by \$32k
  - a. Philadelphia Tuition is below budget by (\$38k), Special Ed below by (\$33k)
  - b. Interest Income above by \$1k
  - c. Fundraising above by \$9k – Book Fair \$3k and other events \$6k
  - d. Misc Income above by \$1k
  - e. Erate below budget by (\$3k)
  - f. Title Revenue above by \$2k
  - g. NSLP Revenue above budget by \$30k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds – recognized \$127k for salaries and \$13k for After school Programs, above budget by \$13k

**Expenses without ESSER Funding below budget by \$64k**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$69k
4. Staff Development is at budget
5. After School Programs below by \$1k
6. Professional Fees is below by \$16k
  - a. Special education services (psychology, speech, OT, tuition) \$3k – KFS Education PCA Svcs (\$8k), Tuition \$4k and Psych \$6k
  - b. Sub Teachers above by (\$3k)
  - c. Academic Coach/Counselor Service \$6k
  - d. Legal \$6k
  - e. Financial Mgmt \$3k
  - f. Support Services below by \$1k
7. Building Services above by (\$23k)
  - a. Bond Interest above budget by (\$3k)
  - b. Janitorial Services above by (\$10k) – Covid Deep Clean (Prime Facility)
  - c. Utilities \$1k
  - d. Custodial Supplies above by (\$7k)
  - e. Contract Labor (\$4k)

8. Insurance is above by (\$1k)
9. Leases is at budget
10. Communication is below budget by \$4k – Internet Services
11. Student Supplies & Expenditures below budget by \$3k
  - a. Supplies below by \$4k
  - b. Other expenditures \$1k
  - c. Uniforms (\$2k)
12. Food program above budget by (\$3k), offset by revenue
13. Supplies, Equipment & Furniture is below budget by \$4k
  - a. Admin Software below budget by \$1k
  - b. Office Equipment (\$1k)
  - c. Supplies below by \$4k
14. Office Expense is below budget by \$2k - storage
15. Dues is at budget
16. Depreciation above budget by (\$8k), non-cash item

***YTD, as of March 31, 2023, Actual NOL w/out ESSER Funding: (\$548,949)***

***YTD, as of March 31, 2023, Budget NOL w/out ESSER Funding: (\$965,892)***

***Budget Variance: \$416,943***

***YTD Highlights:***

**Revenue without ESSER Funding is above budget by \$255k**

1. Local revenue above budget by \$105k and Federal above by \$150k
  - a. Philadelphia Tuition is below by (\$122k). Regular Education is below by (\$25k) and Special Ed is below by (\$97k)
  - b. Interest Income above budget by \$7k
  - c. Out of District above budget by \$89k – Southeast Delco \$19k, William Penn \$49k and Upper Darby \$21k
  - d. Fundraising above by \$16k
  - e. Misc Income above by \$54k due to premium rebate
  - f. Class trips above by \$29k and Extended day \$15k
  - g. Summer program above budget by \$13k.
  - h. Erate above budget by \$2k
  - i. IDEA recognized \$38k – above budget by \$3k
  - j. Titles above by \$8k
  - k. Recognized \$56k in the RTL Grant
  - l. NSLP above budget by \$141k

**ESSER Funding**

2. Elementary and Secondary School Emergency Relief funds - \$1,288k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$480 YTD

**Expenses without ESSER Funding below budget by \$162K**

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$643k
4. Staff Development is above budget by (\$61k), Crisis Prevention training
5. After School Programs above budget by (\$59k), aftercare
6. Professional Fees below budget by \$33k
  - a. Academic Coach below budget by \$37k
  - b. Psych/Special Ed services \$16k
  - c. Therapeutic services (\$31k) – KFS Inc
  - d. Legal services below by \$25k
  - e. Financial Consultant \$2k
  - f. Support Services \$3k
  - g. Health Services (\$19k) - Wellness
7. Building Services above budget by (\$183k)
  - a. Bond Interest (\$3k)
  - b. Utilities (\$12k)
  - c. Janitorial Services (\$31k)
  - d. Supplies (\$16k)
  - e. Repairs above budget by (\$69k), painting
  - f. Security services (\$7k)
  - g. Contract Labor (\$45k), Maint staff
8. Insurance is above by (\$7k) – W/C Audit (\$5k)
9. Leases above budget by (\$4k)
10. Communication above budget by (\$4k) – Hot spots for student iPad
11. Student Supplies & Expenditures above budget by (\$75k)
  - a. Transportation above budget by (\$4k)
  - b. Furniture above budget by (\$13k)
  - c. Computers/Software (Classroom) below by \$5k
  - d. Supplies below budget by \$24k
  - e. Field Trips above by (\$3k)
  - f. Curriculum above budget by (\$57k), purchase for new FY
  - g. Uniforms above budget by (\$7k)
  - h. Other (\$20k) – Accrual from credit card statements to be re-allocated
12. Food program above budget by (\$49k), offset by revenue
13. Office Furniture, Supplies, and Equipment above budget by (\$17k) – Furniture (\$8k) and Staff Equipment and Supplies (\$9k)

14. Office Expense below budget by \$9k
15. Dues above budget by (\$7k)
16. Depreciation above budget by (\$53k), non-cash item

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

Current Ratio (Liquidity Ratio): DCS **0.87** Charter School Office's Standard Rate is 1.1  
Cash on Hand: DCS **26.35** days, Charter School Office's Standard is 45 days  
Debt Ratio: DCS **0.83** Charter School Office's Standard is less than .85  
Total Margin: **-4.87%** Charter School Office's Standard is 0%, significantly below standard is -10%

### ***March 2023 Year-To-Date Covenant Calculations (related to the Bond)***

Days Cash on Hand: DCS **26.35** Bondholders require at least 45 days  
Unrestricted Cash: **\$777,233**, Bondholders require 5% or \$654,249  
Debt Service Coverage: **0.97**, Bondholders require at least 1.1  
Year-to-Date Revenue: **\$8,223,111**

### **CEO Report:**

Elmore provided the Board with copies of the CEO Report.

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

### **Return Testing for staff and students after Spring break**

### **Old Business**

- Continue to alert stakeholders to national teacher Shortage
- Proposed Schedule for monthly committee meetings
- Personnel Wednesday
- Finance Wednesday
- Board Development Monday
- Education Wednesday

### **New Business**

### **Mandatory Vote for the following policies:**

- Truancy
- Conflict of Interest
- Parent engagement
- Internal Control
- Bullying

### **Mandatory Vote For the following items:**

- 990 tax document
- School calendar for 2023/2024

## **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
- 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](mailto:pevans@dcsschool.com)

### **Safety Concerns**

#### **PTA**

- We have had consistent meetings; however, we have enlisted the help of former board member Renee Brown to encourage and rally parents to join and participate

### **Renewal**

- *Financial Audit, Enrollment Audit, Attendance audit, Special education audit*
- *(Summary finding attached)*

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

- *Pretzel day each Friday*
- *Krispy Kreme Donuts*

### ***Glows***

#### ***Renewal Components***

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

### ***Grows***

- ***Academic/Testing***
- ***Teacher retention after the pandemic***
- ***Communication to stakeholders***
- ***Teacher attendance***
- ***Classroom management***

- *Teacher support*

**Questions, Comments, Discussion:**

- Diggs: Regarding the Krispy Kreme Donuts, it would be a good idea to bring in two 19<sup>th</sup> District Officers to have donuts with the students, it would be good for morale for both students and the officers.
- Thornton: Is there a budget for bringing in counselors for the teachers to provide them with the support they need?
  - Perhaps we could include something in the budget for next year. Our building is 10 years old and in need of repair/updating with our hvac, electrical, and plumbing, which all require us to put in the budget for next year. We are also fundraising to help with our expenses.
- Bell: You mentioned Ms. Brown in reference to our HSA, is she a consultant or a member of the HSA?
  - Elmore: Consultant to the HSA to provide some direction.

**Principal Report:**

Cloud provided the Board with copies of the Principal Report and made the following comment. “I would like to openly thank Ms. Elmore for everything she is doing on behalf of our renewal process. Observing all that she did during the past school year really helped to get everything in place for the next three years. She has been doing a tremendous job and I don’t know how we could have gotten through this without her.”

**Professional Development**

Principal, Director of Curriculum and Reporting

- 3/27/23 – 3/29/23 PDE Data Summit
- Using Data to Drive PD Needs
- Using Data to Drive Instruction
- Listening Carefully to Staff Voices
- Standards Aligned System (SAS) for Classroom Instruction/ Testing

**Special Education Updates**

- 84 - IEP’s
- 15 - 504 Plans

**Current Events**

- 4/5/23 PSSA Night
- 4/17/23 - 4/21/23 PSSA Bootcamp

**Upcoming Events**

- 4/20/23
- 4th Grade Engineering Day (Assembly) - Camber Spine Engineering Firm
- K-1 Trip to NJ Aquarium

- 4/24/23 - 5/12/23 PSSA Testing Window
- 4/28/23 2nd Grade Trip to the Philadelphia Zoo

School Climate/Staff

- Entry/ Dismissal Procedures
  - Recess - Structured Activities / Engaged Play
- STAR Testing
- None

**Questions, Comments, Discussion:**

- McGhee: Do all grades have recess?
  - Cloud: K-4 has recess, 5<sup>th</sup> grade recess is earned.
- Thornton: Did you get a lot of parent involvement in the PSSA Night for parents?
  - Cloud: We had about 20 parents participate. The parents that attended and participated did learn something.
- Bell: Do we have an Employee Assistance Program?
  - No, we do not, however, right after the pandemic, I did mandate a few employees to counseling.

**Finance Committee Report:**

Collins provided the following Petty Cash Report

● Beginning Balance	03/01/2023	\$1555.20
● Basketball Referees @ \$60 each	03/08/2023	\$ 120.00
● USPS Xpress Package and 1 stamp	03/09/2023	\$ 29.38
● Alumni Day Luncheon Pizza Party	03/09/2023	\$ 160.00
● USPS Overnight Package	03/20/2023	\$ 28.75
● Total Expenses		\$ 338.13
● Ending Balance	03/31/2023	\$1217.07

**Vote on 990:**

*Diggs Motioned to approve the 990 as presented, Thornton Seconded, 990 Approved*

**Education Committee Report:**

Thornton offered the following: We are working on a program to bring in one of the fraternities, Omega Psi Phi, who are currently sponsoring a mentorship program in the schools to quell the violence.

**Board Development Committee Report:**

White: We are focusing on one more potential Board Member in addition to the two voted in tonight.

- The Board voted two new members on to the JYK DCS Board
- Marie Walker
- Estena McGhee

**Vote on Various Policies as Follows:**

*Diggs Motioned to approve the **2023/2024 SY Calendar** as presented, Thornton Seconded, 2023/2024 SY Calendar Approved*

*Thornton Motioned to Approve the **Title One Parent Engagement Policy** as presented, Campbell Seconded, Title One Parent Engagement Policy Approved*

*White Motioned to Approve the **Truancy Policy** as presented, Diggs Seconded, Truancy Policy Approved*

*White Motioned to Approve the **Conflict of Interest Policy** as presented, Walker Seconded, Conflict of Interest Policy Approved*

*McGhee Motioned to Approve the **Anti-Bullying Policy** as presented, Thornton Seconded, Anti-Bullying Policy Approved*

*Campbell Motioned to Approve the **Internal Control Policy** as presented, White Seconded, Internal Control Policy Approved*

**Board Minutes:**

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

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

**Open Forum adjourned at 8:09 PM**