

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, March 20, 2023, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131**. The meeting was called to order at **6:45 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
Lynn Nichols
Andrew Grannum
Aishia Campbell

Trustees Not Present:

Pastor Donald Moore
Sergio Diggs

Others Present:

Sharlynn Cloud
Leigh Ann Kelly
Cheryl Lomax
Paulette Boanes
Miles Boanes

Principal
Omniinvest
Administrative Support
Parent
Student

Open Forum began at 6:45 PM

Omnivest Financial Report:

Kelly provided the Board with copies of the Financial Report

Financial Information for February 2023:

Actual NOL w/out ESSER Funding (\$53,039)

Budget NOL w/out ESSER Funding: (\$86,482)

Budget Variance: \$33,443

February 2023 Highlights:

Revenue without ESSER Funding is above budget by \$13k

1. Local/State below by (\$6k) and Federal above by \$19k
 - a. Philadelphia Tuition is below budget by (\$10k), Special Ed below by (\$13k)
 - b. Interest Income above by \$1k
 - c. Extended Day/ Misc Income above by \$3k
 - d. Title Revenue above by \$1k
 - e. NSLP Revenue above budget by \$18k

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds – recognized \$98k for salaries and \$14k for After school Programs, above budget by \$65k

Expenses without ESSER Funding below budget by \$21k

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$100k
4. Staff Development is at budget
5. After School Programs below by \$14k
6. Professional Fees is above budget by (\$13k)
 - a. Special education services (psychology, speech, OT, tuition) (\$25k) – KFS (includes one week in January)
 - b. Sub Teachers above by (\$2k)
 - c. Academic Coach/Counselor Service \$5k
 - d. Legal \$5k
 - e. Financial Mgmt \$1k
 - f. Support Services below by \$3k
7. Building Services above by (\$60k)
 - a. Bond Interest above budget by (\$2k)
 - b. Janitorial Services above by (\$8k) – Covid Deep Clean (Prime Facility)
 - c. Utilities \$1k
 - d. Repairs/Maint above by (\$42k) – classroom painting
 - e. Floor Maint above by (\$5k)
 - f. Contract Labor (\$4k)

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

YTD, as of February 28, 2023, Actual NOL w/out ESSER Funding: (\$402,952)
YTD, as of February 28, 2023, Budget NOL w/out ESSER Funding: (\$757,776)
Budget Variance: \$354,824

YTD Highlights:

Revenue without ESSER Funding is above budget by \$253k

1. Local revenue above budget by \$134k and Federal above by \$119k
 - a. Philadelphia Tuition is below by (\$83k). Regular Education is below by (\$20k) and Special Ed is below by (\$63k)
 - b. Interest Income above budget by \$6k
 - 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 \$15k
 - 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 \$5k
 - k. Recognized \$56k in the RTL Grant
 - l. NSLP above budget by \$110k

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds - \$1,148k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$467 YTD

Expenses without ESSER Funding below budget by \$102K

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$573k
4. Staff Development is above budget by (\$60k), Crisis Prevention training
5. After School Programs above budget by (\$60k), aftercare
6. Professional Fees below budget by \$16k
 - a. Academic Coach below budget by \$32k
 - b. Psych/Special Ed services \$11k
 - c. Therapeutic services (\$27k) – KFS Inc
 - d. Legal services below by \$20k
 - e. Financial Consultant (\$1k)
 - f. Support Services \$2k
 - g. Health Services (\$21k) – Wellness
7. Building Services above budget by (\$156k)
 - a. Utilities (\$13k)
 - b. Janitorial Services (\$19k)
 - c. Supplies (\$9k)
 - d. Repairs above budget by (\$69k), painting
 - e. Security services (\$6k)
 - f. Contract Labor (\$40k), Maintenance staff
8. Insurance is above by (\$6k) – 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 (\$78k)
 - a. Transportation above budget by (\$4k)
 - b. Furniture above budget by (\$13k)
 - c. Computers/Software (Classroom) below by \$4k
 - d. Supplies below budget by \$20k
 - e. Field Trips above by (\$3k)
 - f. Curriculum above budget by (\$57k), purchase for new FY
 - g. Uniforms above budget by (\$4k)
 - h. Other (\$21k) – Accrual from credit card statements
12. Food program above budget by (\$47k), 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 \$6k
15. Dues above budget by (\$7k)
16. Depreciation above budget by (\$45k), non-cash item

February 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 **21.70** 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: **-3.47%** Charter School Office's Standard is 0%, significantly below standard is **-10%**

February 2023 Year-To-Date Covenant Calculations (related to the Bond)

Days Cash on Hand: DCS **21.70**, Bondholders require at least **45** days

Unrestricted Cash: **\$633,444**, Bondholders require 5%

Debt Service Coverage: **1.14** Bondholders require at least 1.1

Year-to-Date Revenue: **\$7,317,799**

Questions, Comments, Discussion:

- Elmore: Collins, Campbell and I met and will have some questions.
- Signing of the 990 tabled for the next meeting

Executive Session 6:56PM to 7:27 PM

Public Safety Issue

CEO Report:

Elmore provided the Board with copies of the CEO Report.

Covid 19 updates for February

- **Illness has resulted in the loss of one teacher and the short-term disability of another**

Old Business

- Continue to alerting stakeholders to national teacher Shortage

Proposed Schedule for monthly committee meetings

- Personnel Wednesday
- Finance Wednesday
- Board Development Monday
- Education Wednesday

New Business

- Parent meeting held about dangerous student behavior 8th grade (again)
- **We have lost 4 teachers in the past 60- 90 days**
- Continue to alerting stakeholders to national teacher Shortage
- Charter school Office & School District visit (**Meets and exceeds standards in every category**)
- 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 5th and 8th 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

Safety Concerns

- Masked intruder rode on our property about an hour or less from dismissal and started taking pictures of the cars on the lot. We may have to change how our gate works and we will be getting security beyond the regular school day.

PTA

- **2nd meeting PTA meeting 1st Tuesday in March (Good turnout for first meeting) but we are looking for more parents to facilitate and spearhead the meeting.**

Renewal

- *Site Visit Date (2/23/2023)*
- *Yearly Audit (No Findings Clean Audit)*
- *SPED Renewal Audit Meets standards in every category*
- ***Renewal Site Visit components***
- *Thank you to Lynn Nichols & Sharon Thornton*

Fund raising initiatives

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

Glows

Student safety

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

- *Mission Elements*

Grows

Academic

- *Teacher retention after the pandemic*
- *Communication to stakeholders*
- *Teacher attendance*
- *Classroom management*
- *Teacher support*

Questions, Comments, Discussion:

- Collins: Regarding the need for night-time security, do we have funds for that?
 - Elmore: We are losing and replacing so many positions that salaries are below budget, so we do have the funds.
- White: Do we know who is breaking the toilets?
 - Elmore: No, we cannot put cameras in the restrooms, nor can we have a monitor inside the actual bathrooms. Due to wear and tear over the past 10 years, they are all in need of replacement. We are entertaining bids now for replacements.
- Thornton: Regarding the service projects, are food giveaways something the students can do for community service?
 - Elmore: Yes, contact Ms. Blake or Ms. Evans.
- Bell: Do we have an update on the status of the last student incident brought before the Board? Has the mother of the student been compliant?
 - Elmore: Yes, the recommendations of the Board have been followed. We do not know if the mother has complied with the Board's suggestion.

Principal Report:

Cloud provided the Board with copies of the Principal Report.

Professional Development

Principal, Director of Curriculum and Reporting

- 3/27/23 – 3/29/23 PDE Data Summit

Special Education Updates

- 84 - IEP's
- 15 - 504 Plans (2 speech not needed anymore, 2 left the school)
- March Special Education Audit

Current Events

- Homecoming 2023
- 3/24/23 Achievement Assemblies

Upcoming Events

- 3/30/23 Report Cards
- 3/31/23 Tag Day

School Climate/Staff

- School Safety Updates

STAR Testing

- (Benchmark 2) Diagnostic Comparison Report

Questions, Comments, Discussion:

- Bell: I visited a school last week and spoke with principal Espinosa about their PSSA scores going up even after Covid and their school is performing above grade level. I was wondering if we could collaborate to get some ideas for our children.
 - Nichols: Where is this school located? What is their student population? What are their challenges compared to ours?
 - Elmore: I would also like to know what their teacher retention rate is, and what types of support they have.
 - Tyler: There is a high chance that many of those students culturally go to Kumon for tutoring services.
 - Bell: What would be the problem with our students doing something similar?
 - Elmore: Money, there is a cost to parents involved which they may not be able to afford.
 - Bell: Are there other resources for our families that perhaps don't have a cost? Is there a conversation we might have with the parents?
 - Elmore: Yes, I would like you to inspire the parents by being our keynote speaker at our next parent wide meeting.

Finance Committee Report:

Collins provided the following Petty Cash Report

● Beginning Balance	02/01/2023	\$ 157.73
● Jan/Feb Staff Lounge Supplies	02/09/2023	\$ 65.32
● Reimbursement (Foundations Conference)	02/15/2023	\$ 350.00
● Cooking Class Supplies	02/17/2023	\$ 27.21
● 4 Students @ \$40 each for cleaning prior to site visit	02/27/2023	\$ 160.00
● Total Expenses		\$ 602.53
● Petty Cash Deposit	02/06/2023	\$2000.00
● Ending Balance	02/28/2023	\$1555.20

Questions, Comments, Discussion:

- Elmore: One correction, the cleaning was not done by students, but was provided by a local boy's mentor group.
- Campbell: The committee met with Elmore on March 19th and discussed the budget and expenses and will meet monthly.

Education Committee Report:

Thornton provided the following.

- I had the opportunity to attend a Zoom meeting with State Senator Vincent Hughes regarding the unconstitutional budget of Pennsylvania schools. They will keep us informed of the next meeting so that I can speak on behalf of our school.

Board Development Committee Report:

White provided the following.

- At our last meeting we interviewed two potential Board members, unfortunately, they were not notified of the meeting tonight and so they are not in attendance. We will reach out to them so we can reschedule them for the next meeting.

Board Minutes:

Lomax provided the Board with copies of the Minutes for February 2023.

White Motioned to approve the minutes as presented, Collins Seconded, Board Minutes Approved

Open Forum adjourned at 8:16 PM

Executive Session began at 8:17 PM

Public Safety Issue