

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, May 15, 2023, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131**. The meeting was called to order at **6:43** 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
Jabbar Tyler, Board Chair
Adrienne Bell, Board Vice-Chair
Calvin White
Sharon Thornton
Andrew Grannum
Marie Walker

Trustees Not Present:

Pastor Donald Moore
Shauna Collins, Board Treasurer
Sergio Diggs
Lynn Nichols
Aishia Campbell
Estena McGhee

Others Present:

Lucinda Hudson
Ian Croggins
Cheryl Lomax

Potential Board Member
Omnivest
Administrative Support

Open Forum began at 6:43 pm

Omnivest Financial Report:

Kelly provided the Board with copies of the Financial Report

Financial Information for April 2023:

April 30, 2023, Actual NOI w/out ESSER Funding: \$20,987

April 30, 2023, Budget NOL w/out ESSER Funding: (\$41,197)

Budget Variance: \$62,184

April 2023 Highlights:

Revenue without ESSER Funding is above budget by \$122k

1. Local/State is at budget and Federal above by \$122k
 - a. Philadelphia Tuition is below budget by (\$6k), Special Ed below by (\$16k)
 - b. Interest Income above by \$1k
 - c. Trip Income above by \$2k
 - d. Erate above budget by \$3k
 - e. Title Revenue above by \$1k
 - f. NSLP Revenue above budget by \$3k
 - g. ARP Emergency Connectivity above by \$118k – Grant to offset Communication/Hot spots (Metropolitan Communications)

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds – recognized \$93k for salaries and benefits, above budget by \$46k

Expenses without ESSER Funding below budget by \$64k

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$87k
4. Staff Development is at budget
5. After School Programs below by \$1k
6. Professional Fees is below by \$3k
 - a. Special education services (psychology, speech, OT, tuition) (\$13k) – KFS Education PCA Svcs (\$21k) for March/April, Tuition \$4k and Psych \$4k
 - b. Sub Teachers \$2k
 - c. Academic Coach/Counselor Service \$4k
 - d. Legal \$6k
 - e. Financial Mgmt \$3k
 - f. Support Services below by \$1k
7. Building Services below by \$10k
 - a. Bond Interest above budget by (\$3k)
 - b. Janitorial Services above by (\$3k)
 - c. Repairs below by \$5k
 - d. Utilities \$2k

- e. Supplies below by \$8k
- f. Trash Removal below by \$1k
- 8. Insurance is above by (\$1k)
- 9. Leases is at budget
- 10. Communication is above budget by (\$156k)
 - a. Ipod Hot Spots above by (\$152k), \$118k offset by Connectivity Grant Revenue (Total Grant Award was \$300k)
 - b. Comcast above by (\$3k) – 2 months of invoices
 - c. Postage above by (\$1k)
- 11. Student Supplies & Expenditures above budget by (\$1k)
 - a. Other below by \$2k
 - b. Field Trips above by (\$3k)
- 12. Food program above budget by (\$2k), offset by revenue
- 13. Supplies, Equipment & Furniture is below budget by \$5k
 - a. Admin Software below budget by \$1k
 - b. Nurse Supplies below by \$1k
 - c. Copy Supplies below by \$3k
- 14. Office Expense is below by \$3k
- 15. Dues is at budget
- 16. Depreciation above budget by (\$8k), non-cash item

YTD, as of April 30, 2023, Actual NOL w/out ESSER Funding: (\$516,929)
YTD, as of April 30, 2023, Budget NOL w/out ESSER Funding: (\$607,089)
Budget Variance: \$90,160

YTD Highlights:

Revenue without ESSER Funding is above budget by \$376k

- 1. Local revenue above budget by \$103k and Federal above by \$273k
 - a. Philadelphia Tuition is below by (\$128k). Regular Education is below by (\$15k) and Special Ed is below by (\$113k)
 - b. Interest Income above budget by \$8k
 - 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 \$31k 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 \$8k
- k. Recognized \$56k in the RTL Grant
- l. NSLP above budget by \$144k
- m. ARP Emergency Connectivity above by \$118k – Grant to offset Communication/Hot spots (Metropolitan Communications)

ESSER Funding

- 2. Elementary and Secondary School Emergency Relief funds - \$1,381k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$126k YTD

Expenses without ESSER Funding below budget by \$286K

- 3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$330k
- 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 \$47k
 - a. Academic Coach below budget by \$44k
 - b. Substitute Teachers \$5k
 - c. Psych/Special Ed services \$19k
 - d. Therapeutic services (\$83k) – KFS Inc
 - e. Legal services below by \$31k
 - f. Financial Services \$35k
 - g. Tech Services \$5k
 - h. Support Services \$9
 - i. Health Services (\$18k) - Wellness
- 7. Building Services above budget by (\$173k)
 - a. Bond Interest (\$5k)
 - b. Utilities (\$10k)
 - c. Janitorial Services (\$35k) – Covid Deep Clean Services
 - d. Supplies (\$8k)
 - e. Repairs above budget by (\$63k), Classroom repairs, furniture moving and repaint
 - f. Security services (\$7k)
 - g. Contract Labor (\$45k), Maint staff
- 8. Insurance is above by (\$9k) – W/C Audit (\$5k)
- 9. Leases above budget by (\$4k)
- 10. Communication above budget by (\$160k) – Hot spots for student iPad
 - a. Connectivity Grant Revenue of \$118k recognized to offset Hot Spot Expense (Total Grant Award was \$300k)
- 11. Student Supplies & Expenditures above budget by (\$75k)
 - a. Transportation above budget by (\$5k)

- b. Furniture above budget by (\$13k)
 - c. Computers/Software (Classroom) below by \$5k
 - d. Supplies below budget by \$24k
 - e. Field Trips above by (\$6k)
 - f. Curriculum above budget by (\$57k), purchase for new FY
 - g. Uniforms above budget by (\$6k)
 - h. Other (\$17k) – Accrual from credit card statements
12. Food program above budget by (\$51k), offset by revenue
13. Office Furniture, Supplies, and Equipment above budget by (\$12k) – Furniture (\$8k) and Staff Equipment and Supplies (\$4k)
14. Office Expense below budget by \$10k
15. Dues above budget by (\$7k)
16. Depreciation above budget by (\$62k), non-cash item

April 2023 Year-To-Date Metrics

Current Ratio (Liquidity Ratio): DCS **0.89**, Charter School Office’s Standard Rate is 1.1
 Cash on Hand: DCS **35.65** days, Charter School Office’s Standard is **45** days
 Debt Ratio: DCS **0.87** Charter School Office’s Standard is less than .85
 Total Margin: **-4.00%** Charter School Office’s Standard is 0%, significantly below standard is -10%

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

Days Cash on Hand: DCS **35.65**, Bondholders require at least **45** days
 Unrestricted Cash: **\$1,051,577**
 Debt Service Coverage: **1.08**, Bondholders require at least 1.1
 Year-to-Date Revenue: **\$9,203,283**

Questions, Comments, Discussion:

- Tyler: Looking at the cash on hand, what do we need to do to meet the requirements?
 Croggin: I can pull together a cash forecast of what needs to be done. This is common to push items out to July 1st to decrease the liabilities.

Principal Report:

Cloud provided the Board with copies of the Principal Report.

Special Education Updates

- 87 - IEP’s
- 15 - 504 Plans

Current Events

- 4/25/23-5/12/23 - PSSA Testing
- 5/8/23-5/12/23 - Teacher/ Staff Appreciation Week
- Fundraisers

- Pretzel Sale Fridays

Upcoming Events

- 5/16/23 - Election Day/ School closed
- May Trips
- 5/17/23 - Fourth Grade to Camber Spine Engineering Firm
- 5/17/23 - 8th Grade: Spirit of Philadelphia
- 5/18/23-5/23/23 Canada: 5th and 6th Grades
- 5/20/23-5/26/23 Canada: 7th and 8th Grades
- 5/26/23 - Early Dismissal, 1/2 Day PD
- 6/8/23 - Kindergarten Move Up Ceremony
- 6/9/23 - 8th Grade Ceremony

School Climate/Staff

- Signs of staff fatigue

STAR Testing

- 5/30/23-6/2/23 STAR Testing Week

CEO Report:

Elmore provided the Board with copies of the CEO Report.

Covid 19 updates for April

Nothing to report

Old Business

Need dates for committee meetings

New Business

Summary of all renewal categories met standard or is approaching standard

Field experiences

Future trips

Detroit/Canada 5th and 8th grade

May 18, 2023, 5th and 6th grade

The trip starts on May 20, 2023, 7th and 8th grade

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

PTA

Krispy crème donuts \$1679

Fund raising

Pretzels and future tag days will offset monies needed for 20-year GALA celebration June 10, 2023

Fund raising initiatives

Pretzel day each Friday

Krispy Kreme Donuts

Glows

Renewal Very Likely that we will receive a recommendation for renewal for the next 5 years

Student safety

Special Education Department

Student programming

Finance (although we might not meet the Metrics due to paying back the school district we are still in stellar shape)

Reporting (school/Epicenter) on time and accurate which is an improvement due to new reporting personnel

Mission Elements

Grows

Academic/Testing (encouragement was made daily via a motivation assembly)

Teacher retention after the pandemic

Communication to stakeholders

Teacher attendance

Classroom management

Teacher support

Student behavior

Questions, Comments, Discussion:

- Elmore: There was one line in the Travel Policy which needs to be addressed for compliance. It reads, “Breakfast: \$10-\$15, Lunch: \$15-\$20, and Dinner: \$20-\$35. Due to inflation, the rates have been adjusted accordingly.

Finance Committee Report:

Collins provided the following Petty Cash Report

| | | |
|--|------------|-----------|
| • Beginning Balance | 04/01/2023 | \$1217.07 |
| • Certified Mail/Metropolitan Telecommunications payment | 04/22/23 | \$ 4.78 |
| • Total Expenses | | \$ 4.78 |
| • Ending Balance | 04/30/2023 | \$1212.29 |

Board Development Committee Report:

- White: We have a potential Board Member in attendance tonight, Ms. Lucinda Hudson. We look forward to receiving her resume.

Vote on Travel Policy:

- Elmore: This is the first year approval of an individual policy was required. Usually, the policies are approved collectively within the handbook.

Nichols motioned to approve the Travel Policy as presented, White seconded, Travel Policy approved

- Bell: Were we voting for the Travel Policy to be retroactive? Tyler: The policy was already in effect with the approval of the handbook.

Board Minutes:

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

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

Open Forum adjourned at 7:15 pm

***Executive Session began at 7:15 pm
Personnel***