

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, June 12, 2023, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania.** The meeting was called to order at **6:37** pm. The Board Chair took roll call. 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
Sergio Diggs
Lynn Nichols
Andrew Grannum
Aishia Campbell
Estena McGhee
Marie Walker

Trustees Not Present:

Pastor Donald Moore
Shauna Collins, Board Treasurer

Others Present:

Leigh Ann Kelly
Cheryl Lomax

Omnivest
Administrative Support

Open Forum began at 6:37 pm

Omnivest Financial Report:

Kelly provided the Board with copies of the Financial Report and presented the projected 2023/2024 School Year Budget

Financial Information for May 2023:

May 31, 2023, Actual NOL w/out ESSER Funding: \$433,553

May 31, 2023, Budget NOL w/out ESSER Funding: (\$202,897)

Budget Variance: \$230,659

May 2023 Highlights:

Revenue without ESSER Funding is above budget by \$200k

1. Local/State is above by \$30k and Federal above by \$170k
 - a. Philadelphia Tuition is below budget by (\$17k), Special Ed below by (\$22k)
 - b. Interest Income above by \$3k
 - c. Trip Income above by \$43k – CANADA
 - d. Class Dues above by \$1k
 - e. Title Revenue above by \$1k
 - f. NSLP Revenue above budget by \$22k
 - g. ARP Emergency Connectivity above by \$147k

ESSER Funding

2. Elementary and Secondary School Emergency Relief funds – recognized \$406k for salaries and benefits, above budget by \$40k

Expenses without ESSER Funding below budget by \$30k

3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$107k
4. Staff Development is at budget
5. After School Programs is at budget
6. Professional Fees is below by \$18k
 - a. Special education services (psychology, speech, OT, tuition) \$10k
 - b. Sub Teachers above by (\$6k)
 - c. Academic Coach/Counselor Service \$6k
 - d. Legal \$6k
 - e. Financial Mgmt./Audit (990 Return) at budget
 - f. Tech Consultant below by \$2k
7. Building Services above by (\$12k)
 - a. Bond Interest is at budget
 - b. Janitorial Services above by (\$5k)
 - c. Repairs above by (\$11k) – Gym Lights and Fence Repair
 - d. Utilities \$1k
 - e. Contract Labor below by \$3k

Expenses without ESSER Funding for May (continued)

8. Insurance is above by (\$1k)
9. Leases is at budget
10. Communication is at Budget
11. Student Supplies & Expenditures above budget by (\$72k)
 - a. Field Trips (Canada) above by (\$65k) – partially offset by revenue recognized
 - b. Transportation above by (\$9k) – School Trips for Zoo, Lego Discovery, Aquarium, Spirit of Phila, Citizens Bank Park and UPENN Museum
 - c. Supplies below by \$4k
 - d. Fundraiser above by (\$2k) – offset by Revenue
 - e. Transportation Special Ed below by \$3k
 - f. Uniforms above by (\$3k)
12. Food program above budget by (\$9k), offset by revenue
13. Supplies, Equipment & Furniture is below budget by \$4k
 - a. Admin Software below budget by \$1k
 - b. Nurse Supplies below by \$1k
 - c. Copy Supplies below by \$2k
14. Office Expense is below by \$3k
15. Dues is at budget
16. Depreciation above budget by (\$8k), non-cash item

YTD as of May 31, 2023, Actual NOL w/out ESSER Funding: (\$ 83,376)

YTD as of May 31, 2023 Budget NOL w/out ESSER Funding: (\$404,195)

Budget Variance: \$320,819

YTD Highlights:

Revenue without ESSER Funding is above budget by \$576k

1. Local revenue above budget by \$133k and Federal above by \$443k
 - a. Philadelphia Tuition is below by (\$145k). Regular Education is below by (\$10k) and Special Ed is below by (\$135k)
 - b. Interest Income above budget by \$11k
 - c. Out of District above budget by \$89k – Southeast Delco \$19k, William Penn \$49k and Upper Darby \$21k
 - d. Fundraising above by \$17k
 - e. Misc Income above by \$54k due to premium rebate
 - f. Class trips above by \$74k 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 \$9k
- k. Recognized \$56k in the RTL Grant
- l. NSLP above budget by \$166k
- m. ARP Emergency Connectivity above by \$265k – Grant to offset Communication/Hot spots (Metropolitan Communications)

ESSER Funding

- 2. Elementary and Secondary School Emergency Relief funds - \$1,788k for summer enrichment program salaries and benefits, Contracted support for Summer Program, & iPad purchase for school year. Above budget by \$167k YTD

Expenses without ESSER Funding below budget by \$255K

- 3. Salaries and Wages, Employee Taxes & Benefits net below budget by \$440k
- 4. Staff Development is above budget by (\$64k), Crisis Prevention training
- 5. After School Programs above budget by (\$58k), aftercare
- 6. Professional Fees below budget by \$65k
 - a. Academic Coach below budget by \$51k
 - b. Substitute Teachers (\$2k)
 - c. Psych/Special Ed services \$48k
 - d. Therapeutic services (\$80k)– KFS Inc
 - e. Legal services below by \$37k
 - f. Financial Services \$19k
 - g. Tech Services \$7k
 - h. Support Services \$3k
 - i. Health Services (\$18k) - Wellness
- 7. Building Services above budget by (\$185k)
 - a. Bond Interest (\$5k)
 - b. Utilities (\$9k)
 - c. Janitorial Services (\$40k) – Covid Deep Clean Services
 - d. Supplies (\$8k)
 - e. Repairs above budget by (\$74k), Classroom repairs, furniture moving and repaint
 - f. Security services (\$7k)
 - g. Contract Labor (\$42k), Maint staff
- 8. Insurance is above by (\$10k) – 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 \$265k recognized to offset Hot Spot Expense
- 11. Student Supplies & Expenditures above budget by (\$148k)

- a. Transportation above budget by (\$17k) – School Trips
 - b. Furniture above budget by (\$13k)
 - c. Computers/Software (Classroom) below by \$5k
 - d. Supplies below budget by \$29k
 - e. Field Trips above by (\$6k)
 - f. Curriculum above budget by (\$58k), purchase for new FY
 - g. Uniforms above budget by (\$10k)
 - h. Other (\$13k) – Accrual from credit card statements
 - i. Field Trip (\$65k)
12. Food program above budget by (\$60k), offset by revenue
13. Office Furniture, Supplies, and Equipment above budget by (\$9k) – Furniture (\$8k)
14. Office Expenses below budget by \$15k
15. Dues above budget by (\$7k)
16. Depreciation above budget by (\$70k), non-cash item

May 2023 Year-To-Date Metrics

Current Ratio (Liquidity Ratio): DCS **1.06**, Charter School Office’s Standard Rate is 1.1

Cash on Hand: DCS **41.43** days, Charter School Office’s Standard is 60 days

Debt Ratio: DCS **0.85**, Charter School Office’s Standard is less than .85

Total Margin: **0.62%**, Charter School Office’s Standard is 0%, significantly below standard is -10%

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

Days Cash on Hand: DCS **41.43**, Bondholders require at least 45 days

Unrestricted Cash: **\$1,217,743**

Debt Service Coverage: **1.67**, Bondholders require at least 1.1

Year-to-Date Revenue: **\$10,578,658**

Questions, Comments, Discussion:

- Tyler: Previously we spoke of delaying some payments to meet the cash on hand, is there a course of action?
 - Kelly: Delaying the payment will help, but decreasing the cash expenses will positively affect the cash on hand.
 - Elmore: We have already decided to postpone curriculum needs for next year until July.
 - Tyler: Is there a way to know if this plan will get us where we need to be?
 - Kelly: I will have my co-workers make the cash projection for the remainder of the month. There is one expense that is a significant outlay of cash which is the PSERS quarterly payment.
 - Elmore: Does any of the Out of District Billing help?
 - Kelly: If they pay, we haven’t received any payments yet.

Tyler: I would like to table the vote on the budget until our Treasurer can review it and be in attendance. We will schedule a meeting prior to the deadline.

Principal Report:

Cloud provided the Board with copies of the Principal Report.

Special Education Updates

- 91 - IEP's
- 15 - 504 Plans

Current Events

- May 30, 2023, 7th / 8th Grade Virtual Learning
- June 8, 2023, Kindergarten Move-Up Ceremony
- June 9, 2023, 8th Grade Ceremony
- June 10, 2023, 20th Year Gala
- June 12 - 16 Early Dismissal for Students/ Professional Development for Staff

● Trips/ Fundraisers

- 5/17/23 - Fourth Grade to Camber Spine Engineering Firm
- <https://www.youtube.com/watch?v=MJ1LOXyyZU>
- 5/18/23-5/23/23 Canada: 5th and 6th Grades
- 5/20/23-5/26/23 Canada: 7th and 8th Grades
- Tag Days 6/12/23 - 6/16/23

Upcoming Events

- June 16, 2023, Last day of school for students/Report cards mailed
- June 19 - 23 Professional Development
- June 26 - Aug 4 Pandemic Academic Recovery Summer Camp (Summer School)
- Summer program hours: 8 – 5:30, Monday – Friday
- Academics taught Monday – Thursday
- Extra-Curricular Activities – Monday – Friday
- We are offering classes to the following grades:
- Rising 1st graders
- Rising 2nd graders
- Rising 3rd graders
- 3rd - 8th grade

School Climate/Staff

- Recess
- Staff is ready for summer

STAR Testing

- Final Assessment Data and Comparison –

Questions, Comments, Discussion:

- Tyler: Looking at the 5th-grade math and problems due to transient teachers, how do we get the students up to par?
 - Elmore: That group is very bright, but there is a plan to support them in the 6th grade, as with any of the other classes that had subs most of the year.

CEO Report:

Elmore provided the Board with copies of the CEO Report and thanked everyone that attended the 20-Year Gala!

Old Business

Need dates for committee meetings

New Business

Field Trips

Amazing experience

Detroit/Canada 5th and 8th grade

May 18, 2023, 5th and 6th grade

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

Community Initiatives

Safety Concerns

Parent aggressiveness and student aggressiveness

PTA/Renee Brown will assist with getting underway with identified parents

Fundraising

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

Pretzel Day this week & tag day

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

Reporting on time and accurately which is an improvement due to new reporting personnel

Mission Elements

Grows

Academic/Testing

Teacher retention after the pandemic

Communication to stakeholders

Teacher attendance

Classroom management

Teacher support

Student behavior

Suggested Solutions

Change in Reporting time for staff & students

Teacher incentives and student incentives

Academic Coach

Class management peer mentors

Board Minutes:

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

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

Open Forum adjourned at 7:36 pm

***Executive Session began at 7:37 pm
Personnel***