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, October 16, 2023, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131**. The meeting was called to order at **6:44 P.M.** Roll call was taken by the Board Chair. He determined that there was a quorum.

Trustees Present:	**Trustees Not Present:**
Sharlynne Cloud, CEO	Pastor Donald Moore
Jabbar Tyler, Board Chair	Sharon Thornton
Adrianne Bell, Board Vice-Chair	Aishia Campbell
Shauna Collins, Board Treasurer	Marie Walker
Calvin White	
Sergio Diggs	
Lynn M. Nichols, Esq.	
Andrew Grannum	
Estena McGhee	

Others Present:	
Rene` Garner	Principal
Quia Parks	Potential Board Member
Lewis Thomas	Potential Board Member
Jesse Bean	Charter Choices
Renee Brown	Parent
Kariem Frink	Parent
Cheryl Lomax	Administrative Support

Open Forum began at 6:44 P.M.

Charter Choices Financial Report:
Bean provided the Board with copies of the Financial Report

Financial Information for September 2023:

- **Cash is $1.9M at September 30th and Local Receivables are $225K.**
- **Net Income at SEP 30 is a ($147K) deficit due to delayed receipt of Federal Grant funding.**
- **School meets or exceeds 2/4 KPI Benchmarks (CSO-tracked Metrics):**

CSO Metrics	6/30/2023	8/31/2023	9/30/2023	Meets Standard	Calculation
Total Current-Year Margin	-0.2%	7.3%	-6.0%	At least 0%	Net Income/Revenue
Current Ratio	2.4	2.5	2.4	At least 1.1	Current Assets/Current Liabilities
Cash on Hand	45.4	93.4	66.7	At least 60	Total Cash/Average Daily Cost
Debt Ratio*	85.0%	85.0%	86.0%	At most 85%	Total Liabilities/Total Assets
*Calculation is Net of PSERS Adjustments					

1. Balance Sheet

- Cash is $1,887,842 at September 30th, 2023, the equivalent of 66.7 Days Cash on Hand (meeting the bond requirement of 45 Days).

- Accounts Payable/Accrued Expenses were $95,742 at September 30th, while Accrued Payroll was $554,405 and the remaining balance owed to the SD of Philadelphia is $1.5M.

- Discovery CS's fiscal metrics are compliant with 2/4 of the indicators monitored by the School District of Philadelphia.

2. Income Statement (Budget vs. Actual through September 30th, 2023)

- Discovery CS has received $2,456,038 in the first three months of the fiscal year, $2.3M of which is Local Revenues (mostly SD of Philadelphia). The school has also received $182K in Federal funding (this is below the YTD budget by $422K).

- Total Expenses $2,602,727 are under budget by $316K, with "savings" on Personnel Costs (-$191K), Building Services (-$51K), and Insurance (-$21K), partially offset by positive variances on the Incentive Plan (+$30K), After School Programs (+28K) and Student Expenditures (+$131K). YTD Depreciation Expense of $188K has not yet been booked.

- Through three months of FY24 activity, DCS showed a Net Income (Deficit) of ($146,689) (prior to factoring in Depreciation Expense) as the school incurs grant-funded expenses but awaits reimbursement. The school would accordingly fall short of meeting the DSCR ("Debt Service Coverage Ratio") requirement for its bond (0.08 versus the 1.10 requirement). Please note that these reports include approximately $550,000 of accrued payroll that will be paid in Summer 2024. These expenses are realized over the next nine months but are currently expensed on the statements shown.

September Year-To-Date Metrics
Current Ratio (Liquidity Ratio): DCS **66.73**, Charter School Office's Standard Rate is 1.1
Cash on Hand: DCS **66.7** days, Charter School Office's Standard is **45** days
Debt Ratio: DCS **86.0%,** Charter School Office's Standard is less than .85
Total Margin: **-6.0%**, Charter School Office's Standard is 0%, significantly below standard is -10%

September Year-To-Date Covenant Calculations (related to the Bond)
Days Cash on Hand: DCS **66.73**, Bondholders require at least 45 days

Unrestricted Cash: **$1,887,842**, Bondholders require 5% or
Debt Service Coverage: **0.08** Bondholders require at least 1.1
Year-to-Date Revenue: **$2,456,038**

- Bean added about the HVAC repairs, the Bond documents require that we fund a repair and replacement fund. At settlement on the Bond a couple of years ago we funded an account of $150K. We can file a requisition to get those funds for capital improvement.
- The first MetTell payment is due at the end of the month, we will get that paid ASAP.
    - Tyler: Regarding the repair and replacement fund, is that reimbursement or can we receive the funds before the purchase?
        - Bean: Typically done on a reimbursement basis.

Principal Report:
Garner provided the Board with copies of the Principal Report.

Special Education Updates

- 74 -IEPs
- 9 -504 Plans

Current / Upcoming Events

10/12/23 ~ Induction began

10/20/23 ~ STAR Student's Pizza Party

11/01/23 ~ See Me~ Imagine YOU! /Senator Vincent Hughes Career Event

School Climate / Staff

- Professional Development
- Induction began
- PBIS Kickoff and Award Ceremony
- 6th Grade Team Recognition
- Climate Rounds

Testing

- STAR Baseline Report

Questions, Comments, Discussion:
- Diggs: What exactly is the SAP program?
    - Garner: We are responsible for providing every possible intervention for our scholars to make sure there are no gaps in our scholars that are below basic due to the pandemic.
- Diggs: Regarding the Senator Hughes event, is that a Career Fair or a panel?

- Garner: What is exciting about that is his team will be bringing in individuals from different organizations and speak to our 6th, 7th, and 8th graders. Some of the 8th graders will have the opportunity to shadow or become Interns in different companies.
- Cloud: They reached out to us personally to ask if they could come.

The date is November 1, from 9 A.M to noon.

CEO Report:

Cloud provided the Board with copies of the CEO Report.

Old Business

- Professional Development
- Board Training Opportunities
- School Improvement Plan Updates
- Thermostats and HVAC Units
- MetTell

New Business

- Staff Transitions
- Trips
- Community Initiatives
  - Breast Cancer Awareness Month
- Bathroom Stalls
- Board Concerns
  - Meeting Frequency
- School Safety and Security Report

Fundraisers

- Red October
- Pretzel Sales

Questions, Comments, Discussion:

- Tyler: Regarding the loss of staff, perhaps creating recognition programs could facilitate higher morale and retention if employees feel more appreciated.
  - Garner: We have been looking at ways to make sure staff feel appreciated and supported. Every day I "shout out" persons to come and get gifts from my office. The 6th-grade team was honored with gift cards. We welcome any additional ideas you may have.
  - Cloud: We also try to provide a Continental Breakfast regularly. If you know of any business that would like to donate to that effort, we will welcome it.
- Cloud: Regarding funding, we have a PCCD Grant information for $140,000.00.
- For our 403b plan that we have in place for our staff members, it has been recommended by our financial company to switch where the investments are.
  - Collins: We looked at the most modest and safest returns and have made suggestions accordingly.

        - Tyler: Typically, when you change funds related to returns there is a notice that must be given to the participants before making the change. Have you given notice?
            - Cloud: Yes, we reached out to the fund manager to make sure we are in compliance and can get the notice out in enough time.
    - Collins: I believe the target date is November 1st.

Finance Committee Report:

Collins provided the following Petty Cash Report

• 09/01/2023	Beginning Balance	$1325.09
• 09/08/2023	Parking for Counselor @ H.S. Selection Meeting	$ 28.90
• 09/16/2023	Ink Cartridge Reimbursement for Cheryl Lomax	$ 33.78
• Total Expenses		$ 62.68
• 09/30/2023	Ending Balance	$1262.41

Questions, Comments, Discussion:

- Collins: The Petty Cash Report received from Mr. Jordan does not match the balance sheet Petty Cash on our Financial Statement.
    - Bean: Is that the same issue that was raised at the August meeting? Mr. Jordan explained there was a trip where expenses were not recorded. I can forward that message to you.

Board Development Committee Report:

- Nichols introduced two potential Board Members, Ms. Quia Parks, and Mr. Lewis Thomas.

Vote to Update Section 2.8 of the Board Bylaws to include that we have 11 Board Meetings per fiscal year

Bell Motioned to update section 2.8 of the Board Bylaws, Diggs Seconded, Motion Approved

Nominations for Officers:

Board Chair:
Diggs - declined
Nichols - declined
Bell - declined
Thornton - not present
Tyler – accepted

Board Vice-Chair:
Thornton – not present
Nichols – declined
Granum – declined
Bell – Accepted

Secretary – vote tabled for the next meeting when Thorton is present

Thornton – not present
Walker – not present

Treasurer
Collins – accepted
Campbell - not present

The nominated officers are:
Board Chair – Tyler
Vice-Chair – Bell
Treasurer - Collins

Question:
- Collins: If a Board Member has completed his term what happens?
    - Tyler: That seat is put up for a vote.

Board Minutes:
Lomax provided the Board with copies of the Minutes for September 2023

Approval of the Minutes tabled until the next meeting

Public Concerns:
- Brown: I am concerned about the HSA starting up again. I don't have to be the President, but I can certainly help start it up. We are losing out on fundraising that can offset expenses. If parents are involved the school thrives. Secondly, I attended the College High School Fair and I did not see Discovery present there, which perturbed me after we worked tirelessly for years for Discovery to be present. Lastly, I am giving a class at the Black Law Educators for the second year.
- Tyler: Previously we would have had grade presentations. I would like to see that happen again.
    - Cloud: We were talking about the HSA getting started and the grade presentations.
        - Collins: Yes, I think it is important for the Board Members and the teachers to know one another.
            - Tyler: Yes, we must let the teachers know we are here to support them.
- Frink: I am concerned that Discovery does not offer algebra to 8th graders. This is alarming and disheartening, even criminal to send black children out of this school without algebra. Also, as a parent who is not in the household, I do not get notifications and report cards. I would like to be harmoniously joined in with communications coming from the school about my children.
    - Tyler: Garner will set up a meeting with you to discuss these issues
    - McGhee: About the algebra concern, I agree this is a disservice to our children not to have algebra.
    - Cloud: It is a push right now with African-American Charter schools to see how to incorporate algebra into our content.
    - Garner: I am glad you brought that up. Know that you can come to me with any of your concerns.

- Park: I own and operate a daycare and we recommend and prepare our children with the skills they need to start kindergarten at Discovery.

Open Forum adjourned at 8:17 P.M.

Executive Session began at 8:19 P.M.
Personnel