

Jacquelyn Y. Kelley Discovery Charter School
Board of Trustees Meeting
Term 2023-2024

The Board of Trustees meeting of Jacquelyn Y. Kelley Discovery Charter School was held on **Monday, August 19, 2024, in the Board Room at 4700 Parkside Avenue, Philadelphia Pennsylvania 19131.** 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:

Sharlynne Cloud, CEO
Jabbar Tyler, Board Chair
Adrienne Bell, Board Vice-Chair
Shauna Collins, Board Treasurer
Sharon Thornton
Sergio Diggs
Lynn M. Nichols, Esq.
Andrew Grannum
Estena McGhee
Marie Walker

Trustees Not Present:

Pastor Donald Moore
Calvin White
Aishia Campbell

Others Present:

Jesse Bean
Jose Parrilla
Fred Fields
Tiara Jackson
Marcella Miller-Greaves
Pam Evans
Cheryl Lomax

Charter Choices
Charter Choices
IT Support
K-5 Administrator
6-8 Administrator
2024 Camp Director
Administrative Support

Open Forum began at 6:37 pm

Charter Choices Financial Report:

Bean provided the Board with copies of the Financial Report and introduced his colleague, Jose Parrilla. Moving forward, members of Charter Choices leadership team will visit to get to know our schools. Parrilla is an experienced CFO and will at times represent Bean at our Board meetings.

Financial Information for June 2024:

- **Cash is \$2M at JUNE 30 and Local School District Receivables are \$295K.**
- **Net Income at JUNE 30 is a \$1.3M surplus as a result of federal grants supplanting operations.**
- **School meets or exceeds 3/4 KPI Benchmarks (CSO-tracked Metrics):**

Short-Term Indicators	6/30/2023	5/31/2024	6/30/2024	Meets Standard	Calculation
Total Current-Year Margin	11.8%	13.1%	10.3%	At least 0%	Net Income/Revenue
Current Ratio	2.7	3.9	3.7	At least 1.1	Current Assets/Current Liabilities
Cash on Hand	51.4	77.4	58.1	At least 60	Total Cash/Average Daily Cost
Debt Ratio*	77.9%	78.2%	79.0%	At most 85%	Total Liabilities/Total Assets

*Calculation is net of PSERS Adjustments.

1. Balance Sheet

- Cash is \$1,966,642 at June 30th, 2024, the equivalent of 58.1 Days Cash on Hand (satisfying the 45-Day bond covenant), and School District Receivables are \$295,057.
- The school's Project Fund at US Bank (related to its Bond Issuance) is over \$2.6M. We advise that Leadership/Board consult with Borrower's Counsel and the Trustee to determine eligible uses of these funds and consider the school's options.
- Accounts Payable/Accrued Expenses were (\$21,659) at June 30th, while Accrued Payroll was \$802,613 and the remaining balance owed to the SD of Philadelphia is \$751,145.
- Discovery CS's fiscal metrics are compliant with 3/4 of the indicators monitored by the School District of Philadelphia (Cash meets the Bond Covenants, and approaches the SD's standard).

2. Income Statement (Budget vs. Actual through June 30th, 2024)

- Discovery CS has received \$12,685,259 through year end (06.30.2024), \$9.6M of which is Local Revenues (mostly SD of Philadelphia). The school also received nearly \$2.9M in Federal funding. School Leadership is working with Charter Choices' Compliance Team to ensure the grant funds are fully exhausted by the 09.30.2024 obligation deadline.
- Total Expenses of \$11,383,601 came in below budget by \$899,609 (\$750K of which is unbooked Depreciation) with below-budget spending on Salaries & Benefits (-\$383K), Afterschool Programs (-\$187K), Professional Fees (-\$177K), and Building Services (-\$129K), partially offset by positive variances on the Incentive Plan (+\$136K), Office (+\$103K) and Student Expenditures (+\$450K).
- Through 12 months of FY24 activity, DCS shows a Net Operating Income (Surplus) of \$1,301,658 (prior to factoring in Depreciation Expense), and is projected to meet its DSCR ("Debt Service Coverage Ratio") requirement for the bond (2.28 at 06.30.2024, above the 1.10 requirement). Please keep in mind that these are preliminary results, and are subject to adjustment by the auditors as additional invoices are paid and grant payments recognized.

June 2024 Year-To-Date Metrics

Current Ratio (Liquidity Ratio): DCS 3.7, Charter School Office's Standard Rate is 1.1

Cash on Hand: DCS 58.1 days, Charter School Office's Standard is 60 days

Debt Ratio: DCS 79.0% , Charter School Office's Standard is less than .85

Total Margin: 10.3%, Charter School Office's Standard is 0%, significantly below standard is -10%

June 2024 Year-To-Date Covenant Calculations (related to the Bond)

Days Cash on Hand: DCS 58.05, Bondholders require at least 45 days

Unrestricted Cash: \$1,966,642

Debt Service Coverage: 860,279, Bondholders require at least 1.1

Year-to-Date Revenue: \$12,685,259

CEO/Principal Report:

Cloud provided the Board with copies of the CEO/Principal Report. Principal Garner has resigned. Ms. Jackson and Ms. Miller-Greaves were introduced.

Updates

School Restructuring

- K-5 Administrator, Tiara Jackson
- 6-8 Administrator, Marcella Miller-Greaves

Old Business

- **Staffing Concerns**
 - Teacher Shortage – we are still hiring, looking for two teachers
 - Staff Increases
- **Pandemic Academic Recovery Camp**
 - June 24, 2024-August 2, 2024
 - Evans shared highlights of the Camp

New Business

- **Current Events**
 - August 15th: New Employee Orientation
 - August 19th-23rd: Staff Bootcamp
 - August 22nd: New Family Orientation
 - August 26th-30th: Staff Academy
 - August 28th: Staff Academy in OCMD
- **JYKDCS Plan Points (Vote)**
 - Comprehensive Plan 2024-2027
 - Induction Plan
 - PD Plan
- **PSSA 2024**
 - Points of Pride
 - Grade 3 increased in Math and ELA across the board
 - Most grades increased for Math YOY.

- PSSA 2024 Concerns
 - Other Data Points
 - ELA is becoming the major deficit.
 - Review should occur for Below basic- are they sped?, did they have attendance issues?, test anxiety? is there a connectedness with their grades? are they passing courses and being promoted for mastery but below basic on PSSA?
 - Every student except one completed at least one of the tests in their grade series.
 - One student in grade 6 was on extended absence. One student in grades 5, 6, and 8 did not answer enough questions to be scored.
 - Recommendations for Success
 - Any and all test prep for the upcoming 3-8 graders this year should be differentiated based on scores. Enrichment should be provided for Proficient and Advanced students
 - Grades 4 and 8 should Science test prep
 - Helping parents understand PSSA results and how to provide support
 - Continue Math interventions
 - More content specific PD
 - Constructed response practice and rubric review should be a major focus as this portion holds the most weight for the assessment
 - Scaffolding instruction to provide support for grade-level access for students who need support (regular and special education)
 - Consistent instructional walkthroughs that look at the use of the curriculum and lesson planning with fidelity
 - Benchmark assessments aligned to standards

Special Education Updates

- 97 IEPs
- 10 504s

Professional Development

- Board Trainings
 - **Act 55 Advanced Training** - Thursday, October 10, 2024, 10:00 AM. New Trustees are required to complete the initial Act 55 training program during their first year in office.
 - **Act 55 New Trustee Training** - Thursday, October 10, 2024, 11:00 AM. This session is for Board trustees who have completed a term and are returning to their board for the next term.
 - **Register for Trainings via Eventbrite:** <https://www.eventbrite.com/cc/act-55-training-1687529>

School/Staff Climate

- We are in preparation mode for a successful school opening

Community Initiatives

- Evans is back as our Community Coordinator
- NPHC SEPA Community Outreach August 7th

Finance Committee Report:

Collins provided the following Petty Cash Report

● Beginning Balance	07/01/2024	\$21.95
● Detailed Expense		\$00.00
● Total Expenses		\$00.00
● Ending Balance	07/31/2024	\$21.95

Education Committee Report:

Walker presented the Education Committee report

- We had an opportunity to work with the Tiger Woods Foundation for a STEM program to be implemented at the school in the first quarter.

Board Minutes:

Lomax provided the Board with copies of the Minutes for June 2024

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

Open Forum adjourned at 7:28 pm

Executive Session began at 7:30 pm

Personnel Matter