

Jacquelyn Y. Kelley Discovery Charter School
Board of Trustees Meeting
Term 2024-2025

The Board of Trustees meeting of Jacquelyn Y. Kelley Discovery Charter School was held on **Monday, April 28, 2025**, in the Board Room at 4700 Parkside Avenue, Philadelphia, Pennsylvania, 19131. The meeting was called to order at **6:36 PM**. The board chair took the roll call and determined that there was a quorum.

Trustees Present:

Sharlynne Cloud, CEO
Shauna Collins, Board Chair
Andrew Grannum, Vice Chair
Sharon Thornton, Secretary
Aishia Campbell, Treasurer
Lynn M. Nichols, Esq.
Estena McGhee
Marie Walker

Trustees Not Present:

Pastor Donald Moore
Ayo Moore, Home & School President
Sergio Diggs

Others Present:

Jose Parilla
Marcella Miller-Greaves
Tiara Jackson
Fred Fields
Dr. Claudette Stone
Andrea Thompson
Nikea Hurdle
Sabrina Brown
Bashir Tucker-Brown
Cheryl Lomax

Vertex, *formerly* CHARTER CHOICES
Middle School Director
Interim K-5 Director
IT Support
Potential Board Member
Potential Board Member
Attorney
Parent
Student
Administrative Support

Open Forum began at 6:36 PM

Vertex Financial Report:

Parilla provided the Board with copies of the Financial Report

Financial Information for March 2025

- Cash increased by \$838.2K as compared to June 30, 2024.
- District Receivables decreased by \$17.9K as compared to June 30, 2024.
- A/P & Accrued Expenses decreased by \$620.3K, while Accrued Salaries & Benefits decreased by \$187.1K, as compared to June 30, 2024.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$816.3K as compared to June 30, 2024.
- Year to date (as of March 31, 2025), Revenues of \$9.62M have been recorded against Expenses of \$9.0M, resulting in a positive Change in Fund Balance (net income) of \$ 627.4 K.
- All **Short-Term** Key Performance Indicators meet or exceed recommended benchmarks.

1. Balance Sheet

- For the month ended March 31, 2025, the school's Cash and Cash Equivalents balance was \$2,821,924, the equivalent of 84.1 Days Cash on Hand (satisfying the 45-Day bond covenant), and the School District Receivables balance was \$326,407.
- The school's Project Fund at US Bank (related to its Bond Issuance) remains at \$2.7M.
- Accounts Payable/Accrued Expense decreased to \$83,694 on March 31, 2025, while Accrued Salaries and Benefits decreased to \$711,973.
- Discovery CS's fiscal metrics are now compliant with 5/5 of the indicators monitored by the School District of Philadelphia (see KPI Report), and its Unrestricted Fund Balance has increased to \$6.3M.

2. Income Statement (Budget vs. Actual through March 31, 2025)

- Discovery CS has recorded Revenues of \$9,618,441 through March 31, 2025, which are over budget by \$ 957.8 K. This includes \$7.9M in District PPR (SD of Philadelphia) and \$1.70M of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$8,991,038 through March 31, 2025, which are over budget by \$ 395.9 K. Most of this variance is related to over-spending in Professional & Technical Services (\$254.9K; mostly due to Special Education Services), Other Purchased Services (\$118.9K; mostly due to General Prop. & Liab. Insurance and Travel), and Supplies (\$185.5K; mostly due to Maintenance Supplies and Tech Supplies & Software) offset by under-spending in Benefits (-\$107.9; mostly due to Tuition reimbursement and Unemployment Compensation) and Other Expenditures (-\$62.5 mostly due to Fees for Student Activities/Trips)
- Through 9 months of FY25 activity, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$627,403. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (1.85 based on March's projection, above the 1.10 requirement).

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

Days Cash on Hand: DCS **86.20**, Bondholders require at least 30 days

Unrestricted Cash: **\$2,821,924**, Bondholders require **5%**

Debt Service Coverage: **1.81** Bondholders require at least **1.1**

Year-to-Date Revenue: **\$9,617,361**

Academic Directors Report:

Miller-Greaves and Jackson provided the Board with copies of the Academic Directors' Report.

Special Education Updates

IEP's- 105

504's- 9

SPED Updates

- 8th grade Social Skills Group (will begin their entrepreneurship quest by bringing back the Coffee Cart next week).

Refresh for MTSS (SAP) process for teachers

- Referrals conclude on March 17, 2025

Current / Upcoming Events

- Tuesday, March 11, 2025- WOAR
- Cristo Rey HS Visit (7/8th) 9:30
- PSSA Family Night, 3/12/25- 5-7pm
- Thursday, March 13, 2025- WOAR
- Student intent to return forms due 3/17/25
- Report Card Conferences 3/27/2025
- Financial Literacy Month (Wells Fargo (6th), and TD Bank (7/8th) presentation
- Founders Day, 4/11/25
- Spring Break, 4/18-4/25
- Reading for Education book vending machine
- Poppin popcorn fundraiser 4/1/2025-4/30/2025

Trips

- Franklin Institute Trip (6th)- 3/12/25
- Boys Rites of Passage Trip to African American History Museum (8th grade boys) 3/21/25

School Climate / Staff

- Positive Behavioral Interventions and Supports (**PBIS**) implementation (School Wide Interventions)

Testing

- Star Benchmark Comparison Report
- PSSA Testing, 4/28-5/2

Executive Session: 7:02 PM - 7:37 PM

Private student matter

CEO Report:

Cloud provided the Board with copies of the CEO Report.

Updates

- Staff sickness and fatigue

Old Business

- Gala: April 12, 2025
 - The Victorian 4809 Germantown Avenue
 - Sponsorship Pledges
- Staffing Concerns
 - Departures (3)
 - Other Concerns
- Building Security
 - Student Concerns
 - Adult Concerns

New Business

- Career Fairs
 - Lincoln University
 - Kutztown University
- Monthly Committee Meetings (Proposed Dates April 14, 15, 16, 21, 22, or 23)
 - Finance _____
 - Education _____
 - Board Development _____
 - Personnel _____
- Calendar Update: Report Card Conferences (March 27th- 1 pm dismissal)
- PSSA Prep Saturday School Update
- Student Intent to Return Forms
- School District Site Visit, April 10, 2025

Professional Development

- **Board Trainings**
 - **Act 55 Advanced Training** - Wednesday, May 7, 2025, from 6 PM. This session is for Board trustees who have completed a term and are returning to their board for the next term.
 - **Act 55 New Trustee Training** - Friday, May 9, 2025, from 9 AM to 2 PM. New Trustees are required to complete the initial Act 55 training program during their first year in office.
 - **Register for Trainings:**
<https://tinyurl.com/BoardTrainings2425>

Field Experiences & Curriculum Connections

- Egypt changed to Mexico
- 8th Grade PSSA Testers
- Canada

Community Initiatives

- Mr. Jackson's Family

Finance Committee Report:

Collins provided the following Petty Cash Report

• Beginning Balance	03/01/2025	\$775.57
• Eagles' paraphernalia Basket for Gala	03/04/2025	\$100.00
• Refund to Parent	03/10/2025	\$ 25.00
• Safety & Security Basket	03/13/2025	\$100.00
• U.S. Postage	03/21/2025	\$ 17.58
• U.S. Postage	03/30/2025	\$ 9.68
• Total Expenses	03/31/2025	\$252.26
• Ending Balance	03/31/2025	\$522.16

Board Development Committee Report:

Collins provided the following report

- We have two potential board members in attendance to introduce and interview this evening.
 - Dr. Claudette Stone – Educator
 - Andrea Thomas – Human Resources

Board Minutes:

Lomax provided the Board with copies of the March 2025 Minutes.

McGhee Motioned to approve the minutes as presented. Grannum Seconded; Board Minutes Approved

Executive Session began at 8:39 PM

Personnel Matter

Open Forum adjourned at 9:07 PM