

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, February 24, 2025**, in the Board Room at 4700 Parkside Avenue, Philadelphia, Pennsylvania, 19131. The meeting was called to order at 6:37 p.m. The board chair took the roll call and determined that there was a quorum.

Trustees Present:

Sharlynn Cloud, CEO
Shauna Collins, Board Chair
Andrew Grannum, Vice-Chair
Aishia Campbell, Treasurer
Sharon Thornton, Secretary
Ayo Moore, Home & School President
Calvin White
Estena McGhee
Marie Walker

Trustees Not Present:

Pastor Donald Moore
Sergio Diggs
Lynn M. Nichols, Esq.

Others Present:

Jose Parilla
Marcella Miller-Greaves
Tiara Jackson
Lewis Thomas, PhD
Amy Blackman
Fred Fields
Cheryl Lomax

Vertex, *formerly* CHARTER CHOICES
Middle School Director
Interim K-5 Director
Climate Director
Visitor
IT Support
Administrative Support

Open Forum began at 6:37 pm

New Board Member Sworn In:

- Oath of Office, Ms. Ayo Moore, Home & School President

Vertex Financial Report:

Parilla provided the Board with copies of the Financial Report

Financial Information for January 2025:

- Cash increased by \$531.3K compared to June 30, 2024.
- District Receivables increased by \$30.6K as compared to June 30, 2024.
- A/P & Accrued Expenses decreased by \$531.0K, while Accrued Salaries & Benefits decreased by \$338.4K, as compared to June 30, 2024.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$677.0K as compared to June 30, 2024.
- Year to date (as of January 31, 2025), Revenues of \$7.61M have been recorded against Expenses of \$7.09M, resulting in a positive Change in Fund Balance (net income) of \$523.2K.
- All **short-term** Key Performance Indicators meet or exceed recommended benchmarks.

1. Balance Sheet

- Cash sits at \$2,514,969 on January 31, 2025, the equivalent of 73.5 Days Cash on Hand (satisfying the 45-Day bond covenant), and School District Receivables currently stand at \$375,002.
- The school's Project Fund at US Bank (related to its Bond Issuance) remains at \$2.7M.
- Accounts Payable/Accrued Expense decreased to \$172,920 on January 31, 2025. In addition, the remaining balance owed to the SD of Philadelphia (\$751,145) has been satisfied. Accrued Salaries and Benefits decreased to \$560,622.
- 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 \$6.2M.

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

- Discovery CS has recorded Revenues of \$7,609,442 through January 31, 2025, which are over budget by \$852.6K. Most of the revenues recorded are District PPR (SD of Philadelphia and several neighboring districts). Also included in total revenue are \$1.40M of Federal, State, and Other Local Revenues.
- YTD Expenses of \$7,086,292 are over budget by \$495,906 through January 31, 2025. Most of this variance is related to Salaries (\$36.7K; mostly due to Summer Salaries), Professional & Technical Services (\$177.8K; mostly due to Special Education Services), Property Services (\$83.8K; mostly due to maintenance and repairs) and Supplies (\$171.6; mostly due to Instructional, Maintenance & Tech Supplies & Software).
- Through 7 months of FY25 activity, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$523,150. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (1.66 based on February's projection, above the 1.10 requirement).

January 2025 Year-To-Date Covenant Calculations (Related to the Bond)

Days Cash on Hand: DCS **66.35**, Bondholders require at least **45** days

Unrestricted Cash: **\$2,516,870**, Bondholders require **5%**

Debt Service Coverage: **1.90**, Bondholders require at least **1.1**

Year-to-Date Revenue: **\$7,546,776**

Academic Directors Report:

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

Special Education Updates

IEP's- 103

504's- 9

SPED Updates

- 2 students are pending for the 504 process
- 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

- Healthy Heart Month (American Heart Association) Kick-Off Assembly, 2/5/25
- Thursday, February 6, 2025, 5th-grade Grade Parent Meeting
- Cramer's Uniform Company came to do a quick Eagles chant/gave out hats. 2/13/25
- "Love Train" Valentine's Day for staff (roses and pretzels), 2/14/25
- Monday, February 17, 2025, No School (President's Day)
- Civic Engagement Presentation, Leon Sullivan Foundation (8th grade) 2/21/25 @ 10:15
- Interim Reports will be mailed on 2/26/25
- February 28, 2025- Black History Month Program 10am
- Fire Safety Workshop (Early March)
- Women/Girls Stay Woke Workshop, 3/7/25 @ 10
- Tuesday, March 11, 2025- WOAR
- PSSA Family Night, 3/12/25- 5-7pm
- Thursday, March 13, 2025- WOAR

Trips

- First-grade trip 2/21/2025
- Charter School Advocate Trip (MS), 2/27/25 @ 12:15
- Franklin Institute Trip (6th)- 3/7/25

School Climate / Staff

- Positive Behavioral Interventions and Supports (**PBIS**) implementation (School Wide Interventions)
- Honor Roll/Student of the Month Assembly 2/3/25 @ 10
- Celebrate the 100th day of school in Lower Elementary

Testing

- STAR /Benchmark Testing 2/18/25 ~~ 2/21/25

CEO Report:

Cloud provided the Board with copies of the CEO Report.

Updates

Sickness: fewer cases reported

** Staff sickness

Old Business

- **Gala: April 12, 2025**
- **Staffing Concerns**
 - Career Fairs

New Business

- Monthly Committee Meetings
 - Finance
 - Education
 - Board Development
 - Personnel
- Attendance Grant: Foundations
- Building Security
 - Student Concerns
 - Adult Concerns
- Student Behaviors
 - Bathrooms
 - Vapes

Professional Development

- March 5, 2025
 - Revisit Professionalism
 - Attendance
 - Behaviors
- Beyond School Hours Conference (February 13, 2025- February 16, 2025)

- Free STEAM Enrichment (Clever Crazes Website)
- Leadership Development & Coaching Strategies
- Applying an Entertainingly Educational Approach to Communication
- Cultivating Mindfulness for Social, Emotional, and Collective Well-being
- Using AI in Classrooms
- After-school tutoring Services and More
- **Foundations Attendance Grant Opportunity**

Board Trainings

- **Act 55 Advanced Training** - Wednesday, May 7, 2025, from 6 to 9 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
- Canada

Community Initiatives

- Black Brain Campaign
- Grief Counseling

Closed Session: 7:16-8:10 PM

Academic Matter

Finance Committee Report:

Campbell provided the following Petty Cash Report

• Beginning Balance	01/01/2025	\$1447.38
• USPS Priority Mail	01/13/2025	\$ 32.00
• USPS Priority Mail	01/16/2025	\$ 32.00
• USPS Mail Express	01/21/2025	34.10
• USPS SPED Certified Mail	01/21/2025	\$ 9.68
• Parent Transportation	01/21/2025	\$ 53.08
• Total Expenses		\$ 160.86
• Ending Balance		\$1286.52

Education Committee Report:

Thornton offered the following

- Attended a State Representative meeting where I learned that the President may be defunding some Charter Schools. Therefore, we need to reach out to our State Representatives to voice our concerns.

Board Development Committee Report:

White offered the following

- We have a candidate for potential Board membership, Andrea Thomas, who will attend our next meeting.

Board Minutes:

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

Walker Motioned to approve the minutes as presented, Grannum Seconded, Board Minutes Approved

Closed Session: 8:20-9:08 PM

Personnel Matter

Open Forum adjourned at 9:08 pm