

Jacquelyn Y. Kelley Discovery Charter School
Board of Trustees Meeting
Term 2025-2026

The Board of Trustees meeting of Jacquelyn Y. Kelley Discovery Charter School was held on **Monday, May 19, 2025**, in the Board Room at 4700 Parkside Avenue, Philadelphia, Pennsylvania, 19131. The meeting was called to order at **6:43 pm**. 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
Ayo Moore, Home & School President
Sergio Diggs
Lynn M. Nichols, Esq.
Estena McGhee
Marie Walker
Claudette Stone, Ed. D
Andrea Thomas

Trustees Not Present:

Pastor Donald Moore
Sharon Thornton, Secretary

Others Present:

Jose Parilla
Marcella Miller-Greaves
Tiara Jackson
Lewis Thomas III, Ed. D
Sakina Hobbs
Celeste Bligen
Cheryl Lomax

Vertex, *formerly* CHARTER CHOICES
Middle School Director
Interim K-5 Director
Director of Climate & Culture
5th Grade Science Teacher
Administrative Support
Administrative Support

Open Forum began at 6:43 pm

Vertex Financial Report:

Parilla provided the Board with copies of the Financial Report

Financial Information for April 2025

- Cash increased by \$1.24M as compared to June 30, 2024.
- District Receivables decreased by \$32.1K as compared to June 30, 2024.
- A/P & Accrued Expenses decreased by \$513.9K, while Accrued Salaries & Benefits decreased by \$73.6K compared to June 30, 2024.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$1.0M as compared to June 30, 2024.
- Year to date (as of April 30, 2025), Revenues of \$10.8M have been recorded against Expenses of \$10.0M, resulting in a positive Change in Fund Balance (net income) of \$ 803.3 K.
- All **Short-Term** Key Performance Indicators meet or exceed recommended benchmarks.

1. Balance Sheet

- For the month ended April 30, 2025, the school's Cash and Cash Equivalents balance was \$3,226,429, the equivalent of 96.9 Days Cash on Hand (satisfying the 45-Day bond covenant), and the School District Receivables balance was \$312,218.
- The school's Project Fund at US Bank (related to its Bond Issuance) remains at \$2.7M.
- Accounts Payable/Accrued Expense decreased to \$190,114 on April 30, 2025, while Accrued Salaries and Benefits decreased to \$825,469.
- 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 \$6.4M.

2. Income Statement (Budget vs. Actual through April 30, 2025)

- Discovery CS has recorded Revenues of \$10,764,044, through April 30, 2025, which are over budget by \$1.2M. This includes \$8.8M in District PPR (SD of Philadelphia) and \$1.92M of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$9,960,779, through April 30, 2025, which are over budget by \$367.8K. Most of this variance is related to over-spending in Professional & Technical Services (\$314.8K; mostly due to Special Education Services), Other Purchased Services (\$100.4K; mostly due to Travel), and Supplies (\$192.8K; mostly due to Maintenance Supplies and Tech Supplies & Software) offset by under-spending in all other expenditure categories.
- Through 10 months of FY25, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$803,265. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (1.88 based on April's projection, which is over the 1.10 requirement).

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

Days Cash on Hand: DCS **98.47**, Bondholders require at least 30 days

Unrestricted Cash: **\$3,226,429**, Bondholders require **5%**

Debt Service Coverage: **1.88**, Bondholders require at least **1.1**

Year-to-Date Revenue: **\$10,764,044**

New Board Members Sworn In:

- Ms. Andrea Thomas
- Claudette Stone, Ed. D

Executive Session 7:02 pm – 8:20 pm

Public Safety Issue

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
 - 1 student exited (speech only)
- Refresh for MTSS (SAP) process for teachers
 - Referrals concluded on March 17, 2025
- Current / Upcoming Events
 - Spring Break, 4/18-4/25
 - Poppin popcorn fundraiser 4/1/2025-4/30/2025
 - Interim Reports due (final) 5/2/25
 - Teacher Appreciation Week 5/5-5/9
 - Election Day 5/20 (No students)
 - Memorial Day 5/26 (No school)
 - Kand 8th Grade Move-Up Celebrations (8th@ 12)
 - Last Day for students 6/13
- Trips
 - 8th grade expeditionary trip to Mexico 5/12
 - Spirit of Philadelphia (8th grade) 5/21/25
 - 5th grade expeditionary trip to Canada 5/26- 5/31
- School Climate / Staff
 - Vaping trends
 - Warmer climate/student behaviors
- Testing
 - PSSA Testing, 4/28-5/2
 - Star Benchmark Report

CEO Report:

Cloud provided the Board with copies of the CEO Report.

Old Business

- Staffing Concerns
- o Teacher Programs for Candidates

New Business

- Calendar and Budget
- Monthly Committee Meetings
- o Proposed Dates: June 9th through 12th (Times TBD)
 - Finance
 - Education
 - Board Development
 - Personnel

Professional Development

- Staff: June 9, 2025 - June 18, 2025
- National Council of Public Schools Conference
- o Would any board members like to attend?
 - Board Trainings
- o **Act 55 Advanced Training** - July 16, 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.
- o **Register for Trainings:** <https://tinyurl.com/BoardTrainings2425>

Field Experiences & Curriculum Connections

- Mexico
- Canada 5/26/24-5/31/24

Finance Committee Report:

Campbell provided the following Petty Cash Report

• Beginning Balance	04/01/2025	\$ 522.16
• Spa Basket Items for Gala 2025	04/04/2025	\$ 58.44
• Paint & Sip Basket for Gala 2025	04/07/2025	\$ 100.00
• Frames for Auction Items	04/09/2025	\$ 32.40
• Walmart (Raffle Tickets)	04/11/2025	\$ 12.13
• DJ BIG BIZ (DJ for Gala)	04/12/2025	\$ 500.00
• Philly 360 Photo Booth	04/12/2025	\$ 500.00
• Videographer & Photographer (Zalenski & Close, LLC)	04/12/2025	\$ 700.00
• Big Bus Tour 3 Students \$18.00 Each	04/15/2025	\$ 54.00
• Big Bus Tour 2 Adults \$33.00 Each	04/15/2025	\$ 66.00
• Petty Cash Deposit		\$2000.00
• Total Expenses as of	04/30/2025	\$2022.97
• Ending Balance	04/30/2025	\$ 499.19

Board Development Committee Report:

McGhee offered the following

- We have a candidate to interview at the June meeting, Nakea Hurdle

Board Minutes:

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

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

Executive Session began at 9:20 pm

Personnel Matter

Open Forum adjourned at 10:18 pm