

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, September 15, 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
Sharon Thornton, Secretary
Ayo Moore, Home & School President
Lynn M. Nichols, Esq.
Estena McGhee
Aishia Campbell, Treasurer
Marie Walker
Andrea Thomas
Nikea Hurdle, Esq.

Trustees Not Present:

Pastor Donald Moore
Sergio Diggs
Dr. Claudette Stone, Ed. D

Others Present:

Jose Parilla
Victor Hunter
Fred Fields
Juanita Jenkins
Celeste Bligen

Vertex, *formerly* CHARTER CHOICES
Director of Education
Director of Technology
Attendance & Community Relations Specialist
Administrative Support

Open Forum began at 6:43 pm

Vertex Financial Report:

Parilla provided the Board with copies of the Financial Report

August 2025 Financial Summary:

- Cash increased by \$116.5K as compared to June 30, 2025.
- District Receivables increased by \$18.1K as compared to June 30, 2025.
- A/P & Accrued Expenses decreased by \$368.7K, while Accrued Salaries & Benefits decreased by \$646.1K, as compared to June 30, 2025.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$1.06M as compared to June 30, 2025.
- Year to date (as of August 31, 2025) Revenues of \$2.1M have been recorded against Expenses of \$2.0M, resulting in a positive Change in Fund Balance (net income) of \$100.9K.
- All Short-Term Key Performance Indicators meet or exceed recommended benchmarks

1. Balance Sheet

- For the month ended August 31, 2025, the school's Cash and Cash Equivalents balance was \$3,259,067, the equivalent of 95 Days Cash on Hand (satisfying the 45-Day bond covenant), while the school's District Receivables balance was \$339,711.
- The school's Project Fund at US Bank (related to its Bond Issuance) is at \$1.8M.
- Accounts Payable/Accrued Expense decreased to \$73,224 on August 31, 2025, while Accrue Salaries and Benefits decreased to \$442,930.
- 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 decreased to \$6.2M.

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

- Discovery CS has recorded Revenues of \$2,085,635, through August 31, 2025, which are over budget by \$63.3KM. This includes \$2.0M in District PPR (SD of Philadelphia) and \$43.4K of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$1,984,650, through August 31, 2025, which are over budget by \$736.1K. Most of this variance is related to over-spending in Property, Furniture & Equipment (\$897.6K; mostly due to building improvement expenses), offset by under-spending in all other expenditure categories.
- Through 2 months of FY26, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$100,985. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (2.26 based on budgetary calculation, which is above the 1.10 bond covenant requirement).

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

Days Cash on Hand: DCS **96.67**, Bondholders require at least 30 days

Unrestricted Cash: **3,259,067** Bondholders require **5%**

Debt Service Coverage: **2.26**, Bondholders require at least **1.1**

Year-to-Date Revenue: **\$13,615,542**

CEO Report

Cloud provided the Board with copies of the CEO Report

Updates

Old Business

- Sickness
- Professional Development
 - Staff PD August 20, 2025 - August 29, 2025

New Business

- Successful School Opening
 - Integrated Opening
 - Grounds Beautification
 - Turf
 - Roof
 - Culinary Room
- Staffing (Adjusting)
- CEO and Board Member Professional Development
 - PCPCS Conference: 77 Wind Creek Boulevard Bethlehem, PA 18015
 - Act 55 Board Training Opportunity
 - 10/20/25 – 10:30am until 3:15pm (New Board Member)
 - 10/20/25 - 10:30am until 1:30pm (Advanced Training)
 - Register Here: <https://tinyurl.com/BoardTrainings2526>
- Monthly Committee Meetings
 - Proposed Days (Times to be determined):
 - Finance (Wednesdays prior to board meetings)
 - Board Development (Wednesdays prior to board meetings)
 - Education (Thursdays prior to board meetings)
 - Personnel (Thursdays prior to board meetings)

Field Experiences

- Canada (5th Grade) May 17-22, 2026
- Greece (8th Grade) May 7-13, 2026

Fundraisers

- Parent Sponsored Fish Fry

Community Initiatives

- Chromebook and Cart Assembly Collaboration with West Philadelphia High School
- Project Go and Attendance Initiative On-Boarding
- National Council of Negro Women- Delaware Valley Section & PA State Coalition
 - Clear Bookbag Drive
 - Student Sponsorship PA Legislative Black Caucus Event, Oct. 6, 2025
- African American Charter School Coalition - Second Annual Awards Ceremony
September 24, 2025, 6pm (2 Board Members)
Sheraton Philadelphia Downtown
201 N 17th Street, Philadelphia PA 19103

Academic Directors Report

Hunter provided the Board with copies of the Academic Director Report

Special Education Updates

119 students with IEPs

9 students with 504 plans

SPED Updates

Coffee Cart is returning

Current / Upcoming Events

- Back to School Night 9/11 @ 5pm-7pm

Curriculum/Instruction

- K-8 Grade Team meetings began week of 9/8
 - Focus: Literacy & Operation "Let's Read"
- High School Selection Process 9/8 -10/23
 - High School Fair 9/20 10am-4pm @ Convention Center
 - Parent Information Session 9/22 @ 5:30pm

School Climate / Staff

- Introduction of EVOLV system to scan people and bags
 - New admission process 3-8 begins this week
- PBIS Program
- Communication
 - Weekly "Discovery News" newsletter here
 - Daily updates and reminders emails to staff
 - Mr. Berry's morning announcements
- Yondr Pouches

Testing

STAR /Benchmark Testing 9/16/25 ~ 9/19/25

Finance Committee Report

Campbell provided the following Petty Cash Report

- Beginning Balance \$33.73
- Replenishment deposit \$2000.00
- Ending Balance \$2033.73

Vote on Financial Report:

Nichols Motioned to approve the Financial Report as presented, Walker Seconded, Financial Report Approved

Board Minutes:

Bligen provided the Board with copies of the August 2025 Minutes.

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

Vote on CEO Contract:

Mcghee Motioned to approve the CEO Contract as presented, Hurdle Seconded, CEO Contract Approved

Open Forum adjourned at 8:12pm