

**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, December 15, 2025**, via Zoom. The meeting was called to order at **6:41 PM**. The board chair took the roll call and determined that there was a quorum.

**Trustees Present:**

Sharlynn Cloud, CEO  
Andrew Grannum, Board Chair  
Estena McGhee, Vice Chair  
Sharon Thornton, Secretary  
Aishia Campbell, Treasurer  
Lynn M. Nichols, Esq.  
Marie Walker  
Ayo Moore, Home & School President  
Nakea Hurdle, Esq.  
Andrea Thomas

**Trustees Not Present:**

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

**Others Present:**

Diane Cooney  
Victor Hunter  
Celeste Bligen

Vertex, *Education*  
Director of Education  
Administrative Support

***Open Forum began at 6:41 pm***

**Vertex Financial Report:**

Cooney provided the Board with copies of the Financial Report

**November 2025 Financial Summary:**

- Cash increased by \$567.4K as compared to June 30, 2025.
- District Receivables decreased by \$13K as compared to June 30, 2025.
- A/P & Accrued Expenses decreased by \$156.3K, while Accrued Salaries & Benefits decreased by \$695.6K, as compared to June 30, 2025.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$212.1K as compared to June 30, 2025.
- Year to date (as of November 30, 2025) Revenues of \$5.46M have been recorded against Expenses of \$5.25M, resulting in a positive Change in Fund Balance (net income) of \$212K.
- All Short-Term Key Performance Indicators meet or exceed recommended benchmarks.

**1. Balance Sheet**

- For the month ended November 30, 2025, the school's Cash and Cash Equivalents balance was \$3,709,983, the equivalent of 100 Days Cash on Hand (satisfying the 45-Day bond covenant), while the school's District Receivables balance was \$308,590.
- The school's Project Fund at US Bank (related to its Bond Issuance) is at \$1.8M.
- Accounts Payable/Accrued Expense decreased to \$303,734 on November 30, 2025, while Accrued Salaries and Benefits decreased to \$380,529.
- Discovery CS's fiscal metrics are 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 November 30, 2025)**

- Discovery CS has recorded Revenues of \$5,462,104 through November 30, 2025, which are over budget by \$136.3K. This includes \$5.27M in District PPR and \$191.7K of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$5,249,921, through November 30, 2025, which are over budget by \$804K. Most of this variance is related to over-spending in Professional & Technical Services (\$268.7K; mostly due to Substitute, Special Education and Legal services) and Property, Furniture & Equipment (\$947.4K; mostly due to building improvement expenses), offset by under-spending in Salaries (\$392.6K; all categories).
- Through 5 months of FY 2026, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$212,183. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (1.57 based on budgetary calculation, which exceeds the bond covenant requirement of 1.10).

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

Days Cash on Hand: DCS **110.04** Bondholders require at least 30 days

Unrestricted Cash: **3,709,983** Bondholders require **5%**

Debt Service Coverage: **1.57** Bondholders require at least **1.1**

Year-to-Date Revenue: **\$5,459,383**

### **Academic Director Report**

Hunter provided the Board with copies of the Academic Director Report

### **Special Education Updates**

IEP numbers - 112

504- 15 up from 9

### **SPED Updates**

An additional 2PCAs have been acquired for two scholars

### **Current / Upcoming Events**

- **Alumni Day** 12/11
- **Homecoming Week** 8th -12th
- **Winter Program - Discovery on Broadway** 12/19
- **Book Fair** Dec 8th -12th
- **Family Literacy Night** 1/17
- **SAS Institute** 12/8 - 12/10

### **Trips**

- 8th Grade & Girls Mentoring Delaware Theatre Company 12/18
- 7th Grade Franklin Institute 1/8

### **School Climate / Staff**

- Homecoming Rally 12/5
- Basketball Season Opener 12/6 - Boys & Girls win
- Student vs Staff Basketball
- Home & School held first In person meeting
- Snowflake Exchange and Staff Luncheon 12/19

### **Testing**

- **STAR Testing** Dec 9th -11th

## **CEO Report**

Cloud provided the Board with copies of the CEO Report

### **Old Business**

- Professional Development
  - Act 55 Board Training Opportunity
  - 2/11/26 - 6pm (Advanced Training)
  - 2/13/26 – 9am (New Board Member)
  - Please send a copy of certificates to Ms. Cloud
- Register Here: <https://tinyurl.com/BoardTrainings2526>

### **New Business**

- Staffing
  - Morale
  - Vacancies
- Monthly Committee Meetings
  - Proposed Days (Afternoon or Evening?):
    - Finance (Wednesday 1/21/25)
    - Board Development (Wednesday 1/21/25)
    - Education (Thursday 1/22/25)
    - Personnel (Thursday 1/22/25)
- Violent Behavior Policy
- Parent Association By-laws

### **Field Experiences**

- Canada (5th Grade) May 17-22, 2026
- Greece (8th Grade) May 7-13, 2026
  - Match deposit made to offset parent costs

### **Fundraisers**

- Gala 4/18/26 – Save the Date
- Athletic Department
  - Games & Concessions

### **Building Updates**

- Projects
  - Plumbing
  - Boardroom
  - Walls
  - Electric Panel

### **Community Initiatives**

- West Parkside Business Association – Holiday Stop By 12/4/25
- Food Giveaway (30 turkey dinners)
- Homeless Supply Drive (socks, hats, scarves, hygiene items, hand warmers, sanitizer)
- Coat/Pamper Giveaway (approximately 75 coats/ 32 boxes of pampers)

**Cloud provided the board with copies of the SAP Violence Policy**

- *Hurdle* - would like to discuss some of the wording and definitions used in the policy
- *Nichols* - would like to hear from Nagle to see if the wording within the policy was chosen due to charter schools and education policies
- *Thomas* - Can vapes be included in the drug, alcohol and mood uttering substances section

***Closed Session - 7:24pm - 7:58pm***

**Board Minutes**

Bligen provided the Board with copies of the November 2025 Minutes

*Hurdle Motioned to approve the Board Minutes as presented, Diggs Seconded, Board Minutes Approved*

*Grannum*

- Suggested to move forward in planning a board outing to strengthen relationships, build connections and enhance the effectiveness of the board. Preferably, before the end of January

**Vote on SAP Violence Behavior Policy:**

*Nichols Motioned to approve the SAP Violence Behavior Policy as presented with the ability to amend if needed, Thornton Seconded, SAP Violent Behavior Policy Approved*

*Moore*

- Interest in learning more about the Student Support Service Committee and Community Relations on Public Engagement Committee.

***Open Forum adjourned at 8:30pm***