

**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, March 16, 2026**, via Zoom. The meeting was called to order at **6:51 PM**. The board chair took the roll call and determined that there was a quorum.

**Trustees Present:**

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

**Trustees Not Present:**

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

**Others Present:**

Diane Cooney  
Victor Hunter  
Fred Fields

Vertex, *formerly* CHARTER CHOICES  
Director of Education  
Director of Technology

***Open Forum began at 6:51 PM***

### **Vertex Financial Report:**

Cooney provided the Board with copies of the Financial Report

#### **February 2026 Financial Summary:**

- Cash increased by \$547K as compared to June 30, 2025.
- District Receivables increased by \$13K as compared to June 30, 2025.  
A/P & Accrued Expenses decreased by \$272.3K, while Accrued Salaries & Benefits decreased by \$507.9, as compared to June 30, 2025.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$27K as compared to June 30,
- 2025.
- Year to date (as of February 28, 2026) Revenues of \$9.07M have been recorded against Expenses of \$9.04, resulting in a positive Change in Fund Balance (net income) of \$26.7K.
- All Short-Term Key Performance Indicators meet or exceed recommended benchmarks.

#### **1. Balance Sheet**

- For the month ended February 28, 2026, the school's Cash and Cash Equivalents balance was \$3,689,652, the equivalent of 98.8 Days Cash on Hand (satisfying the 45-Day bond covenant), while the school's District Receivables balance was \$334K.
- The school's Project Fund at US Bank (related to its Bond Issuance) is at \$1.8M.
- Accounts Payable/Accrued Expense decreased to \$169,605 on February 28, 2026, while Accrued Salaries and Benefits decreased to \$568,222.
- 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 \$2M.
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#### **2. Income Statement (Budget vs. Actual through February 28, 2026)**

- Discovery CS has recorded Revenues of \$9,071,692 through February 28, 2026, which are over budget by \$194K. This includes \$8.5M in District PPR and \$596K of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$9,044,969, through February 28, 2026, which are over budget by \$772K. Most of this variance is related to over-spending in Professional & Technical Services (\$475.9; mostly due to Substitute, Special Education, Security Services and Legal services) and Property, Furniture & Equipment (\$1,072,504; mostly due to building improvement expenses, offset by the Bond withdraw), offset by under-spending in Salaries (\$790K; all categories).
- Through 8 months of FY 2026, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$26,723. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (2.58 based on budgetary calculation, which exceeds the bond covenant requirement of 1.10).

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

Days Cash on Hand: DCS **88.89** Bondholders require at least 30 days

Unrestricted Cash: **3,689,652** Bondholders require **5%**

Debt Service Coverage: **2.58** Bondholders require at least **1.1**

Year-to-Date Revenue: **\$9,071,692**

## **Academic Director Report**

Hunter provided the Board with copies of the Academic Director Report

### **Special Education Updates**

IEP numbers - 117

504- 14

### **SPED Updates**

A. D.

### **Current / Upcoming Events**

- Family Literacy Night 2/10 @ 6pm
  - Huge
- Book Fair 2/23 - 3/6
- PSSA Tutoring & Saturday School began 3/2
- March 5th PD
- PSSA Family Night 3/12
- Black History Month Celebration 3/13
  - Back in the Groove 70s Theme
  - Fantastic turn out
  - News coverage
- School Closed Friday 3/20
- Intent to Return Forms due 3/31
- 4/1 Report Card Conferences
- Spring Break (School Closed) 4/3 - 4/10
- Founder's Day 4/16

### **Trips**

- African American Museum of Philadelphia / 3rd Grade
- Sporting Event - Whole School
- Thrillz - 6th Grade

### **School Climate / Staff**

- PBIS
  - PBIS Friday - Scholars turn in tickets for prizes with mobile school store

### **Testing**

- Late Winter Benchmark Data

*Nichols asked* - What indicators are being used to gauge academic progress and how that is informing priorities for the remainder of the year?

*Hunter* -During grade team meetings data from PSSA scores are reviewed. Students who are 2 to 4 questions away from moving up to the next tier are identified. STAR data is also used to gauge where students can use extra support. Once those areas are revealed, digital coaching is used during PSSA tutoring to assist students in targeted areas where support is needed most.

*Thomas* - Can STAR identify if AI is being used by a student? If so, how are you able to monitor?

*Hunter* - For students who complete the test faster than usual, a quick review of the data is reviewed and students are asked to retest.

Cloud will send a copy of the Winter Benchmark Data to the board member.

## CEO Report

Cloud provided the Board with copies of the CEO Report

## Updates

### Old Business

- Professional Development
  - Act 55 Board Training Opportunity
  - 5/6/26 6pm (**Advanced Training**)
  - 5/8/26 9am (**New Board Member**)
  - *Please send a copy of certificates to Ms. Cloud by June 1, 2026*
    - Register Here: <https://tinyurl.com/BoardTrainings2526>

### New Business

- Staffing
  - Vacancies
  - Climate and Culture Transitions
- Monthly Committee Meetings
  - **Proposed Days: ([Join Meeting: CLICK HERE](#))**
    - Finance (Tuesday 4/12/26) **12PM**
    - Board Development (Wednesday 4/15/26) **5PM**
    - Education (Thursday 4/16/26) **5PM**
    - Personnel (Thursday 4/16/26) **6PM**

### Field Experiences

- Canada (5th Grade) May 17-22, 2026
- Greece (8th Grade) April 30, 2026-May 6, 2026

### Fundraisers

- February Scholastic Book Fair Extended
- Gala 4/18/26; Springfield Country Club

### Building Updates

- Projects
  - Car Gates/Fencing
  - Walls

### Community Initiatives

- Jackie Robinson Day & Memorial Park News:
  - Art Installation Project Approved
  - 4/15/26 Official Jackie Robinson Day, 11AM
- **4/15/26 Advocacy Day - N.C.N.W.** takes girls to Harrisburg, PA Health, Education, Economic Empowerment, and Social Justice (Breakfast, gallery for proceedings, meet with one state rep., meet with PA Black Caucus, lunch)

*Grannum offered*

The Board Members will purchase 2 tables for the upcoming Founder's Gala

*Nichols* - Suggested to finish discussing how the board will purchase their gala tickets during the closed session.

*Nichols shared*

Phillies pledged \$500,000 towards the mural that will be placed on the wall next to DCS. Parker convinced the developer to build the wall that will serve as the new home for the replacement mural.

The park across the street is where the Negro League used to play their baseball games.

**Finance Committee Report**

Campbell provided the following Petty Cash Report

|   |          |          |
|---|----------|----------|
| ● Beginning Balance                       |          | \$855.96 |
| ● 2 Money Orders Food Safety Certificates | 02/03/26 | \$65.10  |
| ● 5 Certified Mailers                     | 02/06/26 | \$52.40  |
| ● 1 Certified Mailer                      | 02/11/26 | \$10.48  |
| ● 1 Certified Mailer                      | 02/25/26 | \$10.48  |
| ● Adjustment to February Report           |          | +\$03.00 |
| ● Petty Cash on Hand                      | 02/28/26 | \$750.20 |

**Education Committee Report**

Thornton provided the following Education Report

- Discussed scheduling a meeting with teachers to speak about educational progress.
- Develop strategies to assist teachers with different techniques to help the students with their reading.

*Grannum added*

To follow up with teachers regarding those students who are on the cusp and are moving towards proficiency in their testing.

**Board Development Committee Report**

McGhee provided the following Board Development Report

- Board members who have not submitted their training certificates should give them to Ms. Cloud before May 1st
- Would like to create a list of board member's term in office
- Discussed the planning of a board retreat.
- Moore will take the lead on contacting board members for their availability
- Discussed getting together for the upcoming Jazz event on May 29th at the Philadelphia Technology Center.
- Interested in developing a rubric or measurement for board performance and efficiency
- A list of things Cloud may need from the board members that will help assist her better
- Is it mandated or necessary for Cloud to attend every committee meeting? If not, is there a plan to keep her informed?

*Grannum offered*

He must be present at all committee meetings

- Board members will save important dates on the school calendar to ensure there will be a board presence at all school events

*McGhee* - How often do board members have to take the advanced training?

*Nichols* - Members must take the training at the start of their term and the Advanced training at the start of their 2nd term.

*Grannum* - Statement of Financial Interest are due and should be sent to Cloud

### **Home and School Report**

Moore provided the following Home and School Report

- Renew, amend, and revise the Home and School Bylaws
- Greater need for more programs and activities
- Home and School will increase visibility in the school
- Talked about fundraising with pretzel and dressdown days
- School uniform exchange
- Parent volunteers needed
- Volunteers must have all clearances (criminal background, FBI, and child abuse)
- Upcoming meeting Thursday, March 19, 2026

### **Board Governance Committee Report**

Nichols provided the following Board Governance Report

- Discussed bringing in a presenter during a board meeting to help us to understand our role and how we can improve on roles of a board.
- Grannum will reach out to his contact to check their availability
- Discussed the structure and size of the board and can more members be added?
- Eleven is the minimum number of board members required. However, the board should discuss adding more members considering that attrition will happen as the member's term will come to an end.
- Discussed developing a succession plan, but other priorities needed immediate attention. were more of a

### **Audit Committee Report**

Nichols provided the following Audit Committee Report

- Discussed the requirements for what we have to comply with before the end of the year
  - File 990
  - Review the end of the year Audit in Fall 2026

**Modified February Board Minutes**

Bligen provided the Board with copies of the modified February 2026 Minutes

**Board Minutes**

Bligen provided the Board with copies of the March 2026 Minutes

*Nichols Motioned to approve the Board Minutes with corrections that have been stated, Walker Seconded, Board Minutes Approved*

**Vote on 990**

*Walker Motioned to approve 990, McGhee Seconded, and the 990 was approved*

**Closed Session - 8:15pm - 8:30pm**

***Open Forum adjourned at 8:32pm***