

**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, October 20, 2025**, via Zoom. The meeting was called to order at **6:34 PM**. The board chair took the roll call and determined that there was a quorum.

**Trustees Present:**

Sharlyne Cloud, CEO  
Shauna Collins, Board Chair  
Andrew Grannum, Vice Chair  
Sharon Thornton, Secretary  
Ayo Moore, Home & School President  
Lynn M. Nichols, Esq.  
Sergio Diggs  
Estena McGhee  
Marie Walker  
Andrea Thomas  
Nikea Hurdle, Esq.

**Trustees Not Present:**

Pastor Donald Moore  
Dr. Claudette Stone, Ed. D  
Aishia Campbell, Treasurer

**Others Present:**

Jose Parilla  
Diane Cooney  
Victor Hunter  
Fred Fields  
Celeste Bligen

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

***Open Forum began at 6:34 pm***

### **Vertex Financial Report:**

Parilla provided the Board with copies of the Financial Report

### **September 2025 Financial Summary:**

- Cash increased by \$12.0K as compared to June 30, 2025.
- District Receivables increased by \$38.2K as compared to June 30, 2025.
- A/P & Accrued Expenses decreased by \$208.0K, while Accrued Salaries & Benefits decreased by \$888.6K, as compared to June 30, 2025.
- Equity (Restricted & Unrestricted Fund Balances) increased by \$60.0K as compared to June 30, 2025.
- Year to date (as of September 30, 2025) Revenues of \$3.2M have been recorded against Expenses of \$3.1M, resulting in a positive Change in Fund Balance (net income) of \$60.0K.
- All **Short-Term** Key Performance Indicators meet or exceed recommended benchmarks.

### **1. Balance Sheet**

- For the month ended September 30, 2025, the school's Cash and Cash Equivalents balance was \$3,154,519, the equivalent of 85.9 Days Cash on Hand (satisfying the 45-Day bond covenant), while the school's District Receivables balance was \$359,753.
- The school's Project Fund at US Bank (related to its Bond Issuance) is at \$1.8M.
- Accounts Payable/Accrued Expense decreased to \$233,952 on September 30, 2025, while Accrued Salaries and Benefits decreased to \$187,507.
- 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 \$6.2M.

### **2. Income Statement (Budget vs. Actual through September 30, 2025)**

- Discovery CS has recorded Revenues of \$3,192,937, through September 30, 2025, which are over budget by \$98.9K. This includes \$3.1M in District PPR (SD of Philadelphia) and \$128.8K of Federal, State and Other Local Revenues.
- The school has recorded Expenses of \$3,132,945, through September 30, 2025, which are over budget by \$823.0K. Most of this variance is related to over-spending in Professional & Technical Services (\$156.7K; mostly due to Substitute, Special Education and Legal services) and Property, Furniture & Equipment (\$936.0K; mostly due to building improvement expenses), offset by under-spending in Salaries (\$265.7K; all categories).
- Through 3 months of FY 2026, financial operations of the school culminated in a Net Operating Income (Change in Fund Balance) of \$59,992. In addition, the school is projected to meet its bond Debt Service Coverage Ratio requirement (1.50 based on budgetary calculation, which exceeds the bond covenant requirement of 1.10).

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

Days Cash on Hand: DCS **96.35**, Bondholders require at least 30 days

Unrestricted Cash: **3,154,519** Bondholders require **5%**

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

Year-to-Date Revenue: **\$3,192,937**

Cooney offered the following

- It's early in the year and once the Federal Government comes back, we should see money coming in. We are getting some money, but not much from out-of-district, districts

**Vote on Financial Report:**

*Grannum Motioned to approve the Financial Report as presented, McGhee Seconded, Financial Report Approved*

**Academic Directors Report**

Hunter provided the Board with copies of the Academic Director Report

**Special Education Updates**

8 special education teachers  
119 students with IEPS  
9 students with 504 plans

**SPED Updates**

Special education teacher returned

**Current / Upcoming Events**

**High School Night 9/22**

- Well attended
- Only 3 8th grade parents missed

**October PD 10/01**

- Dunbar training - Challenging Students
- Wit & Wisdom Coach
- Math & Science training

**Picture Day 10/20**

**November PD 11/4**

Curriculum/Instruction

PBIS Initiatives

**Walkthroughs**

- Ms. Cloud and I started conducting them together
- Focus is on classroom environment and management

**Operation "Let's Read"**

- The initiative to increase the time our scholars are read to and read themselves throughout the day.
- Scholastic subscriptions are in and being used.
- There is an increase in Read Alouds being observed.

**Trips**

**Johnson Farm**

- 10/14 Kindergarten
- 10/16 First Grade
- 10/30 2nd grade "Be a Buddy Not a Bully" Lankenau Hospital
- October anti-bullying assemblies

**School Climate / Staff**

- EVOLV system to scan bookbags
- New admission process doing well.
- Technology - Chromebook carts have been distributed to classrooms.
- Daily updates and reminders emails to staff
- Mr. Berry's morning announcements
- Second year using Yondr Pouches

**Testing**

**STAR Testing**

- Benchmark Testing 9/22/25–9/26/25 (Baseline Data Presentation)

*Hunter offered the following*

- Completed 9 classroom walkthroughs with a goal of 4-5 per day by the following week
- Teachers are grouping students together based on STAR Testing results to create targeted instruction plans
- In the future STAR Testing results will be shared with parents accompanied with resources and helpful tools to use at home
- Teachers will continue to receive support/training on the curriculum to bring out the best in their students

*Moore offered the following*

- Met with Hunter to discuss literacy initiatives / PTA are ready to assist when needed
- There was a good turnout for the first PTA meeting where they discussed fundraising and volunteer opportunities

### **CEO Report**

Cloud provided the Board with copies of the CEO Report

## **Updates**

### **Old Business**

- Professional Development
  - PCPCS Conference (CEO) 10/19/25-10/22/25

### **New Business**

- Classroom Initiatives
  - Standards-based Instructional Guidance
  - Guided Reading
  - Prep Fundamentals
  - Academic Support
  
- Title I School Plan (Vote)
- Board Training Opportunities
  - Registration Link: <https://tinyurl.com/BoardTrainings2425>
  - Certificates must be submitted
- Staffing (Adjusting)
- Monthly Committee Meetings (Nov. 12th & Nov. 13th)
  - 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)

### **Facilities**

- Boys/Girls Bathrooms
- Young Center Floors
- Office Floors
- Playground/Turf Gate
- Floor/Paint Refreshers

## **Field Experiences**

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

## **Fundraisers**

- Parent Sponsored Fish Fry 10/19/25

## **Community Initiatives**

- Chromebook and Cart Assembly Collaboration with West Philadelphia High School
- Black Brain Campaign
- AACSC
  - 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
  - Advocacy Day in Harrisburg, PA 10/28/25

## **New Officers Sworn in:**

- Board Chair - Andrew Grannum
- Vice-Chair - Estena McGhee

## **Collins Offered**

- Thornton was voted in as Secretary, December 15, 2023
- Her term will be up December 2025

## **Closed Session 8:13pm - 8:34pm :**

## **Finance Committee Report**

Collins provided the following Petty Cash Report

● Beginning Balance	\$2033.73
● Parent Refund	\$125.00
● 19th District Captain's Breakfast Donation	\$100.00
● Charter School Conference Table Giveaway	\$52.71
● Uber to AACSC	\$83.25
● Administration Lunch	\$75.36
● Total Expenditures	\$436.32
● Ending Balance	\$1597.43

## **Board Development Committee Report**

Collins

- Emailed list of committees for the board members to choose
- An Independent Audit Committee is a must
  - Treasurer cannot serve on the Independent Audit Committee
- Board Members will contact Grannum or Nichols once their committee choice is made

Thornton- Will Thursday committee meetings be held via Zoom  
Cloud - Meetings will take place via Zoom and hours are flexible

**Board Minutes:**

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

*Additional information has to be added to the September minutes, September minutes will be voted on during the next board meeting in November*

**Vote on Title I School Plan:**

*Diggs Motioned to approve Title I School Plan an update data when it becomes available,  
Walker Seconded, Title I School Plan Approved*

***Open Forum adjourned at 8:42 pm***