

**Sugar Creek Charter School
Board of Directors Meeting
Main Campus
4101 N. Tryon Street
Charlotte, NC 28206
November 13, 2023**

Board of Directors Meeting Minutes

Attendance:

Board of Director Members: Bryan Ives, Jerry East, Jared Young, Tom Van Popering, Stacy Moultrie, Christian Robinson, Curt Oliver, Matthew Tilley, Candace Williams

Board of Advisor Members: Gus Parker, Velve Woolen, Anthony Daise

Ex Officio Board Members: Cheryl Turner, Jamaal Young, Richard Russell, Brandy Morrison, Celeste Sundo

Staff Attendance: Eleanor Shell, Cherie Graham, Melisa Gaddy, Marcella Elijah, Saroya Brown, Tara Hunter McCoy, Jekeia Scott

Call to Order: Bryan Ives at: 4:31pm

Approval of Minutes: Bryan Ives made the motion to approve the minutes of the September 13, 2023, meeting with Jerry East seconding the motion. The motion was carried unanimously.

Chair's Report: Bryan Ives

- Review of Committee Assignments: See the PowerPoint which was distributed.
- Audited Financial Statements for the year ended June 30, 2023 are for your review.
- Going Concern Letter signed by the chair was request by our auditor to affirm the school's current financial stability and likelihood that the school will be able to operate with the current expectations of indefinite existence. Seven factors give evidence to the school's financial stability and long-term viability:
 1. Substantially all our revenues are from the government.
 2. We exclusively serve economically disadvantaged K-12 students.
 3. The vast majority of expenses are variable, 70% are salaries, wages, benefits and staff development which can be adjusted to student enrollment.
 4. We own our real property, including buses.
 5. We have long-term covenant light bond financing at favorable rates.
 6. On 8/31/2022 we had \$5.2 million dollar unrestricted cash balance and \$262K of restricted cash balance in the bank to be used for capital expenditures.

7. We engaged an independent accounting firm with significant experience for an audit as well as advice and guidance.

- Overview of State Funding Allocations.
 - \$6,300 per child roughly 3% increase from last year.
 - Ms. Turner expects that after she completes the calculation of faculty salaries the overall faculty salaries will increase by more than 3% because the state faculty salary increases enacted by the General Assembly are weighted toward younger faculty and Sugar Creek's faculty mix tends to be younger than the state average. Despite this apparent mismatch between our state allocation and the increase in faculty salaries enacted by the legislature, and while Sugar Creek does not have to pay the state level salaries, the School's policy is to match CMS in order to remain competitive.
 - Matthew Tilley: While there has been some discussion in the charter school community about state allocations to individual schools, and while the Department of Public Instruction's allocation methodology is something of a black box, a 3% increase is consistent with the state legislation.

Superintendent's Report: Cheryl Turner

- Introductions:
 - Tara Hunter McCoy, Assistant High School Principal.
 - Dr. Saroya Brown, Elementary Dean of Students,
 - Jekea Scott, Chief of Finance. Our leadership team is now complete.
- Non-faculty state compensation (principals, etc.) increased by 4%, which we should target.
- Anticipate the total payroll will increase by and additional \$300K - \$500K above budget
- Budget is incomplete at the moment. Will be complete by the December board meeting.
- 65 McKenney-Vento families. Please donate toward turkeys for the Thanksgiving Drive and the Angel Tree for Christmas by December 10th. You can make a donation through our SCCS website, thesugarcreek.org.
- Upcoming Family Engagement Events:
 - Parent University - Grief & Loss Seminar 11/29/23,
 - Navigating Virtual Platforms 11/30/2023,
 - Family Engagement Council Meeting 12/7/23,
 - Holiday Family Dance 12/8/2023.

Finance Committee Report: Stacy Moultrie

- The state allotment has been finalized and it's based on enrollment of 1,589. The final allocation is \$10,852,373 and it is included in the budget. There is 60% of state funding remaining to receive.
- There were no significant changes in revenue and expenses during the month of September in comparison to August.

- October was a big month for receipt of local revenue. \$622,297 of CMS funds were received.
- Instructional services expense increased in October due to the school's purchase of EDBLOX in the Elevate Program.
- Current YTD net surplus/deficit is a deficit of \$394,344. The full budget is expected to be finalized by the next meeting and we will discuss how we are tracking against the budget at that time.

Development Committee Report: Eleanor Shell

- Data Driven Recruitment:
 - No surveyed new enrollee's parents could recall a single radio spot as the reason for their interest in Sugar Creek.
 - Applicants find out about SCCS through word of mouth.
 - Distributing yard signs, car magnets and key fobs, and using other tactics while discontinuing radio ads
- Launching the Athletic Booster Club.
 - Partnered with Popeyes Chicken.
 - Also Popeye's is helping with a coat drive as a part of "Giving Tuesday"
 - It takes \$300-\$500K to fund athletics. After a question by Anthony Daise, the Board was informed that no funding is separately stated and allocated to athletics in our operating budget, but rather is inside other line items, primarily compensation and benefits. It was observed in the Executive Session that this should be corrected and proper allocations to athletics made in order for the Board to have proper oversight of that activity.
- January: we will be seeking more corporate sponsorships
- April: More commercial sponsors.
- Creating a new Brochure to be used for Teacher and Student recruitment.

Student Experience Report: Christian Robinson

- No Report

Human Resources: Matthew Tilley

- No Report

Facilities Report: Garrett McNeill

- No Report

Information Technology Report: Jared Young

- Infrastructure

- Mr. Young met separately with each IT Infrastructure team member to discuss their roles and hear their insight on departmental improvements. Nichelle has created a job description for both technicians and will conduct annual reviews for each technician.
- Nichelle is tasked with creating a SCCS IT Infrastructure presentation for Ms. Sundo and Mr. Young. This presentation will outline Nichelle's strategic plan for the SCCS's network and is scheduled for December 2023.
- A new Help Desk application has been implemented to track internal IT issues reported by users. This application will also include asset management tools for the IT team.
- Mr. Young is working with a contractor to conduct an audit of the IT infrastructure for both campuses. We are waiting for the wireless access point mapping for the high school campus to be completed by Emerge before we receive a quote for these services.
- Communication with Emerge
 - After noticing some communication issues between SCCS IT and Emerge, Mr. Young suggested both parties transition from texting to emails to improve tracking and accountability.
- Instructional Technology
 - Mr. Dunn is auditing IT software licenses for potential termination or non-renewal. This project will reduce costs by canceling outdated software, redirecting valuable supports, and lessen security risks from outdated or non-supported software.

Nominating and Governance: Jerry East

- Interviewing new board member candidates.

Old Business:

- None

New Business:

- Next board meeting is Monday, December 11, 2023 at the Main Campus.

The Board moved into Executive Session at 5:32pm to discuss senior leadership compensation plans.

The Board reconvened and adjourned at 6:15pm