

**The Charter Institute at Erskine**  
**Board Meeting Minutes**  
**October 9, 2018**

The board meeting of the Charter Institute at Erskine was held on the Erskine College campus at 2:00 p.m. on October 9, 2018. President Dr. Rob Gustafson called the meeting to order. The following board members were present via conference call: Mrs. Marjorie (Beth) Gustafson, Mr. Stu Rodman, and Mr. Martin O'Connor. Attendees from the Charter Institute at Erskine included Mr. Vamshi Rudrapati, Mr. Johnley Li, and Mrs. Paula Gray. Mr. Cameron Runyan attended via conference call.

The roll was taken by Mrs. Gray and a quorum was present.

Dr. Gustafson called for combined approval of the agenda for the October 9, 2018, and the minutes for June 12, 2018. Mr. Rodman moved for approval of the agenda for the October 9, 2018, and the minutes for June 12, 2018. The motion was seconded by Mr. O'Connor and was approved unanimously.

Action Items:

a) Institute Finance Policies (First Reading)

Mr. Li presented the following policies to the Board for approval with input from Mr. Rudrapati:

- Institute Travel and Meals Policy and Procedures
- School Training and Travel Policy and Procedures
- Credit Card Usage Policy and Procedures
- Institute Procurement Policy and Procedures

A motion was made by Mr. Rodman to waive the second reading for the Institute Finance Policies. Mrs. Gustafson seconded the motion which was approved unanimously. Mr. O'Connor moved to approve the policies with the waiver of second reading, seconded by Mrs. Gustafson. The motion carried unanimously.

b) Student Success Framework Request for Proposal (RFP) Approval

Mr. Rudrapati explained this item, the development of the RFP, and the vendor presented, Coleman Educational Associates, LLC. A motion was made by Mr. Rodman to approve Coleman Educational Associates, LLC, for the Student Success Framework, seconded by Mr. O'Connor. The motion carried unanimously.

c) Legal Services Request for Proposal (RFP) Approval

Mr. Rudrapati presented this item and stated that the RFP was posted on the website and only one response was received. This response was from Sarah Anderson Law Firm, LLC. Mr. Rudrapati discussed the services provided by the RFP. Mr. O'Connor moved to approve the Sarah Anderson Law Firm, LLC, to provide legal services to the Institute. The motion was seconded by Mrs. Gustafson and carried unanimously.

d) Fraud Prevention Policy

Mr. Rudrapati explained the need for a strong Fraud Prevention Policy and stated that it would ensure that consultants focus on outcomes and spend money properly. The Fraud Prevention Policy will become part of the schools' contracts.

Mr. Rodman moved to authorize the development of a Fraud Prevention Policy to be presented at the next Board meeting for approval for First Reading. The motion was seconded by Mrs. Gustafson and carried unanimously.

e) Contract Approval

Mr. O'Connor moved for approval of the Professional Employment Agreement for Mr. Cameron Runyon as presented. The motion was seconded by Mr. Rodman and approved unanimously.

f) Institute Schools Higher Education Partnership

Mr. Rudrapati explained that the Institute Schools Higher Education Partnership is only extended to schools sponsored by the Charter Institute at Erskine.

Mrs. Gustafson moved to approve the Institute Schools Higher Education Partnership. Mr. O'Connor seconded the motion which was unanimously approved.

### Executive Session

No executive session was needed for this meeting.

### Institute Updates

Mr. Rudrapati announced that Richard Melzer was hired as a part-time Director of Accountability, which was the last vacant position for the Institute. Mr. Melzer came highly recommended and has an extensive resume. All board members were invited to visit the Institute

office whenever possible. Mr. Rudrapati reported that Institute employees are attending schools' board meetings across the state to build relationships. The Institute is working on analyzing data; has fully executed contracts with all schools; has weekly calls with school leaders and monthly meetings with new schools; developed pre-opening conditions; is requiring all school boards to be trained; is performing self-assessment audits; holding Induction training for all new teachers; and preparing for an upcoming board retreat for the schools' board members. Institute Insights is available 24/7 on the Charter Institute at Erskine's website with shared information and due dates for reports for all Institute schools.

#### Public Comments

There were no public comments for this meeting.

#### Adjournment

As there was no further business, a motion was made to adjourn by Mr. Rodman, seconded by Mr. O'Connor. The motion carried unanimously and the meeting adjourned at 3:22 p.m.

10/12/2018 2:45 PM