

**The Charter Institute at Erskine**  
**Board Meeting Minutes**  
**December 11, 2018**

The board meeting of the Charter Institute at Erskine was held via conference call at 12:30 p.m. on December 11, 2018. President Dr. Rob Gustafson called the meeting to order and opened with prayer. Board members in attendance were Dr. Rob Gustafson, Dr. Tom Hellams, Mr. Stu Rodman, and Mr. Martin O'Connor. Attendees from the Charter Institute at Erskine included Mr. Cameron Runyan, Mr. Vamshi Rudrapati, Mr. Johnley Li, Mrs. Mary Green Thomasson, Mr. Derek Phillips, Ms. Per'Chea Nunally, and Mrs. Paula Gray. Dr. Lindsey Ott and Kendall Artusi from Clear Dot Charter School also 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 December 11, 2018, and the minutes for November 15, 2018. Dr. Hellams moved for approval of the agenda for the December 11, 2018, and the minutes for November 15, 2018. The motion was seconded by Mr. O'Connor and approved unanimously.

Action Items:

a) Clear Dot Charter School Charter Application Status

Mr. Rudrapati reported that Clear Dot Charter School has requested full approval of their charter application. The recommendation from the Institute team is for full approval of the Clear Dot Charter School application. Dr. Ott and Kendall Artusi answered questions.

A motion was made by Mr. Rodman to fully approve the charter application for Clear Dot Charter School. Dr Hellams seconded the motion which carried unanimously.

b) Royal Live Oaks Academy Request for Weather Make-Up Days Waiver

Mrs. Thomasson reported on the school's instructional days missed at Royal Live Oaks Academy due to recent flooding and answered questions. A motion was made by Mr. Rodman to grant the waiver of two instructional days for Royal Live Oaks Academy seconded by Dr. Hellams. The motion carried unanimously.

c) Finance Policies (First Reading)

Mr. Li reported on the following policies and answered questions.

1) Signature and Requisition Authority Policy and Procedures

A motion was made by Mr. O'Connor to approve the Signature and Requisition Authority Policy and Procedures with the addition to follow up with a phone call after written request. The motion was seconded by Dr. Hellams and approved unanimously.

2) Accounts Payable Policy

Dr. Hellams moved to approve the Accounts Payable Policy as written and waive the second reading. The motion was seconded by Mr. O'Connor and approved unanimously.

Mr. O'Connor moved to amend the previous motion for approval of the Signature and Requisition Authority Policy and Procedures to add waiving second reading which was seconded by Dr. Hellams. The motion to amend carried. The motion to approve the Signature and Requisition Authority Policy and Procedures and waive second reading was then approved unanimously.

3) Fixed Assets Policy

Dr. Hellams moved to approve the Fixed Assets Policy and waive second reading. The motion was seconded by Mr. Rodman and carried.

4) Federal Fixed Assets Policy

Mr. O'Connor moved to approve the Federal Fixed Assets Policy and waive second reading. The motion was seconded by Mr. Rodman and carried.

5) Payroll Policy

Mr. Rodman moved to approve the Payroll Policy and waive second reading. The motion was seconded by Dr. Hellams and carried.

6) Revised Credit Card Policy

Mr. O'Connor moved to approve the Revised Credit Card Policy and waive second reading. The motion was seconded by Dr. Hellams and carried.

## Executive Session

No executive session was needed for this meeting.

## Informational Items:

### a) Changes to Fraud Prevention Policy

Mr. Li presented this item for information. Mr. Runyan thanked the Inspector General and Sarah Anderson, Attorney at Law, for their help with this policy.

### b) Finance Update

Mr. Li presented this item for information and reviewed the School Disbursement Summary and Annual Budget Summary and answered questions. Mr. Rodman requested a balance sheet be provided at the next board meeting.

## Institute Updates

Mr. Runyan reported on the day-long training held with the school leaders and stated that Dr. Tim Rees unveiled Erskine's scholarship plan during this meeting. A board retreat for the schools' boards was also held with experts presenting, including the Inspector General.

Mr. Rudrapati added that the board retreat was a huge success. He announced the hiring of a new employee for the Institute, Mrs. Ciera Bing, who will serve as school support for federal finance.

Dr. Gustafson stated his appreciation for all of the work done by the Institute staff.

Mr. Runyan answered questions regarding possible new school applications.

## 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 Dr. Hellams. The motion carried and the meeting adjourned at 1:25 p.m.