

**The Charter Institute at Erskine**  
**Board Meeting Minutes**  
**June 5, 2019**

The Board meeting of the Charter Institute at Erskine was held in the Chestnut Room on the Erskine College campus at 11:00 AM. President Dr. Gustafson called the meeting to order and gave the Invocation.

Board members in attendance were Dr. Rob Gustafson, Dr. Tom Hellams, Mr. Stu Rodman, Mr. Martin O'Connor, and Mrs. Marjorie (Beth) Gustafson. Attendees from the Charter Institute at Erskine included Mr. Cameron Runyan, Mr. Vamshi Rudrapati, Mr. Johnley Li, Ms. Christy Junkins, Attorney Sarah Anderson, Mr. Derek Phillips, and Ms. Sonja Bradford. Odyssey Online Learning Charter school leaders Rodney Robinson and Andrea Amburn were also present.

The roll was taken by Ms. Sonja Bradford and a quorum was present.

Dr. Gustafson called for approval of the agenda and minutes for the April 24, 2019, board meeting. Mr. Rodman moved for approval of the April 24, 2019, meeting agenda and the minutes. The motion was seconded by Mrs. Gustafson and carried unanimously.

**Executive Session:**

Dr. Gustafson called for moving into Executive Session to discuss contract matters and legal updates. The motion was carried unanimously.

Return to Open Session:

The Board returned to Open Session to discuss several action items in agenda order.

**ACTION ITEMS**

**1. Odyssey Online Learning Charter Amendment**

Mr. Rudrapati shared that Odyssey Online Learning Charter School (Odyssey) currently serves a high-risk population. Odyssey's current online curriculum provider doesn't meet its needs. Mr. Rodney Robinson, Odyssey's Executive Director, requested board approval of Edmentum due to its three-path graduation options and level of support offered to teachers and students. This online curriculum provider best meets the needs of the population the school serves.

After a question and answer period on the vendor's impact on teachers, use by other schools, and support level, Mr. Rodman made a motion to approve the amendment as submitted. The motion was seconded by Mr. O'Connor and carried unanimously.

## **2. Institute Audit Proposal**

Mr. Li presented information on the Institute's Audit Proposal. The Institute sought approval to hire McGregor as its Auditing firm to audit its financial records, internal controls, and compliance with federal and state regulations for this current fiscal year. The proposal carried an option to extend the contract for an additional two years.

After a question and answer period on the auditing firm's cost, experience level, and potential conflicts of interest, Mr. Rodman made motion a motion to accept McGregor as proposed. It was seconded by Ms. Gustafson and carried unanimously.

## **3. Data Collections Software Proposal**

Mr. Rudrapati presented information where approval was sought to purchase Charter Tools, a data collection software program, to handle requests for information challenges amongst the Institute, the charter schools, and the State Department of Education.

After a question and answer session on current Institute challenges, cost, and the benefits of purchasing Charter Tools, Dr. Hellams made a motion that the Institute moves forward with selecting Charter Tools for their data collection analysis. The motion was seconded by Ms. Gustafson and carried unanimously.

## **4. Current Year Budget Revisions**

Mr. Li shared information and sought approval on the Institute's 2018-2019 budget. Highlights included the majority of schools exceeding original enrollment numbers and an 8.33% fund balance given current year challenges.

After a question and answer session on line item revenue and expenses, Mr. Martin made a motion to accept the budget as submitted. It was seconded by Dr. Hellams and accepted unanimously.

## **5. Institute Proposed FY20 Budget**

Mr. Li discussed and sought approval of the Institute's proposed FY19/20 budget where revenue was under projected and expenses were over projected. Highlights included the Institute underestimating projected school enrollment by 25% for conservation, projected revenue of \$1.76 million, projected net income of \$41,129.94, and an 8.33 fund balance.

Mr. O'Connor made a motion to approve fiscal year 2019-2020 budget while waving second budget reading. The motion to approve FY 19/20 budget was seconded by Mr. Rodman. The motion to wave second reading was seconded by Mrs. Gustafson and carried unanimously.

## **6. Superintendents Contract**

Dr. Gustafson asked if the Board had any comments or questions about Mr. Runyan's contract, which includes an evaluation procedure with guidelines for the Board to evaluate Mr. Runyan next Spring.

Dr. Hellams made a motion to approve Mr. Runyan's contract as written. The motion was seconded by Mr. Rodman and carried unanimously.

## **7. Organizational Chart**

Mr. Rudrapati shared information and sought approval on organizational changes for fiscal year 2019-2020. The desired goal for restructuring and creating roles is optimal efficiency, shared accountability, and changes in responsibility where cross functionality and cross training are paramount.

Mr. Rodman made a motion to approve the organizational chart as submitted. It was seconded by Mrs. Gustafson and carried unanimously.

## **8. Mission Statement**

Dr. Gustafson shared that the Institute wants to make a distinction between its mission and purpose.

Mr. Rudrapati and Mr. Runyan shared information and sought approval on "Closing Gaps through Innovation and Creativity" as a mission statement.

After a question and answer session on mission's purpose, context, and grammar, Dr. Hellams asked that the recommended mission be returned to Institute staff so they can come back with another recommendation while considering board concerns such as a clear statement and not a phrase.

Mrs. Gustafson wants to see sample mission statements.

Dr. Gustafson said a motion is not needed in this case and that a special meeting may be called via telephone for mission statement approval.

## **INFORMATION ITEMS**

**Enrollment and Financial Updates** - Mr. Li shared that total school enrollment stands at 8186 students in thirteen schools combined as of May 2019, total school disbursement from the state is \$6.359 million, (yet the Institute disbursed \$6.437 million to schools as of April 2019), and the revenue/expense overall average is 83%.

## **INSTITUTE UPDATES**

**Midlands STEM Institute Update** – Mr. Rudrapati shared that the board is committed to making academic, racial, and financials better at this school. A leadership change was decided. Prestige Consulting was hired to manage the school and is currently hiring staff who will reflect the community that the school serves.

**Cantey Technology Consulting Update** – Mr. Rudrapati shared that because the Institute already has an existing contract with Cantey, Board approval was not needed to make current staffing and financial changes with Cantey.

**Emergency Procurement** - Mr. Rudrapati shared that an emergency procurement was needed to hire a consultant when Paula Gray became ill. Board approval, submission to public, and a request for proposal for procurement costs over \$5000 was not needed.

**Staff Member Recognition** - Mr. Rudrapati recognized new staff members and shared their contributions and professional highlights.

**Erskine Scholarships** - Mr. Rudrapati shared that Derek is collecting the number of Erskine scholarships due students and once the information is compiled, it will be shared with the Board.

## **PUBLIC COMMENTS**

There were no public comments.

## **ADJOURNMENT**

Mr. Rodman made a motion to adjourn meeting. It was seconded by Mrs. Gustafson and carried unanimously.