

# Charter Institute at Erskine Meeting Minutes

August 19, 2020 | time 11:00 a.m. | Meeting location *Via Zoom conference call*

**Chair** Dr. Rob Gustafson  
**Treasurer** Martin O'Connor  
**Members in Attendance** Stu Rodman  
Rev. Tony Foster

**Attendees from Charter Institute at Erskine**  
Vamshi Rudrapati (Director)  
Cameron Runyan (CEO)  
Sarah Timmons

Other attendees from the Charter Institute at Erskine included: Mr. John Li, Mr. Allen Ray, Ms. Haley Perez, Mrs. Christy Junkins, Mrs. Kristen Stolpa, Ms. Kathy Griffin, Ms. Ashley Sturkie, Mrs. Paula Gray, Mrs. Ciera Bing, Ms. Ashley Epperson, Mrs. Celina Patton, and Ms. Kirby Jerry. Others in attendance were Mrs. Patti Rubenzer.

Dr. Gustafson called the meeting to order at 11:01 a.m. and Reverend Foster opened with a prayer.

Mrs. Paula Gray called the roll and a quorum was present.

Dr. Tom Hellams and Mrs. Beth Gustafson were absent.

## Agenda Approval for August 19, 2020

Dr. Gustafson reported that an item regarding an Updated Fraudulent Policy needed to be added to the agenda for approval due to an emergency situation. Mr. O'Connor moved to amend the agenda to add the Updated Fraudulent Policy.

Mr. Rodman seconded, and the motion was approved unanimously by roll call vote.

## Amended Agenda and Minutes Approval from June 10, 2020

Dr. Gustafson called for combined approval of the amended agenda for August 19, 2020 and the minutes from June 10, 2020.

Mr. Rodman moved to adopt the amended agenda for August 19, 2020 and the minutes from June 10, 2020.

Rev. Foster seconded, and the motion was approved unanimously by roll call vote.

## Executive Session

Rev. Foster moved to go into Executive Session for discussion of negotiations incident to proposed contractual arrangements.

The motion was seconded by Mr. O'Connor and carried. The Board went into Executive Session at 11:06 am.

The Board came out of Executive Session at 11:50 am.

No action was taken during Executive Session.

## Action Items

<b>Gates School Request for Final Approval</b>	<b>Presenter: Kristen Stolpa</b>
Ms. Stephanie Sams, Committee Chair presented the request on behalf of Gates School.	

Mrs. Kristen Stolpa reported on the areas of the application previously needing work and stated that all areas had been addressed to the satisfaction of the Institute. The staff recommendation was for final approval.

Mr. Rodman moved for final approval of the application from Gates School.

Rev. Foster seconded the motion.

The motion was passed unanimously by roll call vote.

**Updated Finance Policies Approval**

**Presenter: John Li and Ciera Bing**

Mr. Li reported on the updated Finance Policies for approval and Mrs. Bing shared a PowerPoint presentation.

Mr. O'Connor remarked that he likes the proactivity and transparency of the policies.

Mr. O'Connor moved for approval of the Updated Finance Policies as presented.

Rev. Foster seconded the motion.

The motion was passed unanimously by roll call vote.

**Charter Institute at Erskine Philosophy**

**Presenters: Cameron Runyan and Vamshi Rudrapati**

Mr. Runyan thanked the staff for their work on this project to memorialize the culture of the Institute.

Mr. Rudrapati shared a PowerPoint and explained the Philosophy and the updated Mission Statement.

Mr. O'Connor moved to approve the Charter Institute at Erskine Philosophy as presented.

Rev. Foster seconded the motion.

The motion was passed unanimously by roll call vote.

**Authorizer Joint Resolution**

**Representative: Cameron Runyan**

Mr. Runyan presented the Joint Memorandum of Agreement between the SC Public Charter School District and the Charter Institute at Erskine and stated that we will now be working together while maintaining our individual uniqueness. He reported that the SC Public Charter School District Board unanimously adopted the resolution which will be in effect for three years is approved by the Charter Institute at Erskine Board.

Mr. Rodman moved to approve the Authorizer Joint Resolution.

The motion was seconded by Rev. Foster.

The motion was passed unanimously by roll call vote.

**Fraudulent Policy Update**

**Presenter: Atty. Sarah Timmons**

Ms. Timmons presented the revisions to provide clarity.

Mr. O'Connor moved to approve the updated Fraudulent Policy as presented.

Mr. Rodman seconded the motion.

The motion was passed unanimously by roll call vote.

**Information Items**

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**Budget Report**

**Presenter: John Li**

Mr. Li presented the Statement of Revenue and Expenditures and reviewed for the Board. Mr. Runyan added that he expects an increase in Revenue after the fifth-day count due to increased enrollments.

## Public Comments

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No public comments were submitted.

## Superintendent's Report

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Mr. Runyan recognized Institute staff for the volume of work being handled due to changes with COVID-19 and stated that this is a dedicated group. Allen Ray stepped up to help with the PPE delivery and found a warehouse for storage; Celina Patton provided training through SCASA to districts throughout the state; Christy Junkins and Sherri Herbst have taken whatever has been thrown at them and never complained; Haley Perez always has a smile and has received more work due to COVID-19; Rich Melzer and Kusuma Buddhiraju created the Data Dashboard; the Finance staff has worked on major issues; Kristen Stolpa has managed compliance issues caused by COVID19; Ashley Epperson stepped into Derek Phillips' role while still in college; and Mr. V holds it all together.

Mr. Runyan reported that Celina Patton opened the door to SCASA with her trainings and other opportunities are now opening up to reach across the state.

There has been a significant bump in enrollment and Mr. Runyan stated that the projected enrollment is 24,000 students. The appropriation request has been submitted to the Legislature.

Mr. Runyan stated that the State required modified school reopening plans and staff worked hard with the schools to get the plans approved and the team is committed to innovate and serve.

An Institute video was shared with the Board.

Dr. Gustafson thanked Mr. Runyan for his leadership and thanked the staff for their hard work on behalf of the students in South Carolina and beyond.

## Adjournment

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As there was no further business, Mr. O'Connor moved for adjournment.

Rev. Foster seconded the motion and the meeting adjourned.

**The meeting adjourned at 12:58 p.m.**