

**The Charter Institute at Erskine**  
**Board Meeting Minutes**  
**August 14, 2019**

The Board meeting of the Charter Institute at Erskine was held on August 14, 2019, at 11:00 A.M. via conference call. President Dr. Rob Gustafson called the meeting to order and gave the Invocation. Board members in attendance were Dr. Rob Gustafson, Mrs. Marjorie (Beth) Gustafson, Dr. Tom Hellams, Mr. Stu Rodman, and Rev. Tony Foster. Attendees from the Charter Institute at Erskine included Mr. Cameron Runyan, Mr. Vamshi Rudrapati, Mr. Johnley Li, Mr. Derek Phillips, Mr. Allen Ray, Ms. Grace Rubenzer, Mrs. Christy Junkins, Dr. Sherri Herbst, Mrs. Sonja Bradford, and Mrs. Paula Gray.

The roll was taken by Mrs. Gray and a quorum was present. Dr. Gustafson welcomed Reverend Tony Foster to the Board.

Dr. Gustafson called for approval of the agenda for the August 14, 2019, meeting and the minutes for July 10, 2019. Dr. Hellams moved for approval of the agenda for the August 14, 2019, meeting and the minutes for July 10, 2019, as revised. The motion was seconded by Mrs. Gustafson and carried unanimously.

Executive Session:

No executive session was required.

Action Items:

Dr. Gustafson explained that two schools have fallen a little short of their enrollment expectations. Mr. Rudrapati added that based on the charter contracts, the schools are allowed ten percent more, or less, for enrollment without approval; however, both Summit Classical School and Legion Collegiate Academy are falling less than the ten percent requirement, so a Board vote is necessary either to allow or not to allow them to open for the 2019-2020 school year. Mr. Li stated that he will discuss the schools' budgets as analyzed and has worked with both schools and seen significant increases in enrollments.

a) Summit Classical School Enrollment

Mrs. Terri Hall, Principal, introduced Melissa Kiddy, CPA, CFE, McCay Kiddy, LLC, the accountant representing Summit Classical School. Ms. Kiddy presented the budget with the new enrollment at 60 students. She stated that the Planning and Implementation (P&I) grant is also being used and the school will receive more of that grant money starting in January. Ms. Kiddy also stated that the rent for the facility may be waived for the first year, but she has only verbal confirmation of the waiver. James Galyean added that nothing is in writing at this time, but the

lease has been arranged and funds provided. Mr. Rudrapati stated that the Institute would get the waiver of the rent in writing prior to the school opening. Ms. Kiddy reported that no federal money was included in the budget, but the school will receive federal funding. Mr. Li requested Summit Classical School to submit a copy of the current P&I budget along with next year's budget showing additional funding to be received in January.

Mr. Li reviewed the budgets presented to the Board and explained that one document is the budget with a lease and the other document is the budget without a lease. Mrs. Gustafson inquired about the shortfall in enrollment, and Mr. Li stated that they anticipated 100 students and have 63 currently. Mr. Rudrapati stated that the staff recommendation, based on the school's progress and leadership, is to open Summit Classical School for the 2019-2020 school year.

Dr. Hellams moved to approve the opening of Summit Classical School for the 2019-2020 school year with monitoring by the Institute. The motion was seconded by Mrs. Gustafson and carried unanimously.

#### b) Legion Collegiate Academy Enrollment

Dr. T. K. Kennedy, Principal, Legion Collegiate Academy, presented the budget on behalf of the school. The budget is for 325 students. They now have 330, but all are not yet entered in PowerSchool. They are working continuously to enter all of the enrollments. He expects enrollment to be at least 340. He stated that once construction began, enrollment started growing and he is confident they will meet all of their projections. Mr. Li reported that the charter contract states 450 students and PowerSchool is currently showing 311. Mr. Rudrapati shared that the school has the capacity, but ran into problems with their facility and had to go to a temporary facility for the first year. They had to make numerous changes and renovations to the temporary facility due to requirements from the State Department of Education's Office of School Facilities at a cost of approximately \$200,000. Once the site started setting up, enrollment began to increase. Dr. Hellams asked what the distance is between the temporary facility and the new building site, and Dr. Kennedy stated it is about six to seven miles between the two. Legion Collegiate Academy does not open until September 3, 2019, and that late start date is not only helping with increased enrollment, but also has made the parents happy. Mr. Li requested Legion Collegiate Academy to submit a copy of the current P&I budget, along with next year's budget, to the Institute.

Mr. Rudrapati reported that the staff recommends the opening of Legion Collegiate Academy for the 2019-2020 school year due to the support of their EMO and their leadership.

Mrs. Gustafson moved to allow the opening of Legion Collegiate Academy for the 2019-2020 school year with monitoring by the Institute. The motion was seconded by Rev. Foster and carried.

## Informational Items:

### a) Finance Update

Mr. Li presented this item and reviewed the budget.

Mr. Li reported that the Institute team is preparing for the audit and once it is complete, the Board will receive an update. The audit report should be presented to the Board in December.

### b) Enrollment Update

Mr. Li presented the enrollment as of August 12, 2019. The staff is reviewing the enrollment daily as the schools are all working to enter their enrollments in PowerSchool.

### c) New Board Member Training

Mr. Runyan explained that new Board members are required to attend training and that the Institute works with the Public Charter School Alliance of South Carolina for that training. Mrs. Gray is working with Dr. Hellams and Rev. Foster to find dates and times that fit their schedules.

## Institute Updates:

Mr. Runyan reported that members of the staff and schools recently attended mandatory training from the State Department of Education, and toward the beginning of the meeting, the Chief Legal Counsel of the State Department of Education talked about what a great job the Charter Institute at Erskine is doing. This was a great endorsement, and Mr. Runyan expressed his pride in the staff. Dr. Gustafson relayed his appreciation to the staff for their work.

Mr. Rudrapati reported that Betsy DeVos, United States Secretary of Education, was recently in South Carolina for a meeting. Mr. Runyan represented South Carolina charter schools and authorizers at the table.

## Public Comments:

There were no public comments for this meeting.

## Adjournment

As there was no further business, a motion was made to adjourn by Dr. Hellams at 11:58 A.M. and seconded by Mrs. Gustafson. The meeting was adjourned.