

**The Charter Institute at Erskine**  
**Board Meeting Minutes**  
**March 11, 2020**

The Board meeting of the Charter Institute at Erskine was held on March 11, 2020, at 11:00 AM via conference call. Dr. Gustafson called the meeting to order and gave the invocation. Board members in attendance were Dr. Robert Gustafson, Mrs. Marjorie (Beth) Gustafson, Dr. Tom Hellams, and Rev. Tony Foster. Mr. Martin O'Connor joined the meeting at 11:15 AM. Attendees from the Charter Institute at Erskine included Mr. Cameron Runyan, Mr. Vamshi Rudrapati, Mr. Johnley Li, Mr. Derek Phillips, Mrs. Ciera Bing, Mrs. Sonja Bradford, and Mrs. Paula Gray.

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

Mrs. Gustafson called for a motion to approve the agenda to for the March 11, 2020, meeting, and to adopt the minutes of the February 12, 2020, meeting as presented. Dr. Hellams seconded the motion, which carried unanimously.

**Public Comments:**

There were no public comments.

**Action Items:**

a) Gray Collegiate Academy Amendment Request

Mr. Runyan reported that Gray Collegiate Academy had previously requested an amendment to add grades 6 – 8. They are now asking to only add grade 8 for the 2020-2021 school year, and they have secured a building for that purpose. Mr. Rudrapati added that the request is purely a building issue as Gray Collegiate Academy was able to acquire a free portable to use for this additional grade.

Dr. Hellams moved to approve the amendment for Gray Collegiate Academy to add grade 8 only without grades 6 and 7 for the 2020-2021 school year. The motion was seconded by Mrs. Gustafson. The motion carried unanimously.

#### Informational Items:

##### a) Finance Update

Mr. Li presented this item, reviewed the budget, and answered questions with input from Mr. Runyan and Mrs. Bing. Mr. O'Connor requested that a copy of the active Institute accounts and balance be emailed to him.

##### d) Enrollment Update

Mr. Li presented the enrollment as of March 2, 2020, for information and stated that the enrollment is being monitored very closely since the 135-day count, available within the next couple of weeks, will determine the final funding. Mr. Rudrapati added that the virtual schools are consistently seeing growth in the third quarter and that the enrollment freeze placed on these schools has been lifted. Those three schools are being monitored and tracked weekly. There are currently no major concerns regarding enrollment.

#### Superintendent Updates:

Mr. Runyan reported that the COVID-19 issue is being monitored by Mr. Phillips, who is working closely with DHEC, CDC, and the State Department of Education. Preparations are being made for the schools if the pandemic continues.

Mr. Runyan, Mr. Rudrapati, Ms. Buddhiraju, Mr. Melzer, Mrs. Junkins, and other staff members visited all schools and their boards recently. The focus has been on continuous improvement, spotting issues we see arising at the school level, and what is being measured relative to the state. Mr. Runyan stated that this has been very beneficial for the Institute as they were able to catch some issues due to being on the ground and were able to focus those school leaders on what will be measured by the State of South Carolina. The plans are to be present in the schools looking at their academics, instruction, alignment to state standards, and governance at least twice a year.

Mr. Runyan reported that the Institute held a meeting for the school leaders last week and worked with the whole group about items seen during visits along with real structural issues. This was a fruitful meeting and the new leaders for 2020-2021 were also in attendance.

Mr. Runyan announced that the board meeting on April 8, 2020, will be a full meeting with charter application hearings and the 2020-2021 budget for first reading. This will be an exciting but full day.

Dr. Gustafson stated that he will try to reserve the Founders Room, which is larger, for the April meeting. He extended his appreciation to the Institute for being proactive and for their willingness to go the extra mile for the schools. Dr. Gustafson thanked Mr. Li and Mrs. Bing for their work on the finance report.

### Adjournment

As there was no further business, a motion was made to adjourn by Dr. Hellams. The motion was seconded by Mrs. Gustafson, and the meeting adjourned at 11:37 AM.

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