

Charter Institute at Erskine Meeting Minutes

June 10, 2020 | time 11:15 a.m. | Meeting location *Via Zoom conference call*

Chair Dr. Rob Gustafson
Treasurer Martin O'Connor
Members Stu Rodman
Beth Gustafson
Dr. Tom Hellams

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. Carly Grosse, Mrs. Christy Junkins, Mrs. Kristen Stolpa, Ms. Grace Rubenzer, Ms. Ashley Sturkie, Mrs. Paula Gray, Mrs. Ciera Bing, and Ms. Kirby Jerry. Others in attendance were Mrs. Tracey Williams from South Carolina Preparatory Academy and Dr. Tim Gott.

Dr. Gustafson called the meeting to order at 11:19 a.m. and opened with a prayer.

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

Mr. Tony Foster was absent.

Agenda Approval and Minutes Approval from May 2020

Dr. Gustafson called for combined approval of the agenda for June 10, 2020 and the minutes from May 13, 2020.

Dr. Hellams moved to adopt the agenda for June 10, 2020 and the minutes from May 13, 2020.

Mr. O'Connor seconded, and the motion was approved unanimously by roll call vote.

Public Comments

No public comments were submitted.

Action Items

| The South Carolina Preparatory Academy Request for Final Approval | Presenter: Kristen Stolpa |
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| <p>Mr. Rudrapati discussed the final staff recommendations and invited Mrs. Kristen Stolpa to present.</p> <p>Mrs. Kristen Stolpa discussed that she had connected with SCPA 1-2 times per week to discuss the conditions of the charter. Mrs. Stolpa discussed the mentorship program as well as how they plan to maintain accountability with SCPA. She also discussed the transition committee specifications and clarified the budget. She and her team recommended final approval of the charter application.</p> <p>Dr. Gustafson asked for clarification on mentorship enrollment, as the number of accepted enrollees had increased from 100 to 300.</p> <p>Mrs. Stolpa explained that SCPA originally applied for enrollment of 100, but after deliberation, they agreed that they were comfortable with 300.</p> <p>Mrs. Gustafson asked Mrs. Stolpa if SCPA anticipates reaching the maximum enrollment of 300 in the mentorship program. Mrs. Stolpa ensured that they do anticipate reaching 300 enrollees in the mentorship program.</p> <p>Dr. Gustafson invited representative from SCPA, Mrs. Tracey Williams, to speak.</p> <p>Mrs. Williams thanked Mrs. Stolpa for her assistance in the charter application process and thanked the board for the pending approval.</p> | |

Dr. Gustafson asked if there were any further questions or comments. There were no additional questions or comments.

Mr. O'Connor moved for final approval of the application from South Carolina Preparatory Academy.

Dr. Hellams seconded the motion for approval of the application from South Carolina Preparatory Academy.

The motion was passed unanimously by roll call vote.

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| Leadership Training Program Proposal | Presenter: Haley Perez |
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Ms. Haley Perez presented the proposal for the leadership training program to provide further training, year-long coaching, and consistent support for school leaders. She discussed that the program procurement and cost was over \$50,000 and thus needed approval from the Board. She discussed that the program would be supported by Title II funds.

Ms. Perez stated that an interest survey was sent out to the schools and she received 20 responses from interested school leaders. Ms. Perez stated that they anticipate about 22 participants in the leadership program this year. Ms. Perez then invited Dr. Tim Gott to present as he helped to initiate the program.

Dr. Gott discussed how the program will help emerging charter school leaders get training and support.

Mr. O'Connor asked how many hours of training each participant would get per year.

Ms. Perez explained that there would be several trainings held each year:

- 6 virtual trainings per year → one to two hours each
- 2 face-to-face trainings per year → half day each
- 1 onsite training per year
- 1 private Zoom meeting or phone call per year

Dr. Gustafson asked if there were any other questions or comments.

Mr. Rudrapati commented on the challenges of being a principal/assistant principal within the charter school world and the importance of training and supporting school leaders.

Dr. Gustafson asked if there were any additional questions or comments. There were no additional questions or comments.

Mr. Rodman moved for approval of the Leadership Training Program.

Mr. O'Connor seconded the motion to approve the Leadership Training Program.

The motion was passed unanimously by roll call vote.

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| Board Meeting Schedule | Presenter: Sarah Timmons |
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Mrs. Sarah Timmons presented the request to change the recurring date of the Board meetings from the second Wednesday of each month to the third Wednesday of each month to allow the Board members more time to review materials for the meeting agenda.

Mr. Runyan discussed that the Board requested to have one week prior to the board meeting to review agenda materials. He discussed that the finance department needed ample time to prepare financial documents for presentation, hence the proposed movement of recurring dates for the Board meetings.

Mr. Runyan stated that financial documents would be completed by the second Monday of each month and presented to the board members on the second Wednesday of each month to fulfill the requested one-week time allotment for board members to review documents.

Dr. Gustafson asked if there were any questions or comments. There were no questions or comments.

Mr. O'Connor moved to approve the board meeting schedule change from the second Wednesday of the month to the third Wednesday of the month.

Dr. Hellams seconded the motion.

The motion was passed unanimously by roll call vote.

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| Superintendent Evaluation Committee Report | Representative: Dr. Rob Gustafson |
| <p>Dr. Gustafson presented the evaluation of Mr. Cameron Runyan and explained that there were eight categories in which Mr. Runyan performed a self-evaluation which he presented to the Sub-Committee. The Sub-Committee then evaluated him on each of the eight categories and gave him a score between one and four (one being the lowest score, four being the highest score).</p> <p>Dr. Gustafson stated that Mr. Runyan received a composite score of 3.88.</p> <p>Dr. Gustafson opened the floor for questions from the board.</p> <p>Dr. Hellams stated that he had not seen the evaluation.</p> <p>Dr. Gustafson stated that the evaluation had been sent to all board members and asked Mrs. Sarah Timmons to advise.</p> <p>Mrs. Timmons explained the report location and resent the document to all board members.</p> <p>Dr. Gustafson called for a 10-minute recess at 11:47 a.m. to allow all board members to review the report. Recess was ended at 11:55 a.m. by Dr. Gustafson.</p> <p>Dr. Gustafson asked Mr. O'Connor to discuss how the evaluation was developed.</p> <p>Mr. O'Connor discussed that the evaluation was developed around the MME format designed to report whether the individual missed, met, or exceeded the intended goal. Mr. O'Connor explained the eight categories in which Mr. Runyan was evaluated. Mr. O'Connor explained that Mr. Runyan performed a self-evaluation which he presented to the Sub-Committee, who then had a lengthy (1-2 hour) meeting discussing Mr. Runyan's self-evaluation.</p> <p>Dr. Gustafson asked if there are any additional questions or comments.</p> <p>Dr. Hellams thanked the Sub-Committee for the effort put into the evaluation and thanked Mr. Runyan for his transparent and honest responses.</p> <p>Mr. Cameron thanked the Sub-Committee for their effort, candor, and professionalism during the review process.</p> <p>Dr. Gustafson asked if there were any additional questions or comments. There were no additional questions or comments.</p> <p>Dr. Gustafson stated that since the motion to approve the Superintendent Evaluation Committee Report had already been moved and seconded in the Sub-Committee meeting, the motion would be put straight to a vote.</p> <p>The motion was passed unanimously by roll call vote.</p> | |
| Superintendent Contract | Presenter: Dr. Rob Gustafson |
| <p>Dr. Gustafson presented minor changes to the terms, salary, and benefits of the superintendent contract.</p> <p>Dr. Hellams moved to approve the changes to the superintendent contract.</p> <p>Mr. O'Connor seconded the motion.</p> <p>The motion was passed unanimously by roll call vote.</p> | |
| 2020-2021 Budget (Second Reading) | Presenter: Ciera Bing |
| <p>Mrs. Ciera Bing presented the second reading of the 2020-2021 budget. She stated that the Charter Institute at Erskine does not predict a revenue increase. She stated that the projected general fund revenue from the 2% that the Institute receives is \$2,700,000. She stated that of that funding \$2,600,000 is budgeted for the institute staff. Mrs. Bing then asked if there were any questions or comments.</p> <p>Mr. Runyan stated that the Charter Institute at Erskine is the fastest growing school district in the state of South Carolina and states that this is reflected in the budget.</p> | |

Dr. Gustafson asked if there were any other questions or comments. There were no additional questions or comments.

Mr. O'Connor moved to approve the 2020-2021 budget as presented.

Mr. Rodman seconded the motion to approve the 2020-2021 budget as presented.

The motion was passed unanimously by roll call vote.

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| Charter Institute Organizational Chart | Presenter: Vamshi Rudrapati |
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Mr. Rudrapati presented the new Charter Institute at Erskine organizational chart to the board. He introduced Mrs. Carly Grosse as the new Executive Assistant and discussed that Mrs. Kristen Stolpa has been moved to the position of Chief of Authorization and that Ashley Epperson has been moved to Communications Specialist. Mr. Rudrapati stated that these changes to the organizational chart have been made to increase sustainability and ease of communications.

Dr. Gustafson asked if there were any questions or comments. There were no questions or comments.

Dr. Hellams moved for approval of the new Charter Institute at Erskine organizational chart.

Mr. Rodman seconded the motion to approve the new Charter Institute at Erskine organizational chart.

The motion passed unanimously by roll call vote.

Adjournment

Dr. Gustafson thanked participants of the board meeting.

Dr. Hellams moved for adjournment.

Mr. O'Connor seconded the motion

The meeting adjourned at 12:17 p.m.