

**WIL LOU GRAY OPPORTUNITY SCHOOL
MINUTES OF NOVEMBER 12, 1986
BOARD OF TRUSTEES**

The Board of Trustees convened for a scheduled meeting on November 12, 1986, in the Archives Room of the William T. Lander Administration Building at 7:00 p.m. Trustees in attendance were: Mrs. Hannah Meadors, presiding; Mrs. Mickey Lindler, Mrs. Olive Wilson, Mrs. Elizabeth Thrailkill, Dr. Marvin Efron, Mr. DeVon Belcher, Mr. Walter Dahlgren, Mr. Vince Rhodes, Ms. Linda Spivey, and Ms. Patricia Watt. Staff members present were: Mr. Sam F. Drew, Jr., Superintendent; Mr. John Robinson, Principal; Mr. Pat G. Smith, Director of Administration; Mr. John W. King, Jr., Fiscal Affairs Officer; Dr. Jonnie Spaulding, Director of Educational Support Services; Mr. George Smith, Development Officer; Ms. Millercin Weeks, Case Manager; Ms. Gloria Lloyd, Personnel Specialist; and Mrs. Brenda Stork, Secretary.

Mrs. Meadors called the meeting to order and stated for the record that notice of the meeting was provided to the public in conformance with the requirements of the S. C. Freedom of Information Act, Section 30-4-80(d) of the South Carolina Code of Laws, 1976 as amended. Notice of this meeting was published in The State Newspaper and The Columbia Record in Columbia, The Journal in Lexington, and The Lexington Dispatch in Lexington.

A motion was made by Mr. Belcher that the agenda be adopted with no corrections. The motion was seconded by Mrs. Wilson. The motion was passed.

The next order of business was approval of the Minutes of the September 10, 1986, Board meeting. Dr. Efron made a motion that the Minutes be accepted as written. The motion was seconded by Mr. Rhodes. The motion was passed.

Mrs. Meadors called for the Superintendent's Report. Mr. Drew started with a report on recent FY '87 and FY '88 budget cuts. He stated that we were concerned at this point both with the cuts that are

being taken in our budget and the progress that our FY '88 budget request is making. Mr. Drew felt it would be very difficult to receive any additional funds this year. The latest action of the Budget and Control Board called for a 2.6% cut in this fiscal year. He asked the Board to recall that we made contingency cuts of 4% at the beginning of the year to prepare for cuts. He stated that we would actually be able to restore some money to the departmental budget in this fiscal year. We were effected most by the announcement of additional cuts amounting to 2.2% in the next fiscal year, which would bring the total amount of cuts to the base budget for fiscal year '87 to 4.8% which means we would have to go into our departmental budgets and make additional cuts. He further explained that a few State agencies were exempt from the cuts and a few agencies received partial cuts.

Mr. Drew said he has drawn up a request for exemption based on the following arguments. 1) We are an education agency and cuts to us impact additionally on the cuts that education has already taken. For every student that we draw out of the regular public school system we are actually saving the school districts money. If we got into a position of having to make program cuts that affected enrollment that would further impact on school districts which are already having to cut very deeply.

2) An impact on us with budget cuts also directly affects the Department of Youth Services. He used statistics from last year on the truancy program as well as statistics that we compiled in the first nine weeks of this year. We have 16 truants presently enrolled in the truancy program and the next nine weeks is really the building period for this. In addition, we have 15 other students that we can identify that have been referred directly to us from Youth Services. This is a total of approximately 30 students that we serve that would otherwise impact the Youth Services system (approximately \$13,500 per student per year at Youth Services). This is an impact of approximately \$400,000 that we are absorbing that Youth Services would have to absorb if we were not serving those students.

3) The total amount of the cuts that we would make are insignificant with respect to the total cuts that

the State has to make, but are very significant for our operation. The cuts are to our operating budget and a 4% cut amounts to 17 1/2 %.

In reference to The FY '88 budget request, there is no news to report. The next step will be the Ways and Means Committee and later on to the Senate Finance Committee. We have not heard from them to date.

Mr. King was called on to present information to the Board on the FY '86 Closeout Report and also to report on the Endowment Fund. While Mr. King was gathering copies of information for the Board, Mrs. Meadors stated that she had received a copy of the Superintendent's salary from the Budget and Control Board. This was based on a 3% increase and we were still approximately \$2,200 below the minimum of the Hay Study. The salary was set at \$40,000 and the minimum amount set by the Hay Study was approximately \$42,500. There was some discussion among the Board in reference to Agency Head salary increases.

At this time Mr. King presented his report to the Board. Mr. King provided and reviewed several budget reports with the Board. These reports included Fiscal Year Ending Financial Statement @7/31/86; Revenue and Income Detail FY 1985-86; Agency Budget Summary For Period Ending 10/31/86; Endowment & Palmetto Patriots Asset Summary, and Agency Budget FY 1986-87. These reports are attached and become a permanent part of these Minutes.

Mr. Drew said that in reference to the amount of money in Institutional Funds, we have planned for and carried forward a sum of money. This sum was planned as an internal reserve fund that he has tried to create so that if we got into situations requiring budget cuts we would have money to draw on. A recent audit indicated that we are required to spend that money. Mr. Drew further explained that his intent was to return it to the endowment fund to be used as we needed it. However, we are not

allowed to do this. Therefore, we find ourselves in this fiscal year with additional money to spend on capital projects. He explained that he would like to restrict the amount of money that comes out of the endowment to \$50,000 per year so that we could budget that amount of money, instead of drawing money down that we may not need in a given year. This would extend the total endowment earnings of \$400,000 over an eight year period of time during which there would be additional cash generated. Mr. Drew suggested that this could be presented to the Board in form of a motion at the next Board meeting. The Board agreed with the proposal and indicated it would approve such a motion at the next Board meeting.

Mr. Drew called for the presentation of Program Reports. Dr. Spaulding presented a report on updated admissions statistics. We have admitted 210 students at the Opportunity School this year. 176 are present today. There are 16 in the Truancy Program, one coming from Continuum of Care. Of these students, 148 are males, 62 females, 102 black, 100 white, other nationalities make up the remaining 8 students. The majority of students are 16 - 17 years of age. Charleston County is the county most represented by students at the Opportunity School.

She further explained that at the beginning of the school year we had only a few group counseling sessions run by Psychological/Social Services. This has increased because of need. In the second nine week period we have ten group sessions. Groups sessions are held during the day and evening.

Dr. Spaulding also informed the Board that we have introduced to a new experimental outdoor program called Project Journey. This program was developed by the Lexington/Richland Alcohol and Drug Abuse Council. It is a wilderness program in which we are very interested and includes challenging outdoor activities. Mr. Richard Guess will be participating in this program.

She further explained the count for the Chapter I program totalled 136 students. Most of those which have been identified are LD students.

At the present, Dr. Spaulding explained, we have two social work interns in the department and we have plans for a student in post graduate work at USC to do an internship for group therapy. She will co-lead two therapy groups at the Opportunity School and will be granted three hours of credit from USC for that work.

Student activities have included a Football Banquet on October 29. Awards and recognitions were given to all of the teams, as well as to outstanding players from other dorms. A Halloween Talent Show was also held on October 30. Bible classes are being held on Tuesdays. Also, approximately 40 students and six staff members participated in the Columbia Airport Disaster Simulation in October.

Dr. Spaulding further explained that next week in conjunction with our Thanksgiving celebration, the six Foster Grandparents will be honored at a dinner and will be awarded a plaque expressing thanks from the Opportunity School.

In the Health and Medical area, all students here have been immunized according to law. They have also had medical examinations.

In reference to admissions at the Opportunity School, Ms. Watt asked if there were any written guidelines? Mr. Drew explained that we have streamlined the Admissions Committee in the last three days and they are presently drawing up a set of criteria that is based directly on our Mission. There will also be additional factors listed as well.

Mr. Belcher commented that earlier in the year his County Delegation asked him questions about the

Opportunity School. He immediately contacted Mr. Drew and Mr. Drew responded to their questions by letter. Mr. Belcher said they were very well received and they were very impressed. He also felt that when we reach saturation in enrollment he felt that we were going to have to explain why certain people did not get admitted, why certain did but failed, etc. Two key areas are: What has been the impact of the EIA funds and how have we addressed the truancy situation. Mr. Belcher felt we should keep this information in mind and felt that being prepared was the key.

Mr. Drew stated that a large portion of admissions becomes a function of Case Management. As Case Management evolves more and more admissions data is being gathered.

At this time Mrs. Meadors called on Mr. Robinson. Mr. Robinson provided the Board with a copy of and reviewed the Annual School Summary Report. This report was mailed to the parents on November 5. Along with this report a letter was also mailed describing the requirements for the Exit Exam which will go into effect next year for our present ninth graders. He also explained that requirements for graduates enrolling in higher education has also been changed by the State.

Mr. Robinson also discussed the current enrollment in the various course offerings at the Opportunity School. He provided the Board with a copy of this information. Mrs. Meadors asked about the enrollment in the Welding Program in previous years. Mr. Robinson said in previous years the enrollment has been as high as ten.

He further explained that on Friday, November 14, there will be a Get Smart Program. Inmates from CCI will make a presentation.

Also, American Education Week is November 17 - 20. The theme is Why Stop Learning. We have instituted a Poster Contest. The American Education Week Committee will judge the posters and

award the winner of that contest a dinner for two at the Red Lobster. In celebration of American Education Week, there will be an Assembly Program on November 19. Past graduates of the Opportunity School have been invited to participate in the program to talk about what Wil Lou Gray Opportunity School did for them. Also, there will be an initiation of Student Council Officers at that time.

On November 28 the Opportunity School will be participating in the Columbia Christmas Parade. The theme for our float is "On The Seventh Day Of Christmas An Old Gray Goose Got Her GED"!

Mr. Robinson thanked Mrs. Lindler for the coupons she donated to the school. The coupons were for MacDonalds. The coupons were distributed to the subject area teachers and the coupons are being awarded to students after achieving academic requirements in various classes.

Mr. Robinson also discussed the enrollment figures for the first nine weeks. The average daily membership was 165 students. Percentage of daily attendance was 84%. The average daily student absences were 11. Total students enrolled at the end of the first nine week period, October 27, is 175. Total students enrolled for the first nine weeks was 198.

Our first basketball game, Mr. Robinson explained, will be in Pelion in January. The Board was provided with a copy of the Wil Lou Gray Basketball Schedule at the September Board meeting.

At this time, Ms. Weeks presented her report on Case Management. At the September Board meeting, the Board was provided with a copy of a summary on Case Management. The Case Manger is responsible for monitoring students' progress through the full realm of services provided by the Opportunity School. The Case Manager's principle means of accomplishing this is through the OPP

Program. The OPP Program, an acronym for Outline for Personal Progress, is designed to have individual goals and objectives established for each student. These goals encompass educational/vocational, psychological, social/recreational, and medical domains. The OPP Program is implemented by OPP Teams which are comprised of the individual student, his/her homeroom teacher who serves as team chairperson, a psychological/social services department counselor, and, for boarding students, a dorm counselor. Representatives from outside agencies that are involved with specific students and interdepartmental personnel deemed appropriate may also attend these meetings, as the need for their input arises.

The Case Manager's role is to monitor this entire process. The Case Manager also coordinates with other involved agencies on issues related to a student's goals and objectives (i.e., referrals for services provided by other agencies/organizations, preparing reports regarding a student's progress at school, and other interfacing as deemed appropriate).

Ms. Weeks further explained that the Case Manager is also responsible for monitoring goals and objectives programmatically to determine their effectiveness with students. In lieu of this function, the Case Manager compiles statistical data that is used for short term and long-term tracking of enrolled students as well as those students who have left the school.

She also presented some statistics through the first nine week period. Goals with percentage of students with OPP Team goals that were assigned was 99%. The percentage of students who were referred by their OPP Team to Group Counseling sessions was 33%. 98% completed the Group Counseling sessions over the nine week period.

Some students, Ms. Weeks explained, have also been referred to and provided interagency services or linkages. The students who were enrolled through October 15 were referred by their OPP Teams

and these needs were identified by the OPP Teams meeting.

She also discussed a comparison study on the number of withdrawals that the staff felt were programmatically significant for the period August through October of 1985 and 1986. Six students withdrew during the first two weeks of school. Ms. Weeks also presented further statistics. Case Management is also doing a three month follow-up on all of the students that have withdrawn, as well as students who have completed school here.

Ms. Weeks is also in the process of scheduling meetings with other agencies, DSS, DYS, DMH, etc., to do some PR work about what the Opportunity School is about.

Mrs. Meadors commented that she felt that it would be helpful to have a one page fact sheet with some of the statistics. Mr. Dahlgren also commented that he felt it would be helpful to have this information in the Opporutnity School newsletter.

At this time Mr. Robinson presented the Wil Lou Gray Opporutnity School 1985-86 Agency/School Improvement Report, a copy of which was provided to the Board. Mr. Robinson said this report has been forwarded to the State Department of Education. This report takes approval by the Board. Mr. Robinson explained there is one correction in the report on page 1 of the Effective School Characteristic: Clear School Mission. The correction is on line 2: 14 years of age should be changed to 15 years of age.

A motion was made by Dr. Efron that the 1985-86 Agency/School Improvement Report be adopted as corrected. Mrs. Wilson seconded the motion. The motion was passed.

In reference to the Personnel Committee, Mrs. Thraikill presented to the Board a report on Personnel Actions, a copy of which was provided to the Board. Mrs. Thraikill made a motion that the Board

accept the Personnel Actions as presented. Dr. Efron asked if Ms. Weeks should be added to the New Hires of Personnel Actions. Mrs. Thrailkill explained she was approved at the July Board meeting. The motion was approved.

The next committee report was given by Mr. Dahlgren on the Ad Hoc Committee on the Wil Lou Gray Foundation. Mr. Dahlgren explained that he has discussed the status of the foundation charter being processed through the Secretary of State and the relationship we have to have with the IRS. Mr. Smith has refined our By-laws and now has the charter with the Secretary of State and has been approved. Mr. Dahlgren suggested that copies of the By-Laws be mailed to the Board and same could be approved at the next Board meeting. The next step, he explained, the By-Laws are to be approved by the IRS. The key is to get it so that we are chartered and so that we are allowed by the IRS to be a non-profit, tax-deductible type receiving organization. Mrs. Thrailkill asked what needs to be done in terms of notifying those persons who have agreed to serve. Mr. George Smith explained that he has met with Mr. Nunnery and received his signatures, as well as Mr. Donahue's signature. They have both agreed to serve as interim officers of the foundation. Mr. Nunnery will serve as interim Chairman and Mr. Donahue as interim Secretary and they are both aware that the Foundation Board of Directors has the option of making them permanent or the first initial officers of the Foundation Board.

Mr. Dahlgren asked the Board to recall that at a previous Board meeting he asked the Board members to suggest names. He said we needed people who have influence, who can give money and can get money for the foundation. He asked the Board to continue to think about offering names of people who they think might like to serve.

Mr. Dahlgren asked Mr. Smith if he had any input on the period of time it will take the IRS to approve. Mr. Smith explained it will take approximately 4 - 12 weeks.

Mr. Dahlgren thanked Mr. Drew and Mr. Smith for their efforts on the Foundation.

At this time Mrs. Lindler reported on the Ad Hoc Committee on Board Travel. A copy of the Report of the Ad Hoc Committee on Board Travel for Fiscal Year 1987 was presented to the Board at the September Board meeting. Mrs. Lindler reviewed these guidelines with the Board. The committee recommended that the Board attend no more than two in-state conferences of +/- two days during the coming fiscal year. With the threat of another 4% across the Board budget cut, which in some areas could mean as high as 17% reduction, the committee felt restriction in Board travel is certainly a strong option.

Mrs. Lindler further explained it was the committee's recommendation that each Board member participate in two in-state conferences; two Board members attend the National Conference in San Francisco if funds permit; and, that additionally, each Board member indicate his/her choice at the earliest possible time to allow the WLGOS staff adequate budgetary planning. After some discussion among the Board, it was decided that the guideline should read that "We attend no more than two conferences or the equivalent during the coming fiscal year. Mr. Belcher suggested that " in San Francisco" be deleted from the recommendation. It was also suggested that "Guidelines" be added at the top of the page. Dr. Efron suggested that a Travel Request should be made by the Board members for Mr. Drew's approval before any travel plans are made.

Mr. Belcher made a motion that this report be adopted as a matter of record of the Minutes of this meeting. The motion was seconded by Mrs. Thrailkill. The motion was approved.

Mrs. Meadors stated these travel recommended guidelines would go into effect January 1, 1987, and also the first paragraph should be deleted. Mr. Drew asked Mr. Pat Smith to mail Travel Request forms to the Board members. Dr. Efron suggested that a policy be drawn up based on these guidelines.

Dr. Efron next reported on the work of the Policy Committee. Dr. Efron asked the Board to recall that at the Board meeting in September, he submitted to the Board Section C and Section I. At this time he presented Sections C and I for a final reading. The policies included in SECTION C were: CA, CB-E, CC, CC-E, CD, CEA, CEB, CED, CEE, CEE-R, CF, CG, CGB, CGD, CGE, CGO, CGPFB, CGPFB-R, CGPG, CGPG-R, CGPGB, CGPGB-R, CGPGC, CM, CMA, CMAA, CMB. The policies included in SECTION I were: IA, IB, ID, IDA, IDA-E, IDCA, IDD, IDD-E, IED, IFAA, IFAB, IFAB-R, IFCB, IHF, II.

Dr. Efron made a motion that these policies listed above in Section C and I be approved. The motion was seconded by Mr. Dahlgren. The motion was approved.

At this time Dr. Efron also presented to the Board for a first reading was Section G. The policies included in Section G were: GAA, GAAA, GAD, GAE, GAE-A, GAG, GAK, GAL, GB, GBA, GBB, GBC/GBD, GBC-R/GBD-R, GBE, GBO, GBQ, GBRB-R, GBRD, GBRE, GBRG, GBRH, GBRHB, GBRI. Also presented to the Board for a first reading were Sections D, E, and F which were not approved for a first reading at the September Board meeting. Policies included in these Sections were: DA, DC, DCB, DCC, DCCA, DFC, DI, DID, DJCA, DJD, DJEIA, DO, EBBC, EBBC-E, EBI, EDAA, EE, EGA, FA, and FD.

In Section G there was a minor changes on #9, Guidelines Established in the Employee Performance Management System, which is basically guidelines established by State Personnel for the 1st, 2nd and 3rd offense. In #33, the words "during a calendar year" were added to further define the time frame for an accumulation of offenses. #34 also relates to this: Here the words "during two consecutive calendar years" were added. These conform to the guidelines given to us by State Personnel and that is what prompted these changes.

Dr. Efron also brought to the Board's attention that Policy GBC/GBD is a new policy which is also in keeping with the State Personnel Guidelines. Policy GBRG is also new.

Dr. Efron asked the Board to review Sections D, E, F, and G. There will be a final reading on these policies at the next Board meeting in January.

As it relates to old business, Mrs. Meadors said the Board had previously discussed the value of bringing Legislators on our campus. Mrs. Meadors asked Mrs. Wilson if she would follow through on this matter and work with Mr. Drew on the possibility of having a legislative breakfast or dinner after the first of the year.

In relation to the joint meeting of the three special schools on December 1, 1986, Mrs. Meadors said we were expecting about 40 - 50 people. The meeting will be held in the Gressette Building, Room 309. Mr. Drew said he met with the other two directors and they agreed that all Board members would be invited to meet at the Opportunity School and transportation would be provided to the Gressette Building. Everyone is invited to lunch at the Opportunity School after the meeting. Mr. Drew also discussed the format for this meeting and asked the Board to review the list of cooperative areas for this meeting.

At this time, Mr. Pat Smith distributed new telephone cards to Board members.

As the last order of business, Mrs. Meadors explained that according to our by-laws and policies there is no certain way to elect officers of the Board. Mrs. Meadors therefore opened the floor for nominations for the Board then to vote on by secret ballot.

Mr. Dahlgren made some comments commending the present Chairman and other officers and offered a nomination that the present officers be re-elected for another term. The motion was

seconded by Mrs. Wilson. Mrs. Meadors asked Mrs. Thrailkill if she would take over as Chairman as this motion is being approved.

Mrs. Wilson offered a motion that the nominations cease and all be elected by acclamation. The motion was seconded by Mr. Dahlgren. The motion was approved.

At this time, Mr. Dahlgren asked that the Annual Wil Lou Gray Award be discussed at the next Board meeting.

Mrs. Wilson also suggested that before the State School Board Meeting next year that we contact whoever is necessary and have our brochures placed in the packets.

Mr. Drew asked the Board to charge him or if the chairperson prefers, to write a letter of congratulations to the new Governor. A motion was made by Dr. Efron that a letter be sent to the Governor. The motion was seconded by Mrs. Wilson. Mr. Dahlgren also suggested that we invite the Governor to visit the Opportunity School and inform him that he is ex-officio Chairman of the Board. Mr. Belcher felt the same should be done for the Lt. Governor.

Mrs. Meadors thanked the Board for their confidence and vote of support and said she looks forward to two good years.

There being no further business, the meeting was adjourned at 10:00 p.m.

Respectfully submitted,



Linda Spivey
/bgs