

**WIL LOU GRAY OPPORTUNITY SCHOOL
MINUTES OF JULY 9, 1986
BOARD OF TRUSTEES**

The Board of Trustees convened for a scheduled meeting on July 9, 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; Dr. Marvin Efron, Ms. Linda Spivey, Ms. Elizabeth Thrailkill, Mr. DeVon Belcher, Ms. Wilhelmina McBride, Mr. Vince Rhodes, Mr. Walter Dahlgren, Ms. Patricia Watt, Mrs. Mickey Lindler and Dr. Louise Scott. Staff members present were: Mr. Sam F. Drew, Jr., Superintendent, Mr. Pat G. Smith, Director of Administration; Mr. George Smith, Development Officer; Mr. John W. King, Jr., Fiscal Affairs Officer; 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.

Mrs. Meadors introduced a guest, Ms. Judy Thompson. She was representing the Division of Human Resource Management. On behalf of the Board, Mrs. Meadors welcomed Ms. Thompson.

A motion was made by Dr. Efron that the agenda be adopted with no corrections. The motion was seconded by Dr. Scott. The motion was passed.

The next order of business was approval of the Minutes of the May 14, 1986, Board meeting. Mrs. Meadors recommended one revision in the Minutes on page 7, paragraph 3. Policy "KG" should be added. Mrs. Lindler made a motion that the Minutes be accepted with this revision. The motion was seconded by Mr. Rhodes. The motion was passed.

Mrs. Meadors called for the Superintendent's Report. Mr. Drew explained that his report would be brief so that the Board would have adequate time for the training session with Ms. Thompson from Human Resource Management in reference to the Superintendent's Performance Appraisal. He also explained that an Expenditure Report was not provided to the Board this meeting since a final close-out report was being prepared to present to the Board at its meeting in September. Mr. Drew started with a final report on the potential gains in the legislature for FY '86. He asked the Board to recall that the only change from that report was that there was a 1/2% cut to our budget. This cut was the same for all agencies and was made by the Legislature in order to balance the budget. Therefore, from the figures the Board was provided at the last meeting, we lost \$9,500 in operating funds. Overall gains in operations were approximately \$81,000 most of which was in personnel. We were able to secure additional funds to complete the PCB removal in Part 3, in the amount of \$106,000. We have been informed by General Services that we were among the first to have asbestos removed and now among the first agencies addressing the PCB issue. Mr. Drew further explained that we were able, through a carry-over proviso, to assure use of the money originally appropriated for renovating the electrical lines.

Mr. Drew explained that we had \$250,000 in the Bond Bill approved for the roofing project and renovation of the heating and cooling system and we are in the process now of trying to obtain priority status on those funds as they are released. These funds are not released at one time. We are arguing that these are not building projects but rather repairs that we have deferred already for one year and we should have priority on the funds.

He further explained that the other increase was in EIA funding. We received an increase of approximately \$55,000 which will allow us to keep our teachers equal with those in surrounding school districts.

At this time Mr. Drew called on Mr. Pat Smith to present updated information to the Board on the

Capital Improvement Projects. Mr. Smith explained that in reference to the Bond Bill, there are two projects. One is our re-roofing of the entire facility and a heating/cooling mechanical system upgrade. We have asked that we be given the funding through the Bond Bill during the first half of this fiscal year. Also, he explained, regarding the PCB removal, we have returned the low bid of \$19,000 to remove the PCBs. This amount is considerably under previous estimates and should allow us the funds to complete other needed renovations. Mr. Drew explained we had difficulty in getting information about PCBs and what the actual requirements were of removing the PCBs. This is relatively a new problem. The results are there are only three transformers that have PCBs at a level high enough to require their removal. The other PCBs can be remedied through a process of removing the liquid and refilling the transformer. The bid on this project was lower than the money we received. This will work to our advantage. He asked the Board to recall our concerns that the bids on the roofing project and the mechanical updates would be higher than our estimates which were two years old while the Bond Bill remained the same over the past two years. He further explained that we can apply any excess funds to the two or three other projects that we have on the long range capital improvement plan. Mr. Drew said he would report to the Budget Committee over the next several weeks on how that budget will be structured.

Mr. Smith further explained that we hope to have the Training Center renovation completed by the September Board meeting. We have had some problems with the Architect who has not met his deadlines, therefore we may have to hire another Architect for this project. Mrs. Meadors asked Mr. Smith the capacity of the Training Center. Mr. Smith said approximately 75.

The next order of business was Committee Reports. Ms. Spivey said there were two contracts which were submitted to the Board for their approval. They are the Cooperative Services Agreement

Between South Carolina Vocational Rehabilitation Department and Wil Lou Gray Opportunity School and the Cooperative Agreement and Lease between South Carolina Federation of Older Americans and Wil Lou Gray Opportunity School.

Dr. Efron made a motion that the contract with the South Carolina Vocational Rehabilitation Department be approved. The motion was seconded by Mrs. McBride. The motion was passed.

Another motion was made by Dr. Efron to accept the agreements with the Federation of Older Americans. This motion was seconded by Mrs. McBride. Dr. Efron asked Mr. Drew how often the Federation of Older Americans were here. Mr. Drew explained that they have a secretary that is here three days a week. Dr. Efron asked if the \$100.00 rent covered the utilities? Mr. Drew said we basically break even. We do not make any profit from this rent. He asked the Board to recall that when we initiated that lease it was done with the idea that we wanted to house them on campus because they were an organization that was founded by Dr. Gray. Mr. Drew further explained that we have received benefits from this in the way of Foster Grandparent Program volunteers and in some work on the Foundation done by George Fulton who is their former President. We also plan, at a future date, to move them into another space that is already occupied by our staff so that we could utilize the present space they occupy as a part of the Training Center.

After a vote of the Board, the motion for approving the contract with the Federation of Older Americans was passed.

Dr. Efron next reported on the work of the Policy Committee. Dr. Efron asked the Board to recall that at the Board meeting in May, 1986, he submitted to the Board Section J of the Policy Manual for a first reading. At this time he presented Section J, Students, for a final reading. The policies included

were: JA, JBB, JBC, JBCA, JBCCB, JBCCD-R, JC, JCAB, JCDA, JCDA-E, JCDB-E, JCDAE, JCDAE-R, JCDB, JD, JD-R, JGC (Cf. JGFG), JGD, JGF, JGFA-E, JGFA (Also EBBC; Cf. LDK, LKAL), JGFA-E (Also EBBC; Cf. LDK, LDAL), JGH (Cf. EE) , JH (Cf. IDE), JHCA, JN (Also KHA), and JR.

Dr. Efron made a motion that these policies listed above in Section J be approved. The motion was seconded by Mrs. Lindler. The motion was passed.

At this time Dr. Efron also presented to the Board for a first reading Section C and Section I of the Policy Manual. The policies included in Section C were: CA, CB-E, CC, CC-E, CD, CEA, CEB, CED, CEE (Cf. EGA) CEE-R, CF (Also BBD), CG, CGA-E (Cf. EGA) CGB, CGD, CGE, CGO, CGPFB, CGPFB-R, CGPG, CGPG-R, CGPGB, CGPGB-R, CGPGC, CM (Cf. BD), CMA, CMAA (Cf. GAC, JCB, KCB), and CMB (Also BDG). The policies included in Section I were: IA, IB, ID, IDA, IDA-E, IDCA (Cf. AEBA), IDCB (Cf. IDG), IDD (Cf. JQ), IDD-E, IED, IED-R, IFAA, IFAB, IFAB-R, IFCB, IHF, II, and IKE-R. At the next Board meeting there will be a final vote on these sections.

In reference to Section C, Policy CEA, Superintendent's Qualifications, Dr. Scott asked if the change "School Administrator's Certificate" which was changed to "Valid Superintendent's Certificate" meant that the person would hold a certificate when they are employed. Mr. Drew explained that he would interpret that to be whatever the Department of Education determines is a valid Superintendent's Certificate. Dr. Efron asked Dr. Scott to provide recommended wording of any changes to this policy at the next Board meeting in September so that we could have a discussion on the policy at that time.

Dr. Efron said that one of the policies that was approved has to do with participation in the School Boards' Association. He said the Board still had to decide on the kinds of activities sponsored by the School Boards' Association that the Board would participate in.

Mrs. Thrailkill said there was a conversation several meetings ago that perhaps there were other more appropriate meetings the Board could attend also. The Board, however, lacked an awareness of other functions. She felt that maybe it would be beneficial to the Board to attend something that would be Voc. Rehab. sponsored or counseling functions. Mrs. Meadors asked that the standing committee, chaired by Mrs. Lindler, prepare a list of functions that would be appropriate for the Board to attend and present this list at the September Board meeting. Mrs. Lindler said they would have a report on this matter in September. Mrs. Meadors said she felt the Board would benefit from attending the School Boards Association Convention in October and possibly one other meeting that would be beneficial at this point. However, the Board needs to discuss this matter fully, she added.

Dr. Efron made a motion that the Board approve participation in the School Boards' Association Annual Convention in Myrtle Beach, S. C., October 30 and possibly one other meeting by the School Board as approved by the Chairman, Mrs. Meadors. The motion was seconded by Mr. Rhodes.

Mrs. Meadors asked the Board to think about whether or not the Board would like to send delegates to this as representatives from the Board and to think about whether the Chairman should have the power to decide on the meetings the Board should attend. She felt this may need to be a Board decision rather than the Chairman's decision.

After some discussion among the Board, Dr. Efron amended his motion above for the Board to participate with the School Boards Association Annual Convention in Myrtle Beach, S. C., October 30 - November 2 and possibly another meeting which the Board could decide on at a later time. The motion was seconded. The motion was passed.

Mrs. Thrailkill was called on by Mrs. Meadors to present the report from the Personnel Committee. Mrs. Thrailkill referred the Board to their copy of the Personnel Actions sheet. Mr. Drew made an addition to the Personnel Actions sheet rather than waiting until the September Board Meeting. Ms. Millercin Weeks was a new hire effective July 7 in the Case Manager position. A write-up on Ms. Weeks will be provided to the Board at the next Board meeting. Dr. Efron asked if Ms. Weeks was working this summer. Mr. Drew said yes. He also said we were happy to have on Board Ms. Elizabeth Hart. Ms. Hart worked with the Opportunity School previously as a Social Worker intern. She has been employed with John De La Howe. Mr. Drew also informed the Board that Mr. Simuel, who is a resource teacher, has decided to retire this year. His position will be filled before school begins.

Dr. Efron made a motion that the Board accept the Personnel Actions as presented. The motion was seconded by Mr. Belcher. The motion was passed.

At this time Mrs. Meadors called for the Budget report. Mr. Belcher said he felt a more meaningful presentation of the budget could be presented at the September Board meeting.

Under old business, an Update Report was given by Mr. Drew on Discussions Among the Three Special Schools. Mr. Drew explained he had met with Mr. John Shifflet of John De La Howe and Mr. Bob Millard of the School for the Deaf and Blind one additional time since the last Board meeting. They discussed the general terms of the joint meetings that we had proposed. They are all in agreement that there should be a joint meeting. Another meeting is scheduled this month and each of them will attend that meeting prepared with a sample agenda and a list of possible items for discussion at that meeting. Then a meeting will be scheduled for the Directors and the three Board Chairpersons to reach an agreement on an Agenda and set a date for the joint meetings. Hopefully the meeting could be scheduled in September. This will be a meeting in addition to our regular Board

meeting in September. They agreed the meeting should be held in Columbia at a neutral location. Mrs. Meadors commended the Board for taking this step and she commended Mr. Drew for taking the initiative and following through on this matter. Mrs. Lindler said she attended a meeting several weeks ago in which Mr. Bob Millard had attended also and Mr. Millard had commented on how fortunate we were as a Board and as an agency to have Mr. Drew.

As a last order of business, Mrs. Meadors introduced Ms. Judy Thompson who was our representative from the State Division of Human Resource Management. She made a presentation to the Board emphasizing to the Board the importance of the Agency Head Evaluation System. She said this system gives the Board an opportunity to become tuned into what it is agency heads do. She felt that it was important to work together as a Board on this evaluation. She said that it is apparent to her from her discussions with Board members that we have an agency head with whom we are extremely pleased. This is what we need to communicate. She explained that she had reviewed the evaluation form she was provided by the Board and she said she felt that we have not only made a noble effort on this, but that we well advanced over some other agencies in terms of goals and objectives and in terms of the Board's response.

Ms. Thompson explained a system of developing goals and objectives called "SCORE" which is as follows:

- S - Specific
- C - Controllable Outcome
- O - Observable Results
- R - Realistic and/or have built in Restraints
- E - Give credit for Effort
- D - Develop these goals and objectives together.

She further explained that in reviewing the evaluation form, she was seeing very precise, rather cold language. In working together, she advised the Board to translate their excitement about their agency head into more exciting language.

At this time, Ms. Thompson reviewed and provided the Board with a copy of a memorandum dated June 11, 1986, from Phyllis Mayes. This memo was in reference to an update on agency head and State Employee Pay Increases for Fiscal Year 1986-87. She also provided the Board with two documents: 1. A Planning Chart for the completion of the requirements of the evaluation, and 2. An Agency Head Performance Appraisal form for Fiscal Year 1986-87.

Mr. Drew stated that the deadline for submitting the evaluation of the Agency Head Performance Appraisal was July 25. The deadline for submitting the planning document of the Agency Head for Fiscal Year 1986-87 is August 15. There was a brief discussion concerning the recommended salary adjustment for the agency head.

Ms. Thompson expressed her appreciation to the Board for their hard work and wished the Board great success.

Mr. Belcher made a motion that the Board move into Executive Session to discuss the Agency Head Evaluation. The motion was seconded by Mr. Rhodes. The motion was passed. The Board moved into Executive Session at 9:00 p.m.

After the Executive Session the Board reconvened. A motion was made by Dr. Efron to approve the performance rating of excellent for Mr. Drew and for Mrs. Thraikill to work with Mr. Drew in completing the narrative by the July 25 deadline. The motion was seconded by Mrs. Thraikill and passed unanimously. Appreciation was expressed to Mr. Drew for this fine work.

There being no further business, the Board adjourned at 10:30 p.m.

Respectfully submitted,

Linda Spivey
Linda Spivey
/bgs