

Wil Lou Gray Opportunity School Minutes
Board of Trustees
January 11, 1984

The Board of Trustees convened for its regular meeting on January 11, 1984 at 7:00 p.m. in the Archives Room of the William T. Lander Administration Building. Trustees in attendance were: Dr. Marvin Efron, Chairman, presiding; Ms. Patricia Bowers; Ms. Mary Alice Mack; Mrs. Hannah C. Meadors; Dr. James F. Miles; Mr. Vince Rhodes; Mr. Clarence S. Rowland; Mr. Karl Segelken; Mrs. Elizabeth Thrailkill; and Mrs. Olive Wilson. Dr. Charlie Williams representative from the State Department of Education was Dr. Ronald West. Staff members present were: Mr. Sam Drew, Superintendent; Mr. Pat Smith, Director of Administration; Mr. John King, Director of Fiscal Affairs; Ms. Gloria Lloyd, Personnel Specialist; Dr. Jonnie Spaulding, Director of Student Development; Mrs. Thelma Bailey, Principal; Ms. Bonnie Foster, Teacher; Ms. Mary Janicki, Teacher; and Mrs. Patricia Robbins.

Dr. Efron welcomed the Board of Trustees to the meeting. He then welcomed the staff and visitors.

Dr. Efron asked that the Agenda be adopted. Mrs. Wilson made a motion that it be adopted. Mrs. Meadors seconded the motion. The motion passed.

A motion was made by Mrs. Wilson to approve the minutes of the November 9, 1983 meeting. Mrs. Mack seconded the motion. Motion passed.

Dr. Efron then called for the Superintendent's report.

Mr. Drew reviewed items of information previously sent to the Board and told the Board members that he will continue to send monthly departmental updates.

Mr. Drew then related the following additional items of information:

- 1) The van ordered by the school should be arriving soon. General Services had no explanation for the delay other than "the process normally takes 60 to 90 days."
- 2) The school entered a float in the Columbia Christmas parade and won an award of 100.00. He also stated that Mr. Scott Carruth, teacher, and Mrs. Jackie White, teacher, are the sponsors of the Student Council which sponsored the float and deserve much credit as do other staff members for their hard work.
- 3) Mr. George Smith had done some additional work securing books for the agency through the Federal Book Program. Mr. Smith reported that he had met with the Department of Corrections officials and hopefully had reached a better understanding with them about supplying us with our share of the books.

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Mr. Drew then reviewed the monthly financial update for the Board. He stated that the budget process is progressing slowly through the legislature and that to date our budget was intact.

Mr. Drew informed the Board that activity was taking place in the State Treasurer's office which would positively affect our endowment fund. The agency's portfolio holdings are being liquidated and the profits used to increase the corpus.

Finally, in Mr. Drew's report the Board was informed of the possible impact of the Governor's Education Package on our agency budget. Mr. Drew stated that should the package pass without the sales tax funding, agency budgets would be raided to raise the money. He encouraged the Board to stay abreast of this legislation and noted that he would keep them informed of developments which might affect the agency.

Dr. Efron thanked Mr. Drew for his report and then called for standing committee reports.

Mrs. Meadors, chairman of the Personnel Committee reported first.

She presented to the Board three policies revised by the Administration for Board approval.

The first policy was a revision of the hazardous weather duty policy. The policy contained a duty roster of those responsible to be at work during hazardous weather days. Dr. Miles moved that the policy be approved with the change that positions be listed in the policy rather than the names of employees. Mrs. Wilson seconded. The motion passed.

The second policy presented was a revised disciplinary action policy. Mr. Drew stated that the revised policy would make our disciplinary action more consistent with other agencies. Mrs. Meadors responded that the Personnel Committee would advise the Board to accept the policy but direct the Superintendent to regroup the disciplinary actions into like categories. Mr. Drew agreed to do this by the next Board meeting. Ms. Bowers moved to adopt the policy contingent on the proposed revisions being made. Mrs. Wilson seconded. Motion passed.

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The third policy presented was a revised RIF policy. Mr. Drew stated that the revision was necessary to reconcile the former state evaluation process to the new EPMS evaluation process.

Dr. Efron stated that there was no reference in the policy to the role of the Board in the RIF process. Mr. Drew stated that the Board approved the policy and that as chief administrator he would only follow the policy should a RIF be deemed necessary. He stated that he would expect to work with the board on any RIF action. Mr. Rowland stated that the Superintendent be responsible for implementing the policy but that it should be stated that he have the support of the Board in a RIF procedure.

Dr. Efron then suggested that we adopt the policy subject to the addition of wording indicating that the Board be supportive of the Superintendent in a RIF procedure.

Mr. Rowland made a motion to this effect. Mr. Rhodes seconded the motion. Motion passed. Mr. Drew stated that he would include the revision and present it to the Board at the next meeting.

Mrs. Meadors then shared with the Board an exit interview developed by the administration for use with all employees who leave the agency. The interview is required by State Personnel. Mrs. Meadors recommended that a sentence be added that the exit interview be available only to the Superintendent and the personnel director. Mr. Vince Rhodes moved that the exit interview be approved with Mrs. Meadors recommendation added. Mrs. Wilson seconded the motion. Motion passed. Mr. Drew agreed to have the revised version ready by the next Board meeting.

Mrs. Thrailkill commented on the conference call used by the Personnel Committee to hold this meeting. She expressed the opinion that the call had saved a great deal of time and travel for the Board members. Other members agreed that this might be a method for committees to communicate more frequently. Mrs. Meadors requested that the Superintendent report back to the Board on the cost of the call.

Dr. Efron next called on Ms. Bowers to report on the Program Committee. Mrs. Bowers reported that the Program Committee will meet Saturday, February 4 and that the meeting was scheduled for 10:00 a.m. in the Archives Room.

Dr. Efron called on Mr. Vince Rhodes to give a report on the Administrative Committee. Mr. Rhodes informed the Board that a preliminary report by the Auditors to Mr. Drew indicated that the audit of this fiscal year was much improved over previous audits. The auditors reported a continuing problem with the purchase of perishable and non-perishable foods that exceed \$500.00 not being in accordance with the state procurement code. Mr. Pat Smith stated that the state procurement code exempts non-perishable items. Mr. Drew agreed with this and said he had stated this to the Auditor. The Auditor indicated he would check on this.

Mr. Rhodes related his committee's deliberations concerning establishing a campus housing policy. He stated that at least two solutions to the long standing problem of housing policy had been discussed.

- 1) Charge fair market value to all campus residents
- 2) Seek a proviso exempting campus staff from housing charges- then develop a fair policy for granting the limited housing to staff.

Mr. Drew stated his opinion that the first option would result in most people leaving campus. This he said would have an adverse affect on weekend staffing on the campus since campus residents worked on weekends. He favored seeking a proviso. Dr. Efron stated that the wish of the Board was that a fair policy be established in accordance with State regulations.

Mr. Rhodes moved that the Superintendent proceed with seeking a proviso and develop a fair policy. Mrs. Meadors seconded the motion. Motion passed.

Mr. Rhodes related that his committee felt that a change was needed in the legislation governing our Board to allow for replacement of a Board member should a member leave the Board before his term is completed. Under present legislation a Board member could not be replaced until his full term had been completed. The Board agreed this should be investigated further.

Following the committee reports Dr. Efron called for any unfinished business.

Dr. Miles stated that he thought we should send more information to the newspapers and other media about the work done by the Opportunity School. Mr. Drew agreed with Dr. Miles and said George Smith was helping to develop a public relations campaign. He said plans were underway to revive the newsletter in the near future.

Mr. Rhodes commented that the Christmas banquet was the best that the school had ever had. He thanked Mrs. Patricia Bowers, Mr. George Smith, Ms. Linda Spivey, and Ms. Alicia Collins for their work in planning the banquet.

Dr. Efron informed the Board that January 25th was the day of the Governor's Conference on Education. Mrs. Thrailkill stated that she was going but she would be representing another school. Mr. Rhodes and Mrs. Meadors stated their intent to attend. Mr. Drew asked that the Board members contact him if they wanted the agency to reimburse expenses.

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Mr. Rhodes stated that he was receiving the School Board Association information. Dr. Efron said he still did not receive information either. Mr. Drew stated he had contacted the School Board's Association about this matter. He stated that he would contact Ms. Sissy Henry again and request that all Board members receive this information.

Mr. Rhodes then suggested that a Board member be sent to the national school board meeting in Dallas, Texas. He stated that he thought the agency should pay their expenses. Mrs. Bowers and Mrs. Thrailkill stated that they had attended in previous years at their own expense and it was well worth it. Mr. Drew stated that the agency had travel money for this.

Dr. Efron then called for new business. There was no new business to discuss.

Mrs. Meadors called for a brief executive session stating personnel matters as the purpose. Mr. Rhodes seconded. Motion passed.

Following the executive session the Board re-convened. The Board voted to affirm the action taken in executive session to adopt the new Organizational Chart proposed by the Superintendent.

A motion was made by Mrs. Wilson to adjourn. Mrs. Meadors seconded the motion. The motion passed.



Patricia Bowers, Secretary
Board of Trustees

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