

WIL LOU GRAY OPPORTUNITY SCHOOL

BOARD OF TRUSTEES

MINUTES OF MAY 7, 1982 MEETING

The Board of Trustees convened for its regular bi-monthly meeting on Friday, May 7, 1982 at 10:00 a.m. in the Archives Room of the William T. Lander Administration Building. Trustees in attendance were: Dr. Marvin Efron, presiding; Mrs. Anne T. Boyce; Ms. Patricia Jacques; Ms. Mary Mack; Mrs. Hannah C. Meadors; Dr. James F. Miles; Mr. Clarence S. Rowland; Dr. Louise Scott; Mr. Karl Segelken; Mrs. Elizabeth Thraikill; and Mrs. Jack Wilson. Mr. James McClary was not present. Also, present were: Mr. Scott Barnes, Budget Analyst; Dr. Robert C. Fulmer, Secondary Supervisor-State Department of Education; and Dr. Jesse A. Coles, Jr., Deputy State Auditor; Dr. Jack Mullins, Director of State Personnel; Mr. Roy K. Harrill, Assistant to the Director of Classification and Compensation at State Personnel; and Mr. Steve Osborne, senior employee Relations Analyst at State Personnel. Dr. Efron welcomed the guests. Mrs. Wilson motioned that the board go in executive session. Seconded by Mr. Rowland. Approved. The executive session concluded at 2:30 p.m.

In open session Dr. Scott motioned that at the January 1983 meeting the board will complete their evaluation of the superintendent. The motion was seconded by Ms. Jacques. Approved.

Dr. Efron welcomed the participants.

Ms. Mary Mack led the invocation.

Dr. Efron introduced Mr. Despenza and asked Mr. Fede to explain Mr. Despenza's role. Mr. Fede explained that Mr. Despenza is a member of the Auto Mechanics Craft Advisory Committee and further explained what Mr. Despenza had done and was doing for the school, such as providing supplementary commodities for the cafeteria, helping with the spring dance and helping at nights and week-ends with student activities.

Dr. Efron stated that Dr. Fulmer, representing the State Superintendent of Education, will be with us on a regular basis.

Mrs. Wilson moved that the agenda be adopted as printed by the Board of Trustees. Motion seconded. Approved.

Dr. Efron asked if there were any changes to the March 20, 1982 minutes. Mrs. Meadors said that perhaps one statement should be re-worded. Dr. Efron read the statement Mrs. Meadors made at the March meeting which read "It was brought to the attention of the Board that the Bechtler House is being recommended by the administration to be divided up into offices. Mrs. Meadors stated that she thought we should first get some estimates and be very careful about spending to remodel this apartment into offices as money is very tight now and we are trying to save salaries.

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The board asked the administration to re-evaluate this action." After Dr. Efron read the statement Mrs. Meadors stated that in view of the tight economic crunch it may be somewhat unprofitable to ask for money for expenditures. Dr. Efron asked if there were any objections to this addition. There were no objections. The minutes were adopted with that modification.

Dr. Efron stated that Mrs. Peebles was in the hospital and could not attend the meeting. Mr. Fede stated he had been to see Mrs. Peebles at the same time he visited Dr. Gray. Dr. Gray is going to the Manor Care Home when she leaves the hospital. (For your information Dr Gray was admitted to the Manor Care Home May 13, 1982.)

Dr. Efron stated that he also had seen Mrs. Peebles. She had asked Dr. Efron to ask the board for some type of parent-teacher organization to get input from parents and teachers. Dr. Efron said this would be accepted as information and studied at some time in the future.

Mr. Rowland, Public Relations Committee Chairperson, said Mr. George Smith has given him a detailed report of his recruiting, schedules, county maps, and the number of students he has recruited.

Dr. Spaulding added that Mrs. Virginia Taylor had been invited to speak about the Wil Lou Gray Opportunity School at a meeting of psychologists in Augusta, Georgia. Mrs. Taylor carried some of Mr. Smith's recruitment materials with her and we have had a good response from this.

Dr. Scott, Fiscal and Personnel Chairperson, asked Ms. Lloyd to make the personnel report. Ms. Lloyd reported that Mr. Eddie Holloway, youth counselor, submitted his resignation in March, effective February 28, 1982. Mr. Norman Richards was his temporary replacement and he discontinued his employment in March, 1982. Ms. Lloyd stated that the evening staff was covering this person's shift and that they will take turns to cover the vacancy of the youth counselor position until the end of the school term. We have received a letter of resignation from Mrs. Yvonne Naylor to be effective May 20. We have had one disciplinary action, a five day suspension for an employee. This is leave without pay. (Documents concerning this action are in the individual's personnel file.) Ms. Lloyd further stated that our payroll is going to be converted from a bi-weekly payroll to a semi-monthly payroll to begin July 1.

Dr. Scott stated that her committee had met with Mr. King, Mr. Fede, and Dr. Efron and had been given information which was very much appreciated. One thing suggested was that we come up with a calendar for next year. One of the first things to be done is to come up with the steps in the budget process that we can look at as we go along. At this point, the budget material was passed out to the Board of Trustees. This material also depicted the budget process. It showed the dates that we should be completing our response to the budget for FY83-84. The final deadline for submitting our budget to the Budget and Control Board is June 15.

Dr. Efron asked if we had to approve the budget for FY83-84 since it has to be submitted by June 15. Mr. King responded that the only thing he would be adding would be the changes he was given. Those would be the additions that will go into the actual work-up. Dr. Efron further stated that his only concern was that we were going to be approving a budget that was not in front of us. Mr. King stated that he would be using the FY82-83 budget as a base. Dr. Efron stated that he would feel a lot more comfortable if he had the FY83-84 budget before him.

Dr. Miles asked "How can you approve something that you do not have a copy of?" Dr. Miles then asked Dr. Efron if he was saying that we could not approve the budget for FY83-84. Dr. Efron replied "No, we could approve it." Dr. Efron stated that in the future he would prefer to have the budget ready for approval before we have to submit it to the Budget and Control Board on June 15. Dr. Efron said he had understood that this was what the board was supposed to be doing today, approving the already prepared budget for FY83-84.

Mrs. Mary Mack asked how much of a change has been made from the budget of last year? Mr. King responded that part of the changes were attached to the information that was passed out. Ms. Mack asked what the projections were for next year knowing that we cannot expect more money, perhaps even less. "The recommended agency increases to the FY83-84 budget will total \$69,489 Mr. King replied. These figures will be added to the FY82-83 budget to arrive at a request for the FY83-84 budget from state appropriations.

Dr. Efron recommended to change #3 priority. He would put it as #1. With inflation, our utility costs keep going up. Dr. Efron stated that we had received the same thing for utilities for the last 3 years. Mr. Fede stated he thought the #1 priority should be matching monies from Vocational Rehabilitation, then Support Services.

Dr. Efron stated that Vocational Rehabilitation has a matching grant to operate their evaluation center and provide services to the school. We have to match this from the state. (The matching grant is \$3,172 over last year's grant.)

Mr. Fede said that, in reference to Dr. Efron's request for the complete budget from Mr. King the board should understand that the agency does not prepare the complete budget as such. Most of the budget, other than increases recommended by the agency is generated by the Budget and Control Board. Mr. Fede stated that the board would have another opportunity to manage that budget when we get it back. Dr. Efron said that we used to get it back.

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Dr. Efron entertained a motion that we approve the FY83-84 budget. Mrs. Meadors so moved. Mrs. Wilson seconded the motion. Approved.

Dr. Efron stated that in a meeting with John King he had made several recommendations on the FY82-83 budget. Dr. Efron further stated that he would be glad to read them to the board. Dr. Efron said that we have got to learn to live within our means. For example, at the beginning of the year we started with a surplus of \$35,000.00 in institutional money. In addition to that, we had some unexpected cuts. We spent all of that plus receiving some extra money from the state to help us. Dr. Efron further stated he thought it safe to say that we will be lucky if we break even at this time of the year. Mr. King agreed with this statement. Dr. Efron said that this meant that we had gotten all of our appropriations, all of our institutional revenue last year, plus the \$35,000.00, plus the extra money we have gotten from the state, and we are still down to nothing. Dr. Efron stated he did not want to live that way next year, Mr. Fede does not want to live that way, John King does not want to live that way, or the board. Some changes need to be made or we are going to be facing this same problem again. So, I say live within our means. Number one, be prepared for unexpected cuts from state and federal funds. In the past we have been disappointed in the amount of money we have received from the federal government. Number two, we will fund no jobs under institutional revenue. At the present time, we have one and a half positions under institutional revenue for the coming year. Dr. Efron told John that he had the institutional budget in pretty good shape, and that he and the board appreciated it. Dr. Efron stated that this was something he had been working for. Number three, plan for preventive maintenance. Last year we had some unexpected things that occurred. Next, submit plans for any facility changes, for example, if you want to make any changes in office or structures let us know about it ahead of time, so we can have it in the budget. Spend money only for that which is essential. The next two years are going to be very tight. Let's not be anything less than extremely conservative. Then there will be some non-occurring monies that will be coming up that we will need to look at. For example, we have a terminal contract with the Employment Security Commission which costs us \$290.00 a year, the Chamber of Commerce \$125.00 a year, the School Boards Association another \$600.00 a year. I have been disappointed that they have not helped us to update our policy manual. Are these essential? I think if we were getting our services from them, I would be pleased about it, but I am not too enthused when we put out \$600.00 a year and all we get is a magazine. Mrs. Thrailkill stated that "some of us are not even getting that." Dr. Efron then said that we should take a look at next year, I think that the scholarships for teaching is phasing down, but let's look at next year today. Do we need to continue to pay for these scholarships? I think you or someone from your staff has some information on that Mr. Fede. Mr. Fede then asked Mrs. Wilson if Dr. Spaulding had given her that information. Dr. Efron then stated "I am really concerned we have got to live differently this next year or we are going to have the same problem. How are we going to change? It was announced that Mrs. Naylor was resigning. Dr. Efron said that maybe we could squeeze by, and he knows it is going to be difficult on John. Dr. Efron recommended we not fill this position. He thought we should leave it vacant to help make up some of this short-fall so that we can have a little cushion, but these are just my recommendations not to fill in the position at this time with the possibility of eliminating the ones that are on institutional revenue.

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Dr. Scott, Chairperson of the Fiscal and Personnel Committee, stated that she and the other board members had received a breakdown from Mr. King of our institutional funds. This was very much appreciated as the board could now see exactly where the funds were spent. We had better prepare ourselves for another short-fall as Dr. Jesse A. Coles, Deputy State Auditor had said earlier in the meeting this morning. Dr. Scott also told the board to take their projected budgets of institutional funds home and study them and come back with some ideas of their own and perhaps some recommendations and then they would act on them at the next board meeting.

Dr. Efron stated that the Housing Committee met on campus housing. They had discussed number one- the people that should live on campus, number two- what services they should get and give, number three-financial compensation for living on the campus. Dr. Mullins, Director of State Personnel, told Dr. Efron that the State Department of Personnel did not want to get involved in the area of campus housing.

Mr. Fede asked if the board wanted a copy of the committee report on housing to be mailed out to the members. Dr. Efron stated that at the next committee meeting they would take up the problem of what to do about housing.

Mrs. Wilson, Education Committee Chairperson, stated the committee had not met but that Mrs. Bailey had given her some information to pass along to the board. The Wil Lou Gray Opportunity School Beauty Pageant will be May 20 at 7:30 p.m. There will be about 40 girls in the pageant. They have raised the money themselves for the trophies, crown for the queen, and stage decorations. They hope to give the queen \$100.00, the 2nd runner-up \$25.00, and the 1st runner-up \$35.00. The board was asked to contribute some money for the pageant if they cared to do so. Mrs. Bailey will hold the money.

Mrs. Wilson further stated that there would be three members of the teaching staff who will need one course this summer. Two have to take a three-hour course. They are Linda Owens and Mary Janicki. Joan Frahn may have to take a one-hour course. The University of South Carolina may work something out for this one hour course. Dr. Spaulding stated that Mrs. Moore needed to complete her two hour requirement on teaching on a permit in order to receive credit for a practicum course. This will hold true for all teachers except Mary Janicki, who will this year have completed the two years on a permit.

Mrs. Wilson moved that this summer we will pay for these courses, but before we pay for any others, we will have to take a hard look at it. Dr. Spaulding said that this would get everybody certified who had started the program. Dr. Efron asked if there were a second to that motion? Mrs. Meadors seconded the motion. Approved.

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Mr. Smith, Director of Facilities and Supportive Services, said that a letter had been written to Mr. William Putnam, Executive Director of the Budget and Control Board, requesting that they perform a maintenance survey on the Opportunity School, John de la Howe, and the School for the Deaf and Blind to determine the maintenance requirements for both the present and future. Mr. Smith said that to the back is appended a copy of the school building aid program. This letter was addressed by the House Ways and Means Sub-Committee when they asked us if we were able to draw upon the school building aid program.

Dr. Efron stated that the Executive Committee had not met. There will be no report from them.

Mr. Smith asked if the board would approve the removal of the old barracks building. Dr. Efron asked how much it would cost to remove it? Mr. Fede, replied hopefully nothing because we will let the people removing it have the material. Dr. Efron asked for a motion. Mrs. Meadors made the motion. Mrs. Wilson and Mrs. Boyce seconded the motion. Approved.

Dr. Efron stated that in our February meeting the board moved that we give to Vocational Rehabilitation the entire wing in which they are now occupying a section. Dr. Efron asked that at the time the wing is given to the Vocational Rehabilitation Department, they hook up their own meters for electricity which includes air-conditioning and lights. The students in evaluation pay \$4.50 a day compared to our regular students who pay \$5.20 a day. This is a 70¢ difference. Dr. Efron recommended that all students pay the same amount. This would more than compensate for the water and heat.

Dr. Miles asked about the cost of relocating the people now in this wing. Dr. Efron stated that we have asked the administration to come up with the relocation plan. Mr. Segelken asked if the administration had come up with a place to move our people who were now using this building. He asked if feedback had been received on this. Mr. Fede said that whatever we do, it is going to cost money. He would like for the board to approve perhaps \$400 to \$500 to pay for the move. Mr. Fede stated that Mr. Rhodes is waiting for the furniture to arrive and paint the rooms. Mr. Fede stated to the board that before a move is made to the Bechtler House we would bring it back to the board, but then we are not going to move into the Bechtler House because the board has said no. Mr. Fede said that he was willing to table any further discussion concerning the re-location.

Dr. Efron again stressed that at the time Vocational Rehabilitation moves they get their own meters for electricity and that their evaluation students pay the same that the other students pay. From 60 students this would come to approximately \$7,500.

Mr. Fede stated that if the cost for utilities was within this particular figure, fine, but if the expenses exceed that figure based upon the survey that Johnson Controls comes up with, we will bring it back to the board.

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Mr. Fede stated that we could approach Vocational Rehabilitation with the proposal and if their board says "no" then the proposal would come back to our board. Dr. Efron said let's approach them, if it fails then we will go back to something else.

Mr. Smith informed the board there would be no charge for the estimate done by Johnson Controls.

Mrs. Meadors made a move that the board accept Dr. Efron's proposal with the understanding that it be initiated, and that Pat's findings be brought back to the board for a comparison. Mrs. Boyce seconded the motion. Approved.

Mr. Segeleken asked Mr. Fede if he was afraid that the cost factor might outweigh the revenue factor. Mr. Fede said he would like to get a definitive number of diagnostic students served in a 12 month period, determine how much we are able to receive, in comparison to what we might receive, based on some type of formula. Mr. Segelken asked if this could be limited to a year. Dr. Efron said that was what he was recommending; it could be a part of the contract. Mrs. Wilson made the motion that we do this. Mr. Fede asked if this would raise our matching cost. Dr. Efron responded that he had no idea.

It was suggested to Mr. Fede that he get with Mr. Rhodes, Rehabilitation and discuss how they will handle the patients that will be brought in.

Dr. Efron asked all in favor to say yes and those opposed, say no. Approved.

Dr. Fulmer told the board that Dr. Williams had taken two policies, one a policy and the other a procedure to implement that policy to Dr. Ashwood and the legal section in the State Department of Education. The policy dealt with the procedure for executive meetings, the procedure the board might use for allowing the public, citizens, and interested parties to present material to the board of education. Dr. Fulmer recommended to Dr. Efron that this be tabled for further study. There are some good recommendations that this board might want to take a look at in reviewing and revising that policy and its procedures for implementation. Dr. Efron stated that they would study it.

Dr. Efron stated that approval of the Schedules of Activities will be postponed until the next meeting of the board.

Unfinished Business: Mr. Osborne told the board that state personnel had reviewed the positions of the 12 month employees and felt that at this time (Fiscal Year 82-83) the positions should remain the same. The board may want to evaluate this at this time next year.

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Dr. Efron asked if there was any other unfinished business. Mr. Segelken asked what action the board had taken on public participation in board meetings. Dr. Efron told Mr. Segelken that at this time it had been tabled, the board needs more input.

Mrs. Boyce asked if anyone knew anyone in the carpet business or connected with the carpet business to please let her know.

Mr. Despenza asked if we (the school) were going to get any money for the old infirmary. Mr. Smith said that the school had written a letter to Mr. John McPherson, state engineer, to find out the correct procedures for removing the buildings from state property. Mr. Despenza offered to pay the school \$1,000 for the building and let the woodshop class dismantle it as an educational exercise in seeing how the building was constructed. Dr. Efron thanked Mr. Despenza for himself and the board and accepted Mr. Despenza's offer as information.

New Business: The date of the next board meeting was suggested by Dr. Efron as Wednesday, June 30. It was also suggested to go back to the original time the board met before. The board would meet at 12:45, the committees at 10:00 a.m. Mrs. Thraillkill made the motion. Seconded by consensus. Approved.

Mrs. Thraillkill stated it was becoming increasingly difficult to get away from her job. Also, being on the road late at night was a hardship on herself and some of the other board members. Mrs. Thraillkill made the motion to change the board meetings to the 2nd Saturday of every other month. This would start at the September meeting. Mrs. Wilson seconded the motion. Dr. Efron asked for any discussion on this. Mrs. Meadors stated this did not suit her as Saturday was the only day she had with her family. Dr. Efron asked if there were a compromise. Mrs. Wilson stated she also had difficulty in leaving her job so much. Mrs. Meadors suggested that they think about it till the next meeting on June 30. Dr. Efron stated that this would come under unfinished business.

Dr. Efron said he had received from Mr. Fede a copy of the leadership conference to be held in Charleston, S.C. on June 12. It would cost \$62.00 for a single, and \$72.00 for a double. It was suggested that Miss Mack, if she so desired, could represent the board since she lives in Charleston. It was pointed out that with the austere budget we have now, anyone wishing to attend would have to pay their own way.

Mrs. Wilson asked if the Annual Report could wait till the June 30 meeting. Dr. Fulmer stated it has to be in to the State Department of Education by August 15 and approved by the board before June 15. Dr. Fulmer suggested that it be approved tentatively now and approved formally at the June 30 meeting. He also stated that it was in good condition with the exception of a couple of minor changes he had recommended to Dr. Spaulding. The only thing the board would need to look at were those things that were cost-wise. Mrs. Wilson