

WIL LOU GRAY OPPORTUNITY SCHOOL

MINUTES OF MAY 8, 1985

BOARD OF TRUSTEES

The Board of Trustees convened for a scheduled meeting on May 8, 1985, in the Cafeteria of the Wil Lou Gray Opportunity School at 6:30 p.m. 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.

Trustees in attendance were: Mrs. Hannah Meadors, presiding; Mr. Devon Belcher; Mr. Walter Dahlgren; Ms. Wilhelmina McBride; Mr. Vince Rhodes; Mr. Clarence S. Rowland; Ms. Linda Spivey; Mrs. Elizabeth Thrailkill; Mrs. Olive Wilson; and Dr. Marvin Efron. Staff members present were: Mr. Sam F. Drew, Jr., Superintendent; Mr. Pat G. Smith, Director of Administration; Dr. Jonnie Spaulding, Director of Student Development; Mr. George Smith, Development Officer; Mr. John W. King, Jr., Fiscal Affairs Officer; Ms. Gloria Lloyd, Personnel Specialist; Mr. John Tyler, Student Development Specialist III, and Mrs. Brenda Stork, Secretary.

Mrs. Meadors called the meeting to order.

An outline of the charges for each of the standing committees of the Board of Trustees was distributed to the Board for their approval. Mrs. Meadors introduced a guest, Mr. George Leventis from the S. C. School Boards Association, who together with Mrs. Meadors reviewed the outlines of the committees' charges and answered questions. A motion was made by Dr. Efron to approve the outline of the committees' responsibilities. The motion was seconded by Mrs. Wilson. The motion was passed.

A motion was made by Mrs. Wilson to recess while the committees met. The motion was seconded by Mr. Rhodes. The motion was passed. The meeting reconvened in the Archives Room of the William T. Lander Administration Building at 7:30 p.m.

The first order of business was to honor Mr. Clarence Rowland who will be leaving the Board in July. On behalf of the Board, Mrs. Meadors presented to Mr. Rowland a plaque in

appreciation of his service to the Opportunity School as a member of the Board from 1971-1985. Mrs. Meadors then called upon members of the Board for comments. Dr. Efron commented that he has known Mr. Rowland since 1971 and he has watched him serve with distinction. Dr. Efron further stated that Mr. Rowland has brought a lot to the Board when it was needed and his business background was very important to this leadership. He had served with distinction not only as Chairman but also as Vice-Chairman. Mrs. Wilson commented that the Board will miss Mr. Rowland and they wished him well. Mr. Rowland said he had enjoyed the work, the school, and the contacts. He asked the Board to keep in mind that the school existed for the students, not for the classroom or the Board. He thanked the Board for all of their cooperation and the pleasant years they have enjoyed together. Mrs. Meadors asked the Board to keep Mr. Rowland's words in mind and remember who is at the focal point in what we are trying to accomplish.

In reference to the Minutes of the Board of March 13, 1985, Mr. Drew brought to the Board's attention a revision to the Minutes. On page 18, the Minutes state "Dr. Efron and Mr. Dahlgren were appointed to serve on a special committee to review the Policy Manual." The revision is: Dr. Efron was appointed to chair a special committee to review the policy manual. Mr. Dahlgren was appointed to chair a special committee to establish a school foundation. Dr. Efron made a motion that the Minutes be adopted as corrected. The motion was seconded by Mrs. Wilson. The motion was passed.

Mrs. Meadors called for the Superintendent's Report. Mr. Drew explained he had asked several members of our staff to present a portion of the report to the Board. An addition to the report which was not listed on the Agenda was Personnel Action. Mr. Drew presented the Personnel Report. Mr. Scott Carruth, Art Instructor, resigned effective March 22, 1985. The following new hires were reviewed for Board approval. Mr. John T. Tyler, Student Development Specialist III, who is replacing Mrs. Kate Swanson; Mrs. Patricia A. Carter, Administrative Specialist, is a receptionist. We have had an employee in that position on a temporary part-time basis until we could identify the funds to employ the person permanently; Ms. Geraldine G. Goodwin, is an Employment Counselor. Mr. Drew explained that a vacant Director of Cottage Life II position was reclassified to this counseling position. Mr. Robert Dean Frye, Youth Counselor, is replacing Ms. Lynn Boles who resigned. Mr. Drew explained that all these are positions that have replaced employees who resigned or positions that have not been filled.

Dr. Efron asked about the responsibilities of an Employment Counselor. Mr. Drew explained that the Employment Counselor coordinates vocational counseling with students. They give pre-vocational counseling and help to place students from the vocational programs into the community for jobs. He added that they also do general affective counseling with all students.

As it related to one of the new hires, Patricia Carter, Dr. Efron asked what full-time position was she filling since she is not temporary/part-time. Mr. Drew explained that she is a secretary/receptionist. He explained that we used an FTE which had not been filled. He further explained that we had not officially hired anybody on permanent employment until we were certain we had the funds. That is why we were using the temporary/part-time funds. A motion was made by Mrs. Thraikill to endorse the new hires. The motion was seconded by Mr. Belcher. The motion was passed. Mr. Drew went on to explain to the Board that any position he proposes creating, other than positions we already have that are re-classified, he would bring before the Board and have approved before hiring an employee. Therefore, positions that are listed on the Personnel Report are those for which we already have FTEs. If our Budget passes next year, for example, we will have several new Youth Counselors and those would be positions created by the Legislature, but nevertheless they would be considered new positions. Also, in reference to the Personnel Committee, Mrs. Thraikill asked that the Superintendent put together a brief report listing all positions to keep the committee informed of new positions. Dr. Efron asked if we have any other un-filled positions that have not been filled because of budgetary constraints. Mr. Drew explained that we have two additional FTEs. Presently we do not have funds to fill those positions. Dr. Efron asked about the priorities for these two positions. Mr. Drew explained that present priorities are for counseling staff.

Mr. Drew called upon Mr. John King to present the Expenditure Report. Mr. King briefed the Board on the expenditures and revenue. Mr. King explained that the Expenditure Report, a copy which is attached hereto, was prepared with figures as of April 19th. In the way of federal funds, the actual revenue figure year-to-date is \$59,731.84. A balance of \$95,418.16 is yet to be received. Reimbursements for the months of March to present have not been posted. We also have yet to collect, Chapter 1 reimbursements from the State for the months of April, May, and June. Additionally, we are awaiting Vocational Education reimbursements from the State for the third and fourth quarters. Mr. King further explained that for the months of March, April, and May we still have USDA claims to receive.

In reference to Institutional Earnings, Mr. King explained that presently we have a figure of \$234,307.17 for the year. However, this figure is somewhat inflated if you consider \$33,000.00 of that figure was insurance settlement for hail damage. Mr. King further explained that in the way of Expenditures we are showing approximately \$244,000.00 left in personal service which refers only to salaries. The remaining money is basically operating expenditures.

Mr. Rowland asked if the scholarship operating expenses listed on the expenditure report come totally from the endowment income. Mr. King explained that in the Expenditure Category, what is listed as scholarships is actually an amount that we give out on a bi-weekly basis as allowance to students. Every student receives this allowance. For the students sponsored by the Department of Vocational Rehabilitation the money is reimbursed by Vocational Rehabilitation. Mr. King said none of this money actually comes from the endowment account.

Mr. Drew presented the status of the 1985 budget request. He referred the Board to a chart in the Archives Room which he had outlined for them at the last Board meeting. All of these requests were approved by the Ways and Means Committee. He explained that there was a great deal of emphasis in the House on the role that the Opportunity School could play in helping with the problem of truant students that are being presently sent to Youth Services and other agencies that really do not need to be there, especially the students whose only offense is truancy. Because of the EIA, Judges are beginning to pay more attention to truancy and school districts are forcing the cases into court. Before the EIA, truancy was handled more as a school issue and truants were more often referred back to the school districts. Mr. Drew further explained that in working with various House Members the Opportunity School was appropriated an additional \$167,000.00 to help address the truancy issue by building additional programs to augment our present program so that we might serve some of that population. The bulk of the \$167,000.00 was in personnel resources. So if the budget holds, we will be able to add Youth Counselors next year. In addition to that, Mr. Drew explained that he is working with State Personnel to have Youth Counselors reclassified.

Mr. Drew further explained there were three projects which we requested from the Bond Bill this year: 1) re-roof the facility ; 2) replace the heating and air-conditioning system; and 3) renovate the electric lines. Mr. Drew reminded the Board that we owned the

electric lines. The renovation replacement of the electric lines was dropped from the Bond Bill. We were given a total of \$250,000.00 which will cover the re-roofing of the facility and the replacement of the heating and air-conditioning system. Mr. Drew said he asked for the additional \$130,000.00 in one time funds. The request was granted by the Senate Finance Committee. Mr. Drew went on to give the Board a briefing on the budget outlook for the State next year. He said that the present budget bill being considered by the Senate is in excess of the projected revenues. He informed the Board that holding our increases might be an uphill battle. However, he said if things hold as they are now we are in a very good position for implementing next year what we were trying to do over a five year period of time. Additionally, we would be looked upon as an agency that is helping the State to address the problem of truants. This means we have to make sure that the programs we have in place indeed address this and that we are more successful than ever with these students. Dr. Efron asked if these truancy cases would be short term admissions or long term admissions. Mr. Drew explained that ideally the objective would be to get them accustomed once again to attending school and then put them back in the local school district. However, realistically very few of them will go back to the local school district in a short period of time. Most of them have home environment problems and they need a residential setting. Mr. Drew further explained that our staff is working diligently on developing a program that is different than we have had in place recognizing that some of these kids cannot sit in a classroom for six periods a day. He also explained that we may have a problem balancing this kind of alternative program and the DMP, which we want to adhere to also because we are certified and we want to maintain that status. Thus, we have designed within that alternative program a regular diploma program.

Mr. Drew also discussed two additional items: 1) A revision in the money in the Proviso that we put in last year to be certain that our teachers received the same salary increases for 1985-86 as other teachers in the state, and 2) a Proviso to make our teachers eligible for the reimbursement under the EIA to take a recertification course once every two years. Ms. McBride asked if this money for course reimbursement was on a first come first serve basis. Mr. Drew explained that a teacher can take one course every two years so we would have to say that only half of the faculty could do that in any given year because only one-half of the money will come down each year. The other half would be eligible the following year. In that sense, Mr. Drew said, the provision would be on a first come, first serve basis.

The program update was presented by Dr. Spaulding. Dr. Spaulding explained that on April 25th a meeting was held to provide information to several groups about the school. The groups invited were Vocational Rehabilitation Counselors from throughout the State, Attendance Officers from throughout the State, and area Ministers. Dr. Spaulding further explained that it was a very successful meeting. Dr. Spaulding further reported that staff is currently involved in a cross departmental effort to plan for next year. Representatives of the teachers, the Principal, the Dean of Students, Mr. Tyler, and Dr. Spaulding are working on this Committee. They are looking at last year's school improvement plan and are making adjustments that they feel are necessary. Special attention will be given to those areas where they know they have not met the goals that they had set up for themselves.

Dr. Spaulding further explained that in the Chapter II program, the school has been given a tentative allotment for 1985-86 of \$4,184.00. This is more than twice as much as what we have received before. The school is proposing to purchase materials for the library with the Chapter II money. The program of Arts in Education which we conduct with the S. C. Arts Commission was very successful this year. Three artists came and worked with our students and each of the three stayed one week. Additionally, three performances were held on campus by different groups. Dr. Spaulding said that we have requested this year that we be allowed enough money to provide five weeks of artists in residence and two performances. Dr. Spaulding then introduced Mr. Tyler who is now conducting an assessment of needs in our vocational program.

Mr. Tyler presented the Vocational Assessment Report. Mr. Tyler referred the Board to his Memorandum to Mr. Drew, a copy of which is attached hereto and becomes a permanent part of these Minutes. Mr. Rhodes commented that there are many students to be served from various parts of South Carolina. He asked how would instructors be able to assist in placement of students? Mr. Tyler explained that we would rely on the Advisory Committee to provide us with guidance in this area. Mr. Drew commented that with the number of staff and type staffing patterns that we have we will not be able to go out into every community and place people. He further explained that it is in this area where a lot of cooperation between the Opportunity School and Vocational Rehabilitation can occur. He reminded the Board that we built into the Cooperative Agreement last year an additional clause that the Opportunity School could

refer students into Vocational Rehabilitation that this was the intent. We anticipate getting many students who are referred from other systems and with Vocational Rehabilitation Evaluation Center here those students could be referred by the Opportunity School to Vocational Rehabilitation for placement services. Mr. Drew further explained that our Vocational Counselors can help in campus programs designed to make students more employable. For example, the Passport Program outlined at the last Board meeting, attempts to teach students to prepare resumes, to interview, and obtain other vocational skills to get them ready for job placement.

Mr. Drew called upon Ms. Taylor to present the Education Program. Ms. Taylor explained that our Chapter I funds for this year are a few thousand dollars less than previous years. The schools Chapter I population dropped from 155 to 143.

A list of teachers that have submitted Letters of Intent for the school year 1985-86 was submitted to the Board, a copy which is attached hereto and made a permanent part of these Minutes. Ms. Taylor briefed the Board on two upcoming events. On May 9 will be the Miss Will Lou Gray Pageant and graduation will be held on June 1, at 11:00 a.m. This year, at graduation, the School will recognize not only the carnegie units of credit diploma students and the GED certificate students, but also the vocational students who have completed their course of study. A motion was made by Mr. Rhodes to approve the list of teachers to be rehired for the 1985-86 school year. The motion was seconded by Mrs. Wilson. The motion was passed.

Mr. Drew explained that we previously had mailed to the Board the Accreditation Report from the Department of Education which indicated a rating for the School of All Clear. He asked if there were any question about the report. There were none.

Mr. Drew related that he is informally discussing with Dr. Jim Ray, who directs the S. C. Department of Education Leadership Academy, about the possibility of the Assessment Academy Training being offered here in the training center that we are developing. He said that this would be a mutually beneficial arrangement for us if it should come about. Mr. Drew stated that he would keep the Board informed of developments in this area. Mrs. Meadors thanked Mr. Drew for his report.

Mrs. Meadors asked for the names of the chairpersons for each committee. They are as follows: Ms. Thrailkill, Chairperson of the Personnel Committee; Ms. Wilson, Chairperson for the Program/Policy Committee; and Mr. Belcher, Chairperson for the Budget Committee. Mrs. Meadors then asked the standing committees if they had any reports to present to the Board. Ms. Thrailkill reported that the Personnel Committee will concentrate initially on meeting the deadlines for the Superintendent's Evaluation. There is a deadline of August 15 for the objectives for the 1985-86 evaluation to be completed. Additionally, this past year's report (1984-85) needs to be completed by that same date. She also explained that they will be asking for input from the Board through a mailout in June. The Personnel Committee will be meeting on June 12, 1985, at 3:00 p.m.

Ms. Thrailkill next informed the Board that the final Mission Committee meeting will be scheduled within the next few months. The committee will compile input from previous meetings into a report to present to the Board for consideration.

Mr. Rhodes commented that he thought Mr. King did an excellent job in terms of familiarizing the committee with the budgetary process and was very beneficial. Mr. Drew said this is an area in which he hoped that the Budget Committee would get involved because sometime between now and the July Board meeting, we will be constructing the budget for the next fiscal year and it is important that the Board have input to that and he thought we did not have a process for the Board to do that in the past.

Ms. Wilson reported that the Program/Policy Committee had Mr. Leventis to review the charges for this committee.

In reference to the Ad Hoc Committee charged with revising the policy manual, Dr. Efron reported that the committee would prefer to try to rewrite the Policy Manual section by section. They concluded that the most important part to begin with is the first section which has to do with the Board of Trustees. They would like to use the professional staff of the Opportunity School and

asked that the Superintendent assign the proper personnel to review this particular section and send recommendations, deletions, additions, or modifications to Mr. Leventis, Mrs. Meadors, and to himself. Then the recommendations would be presented to the Program/Policy Committee. The committee will then make their modifications and present them to the Board. Mr. Drew commented that he thought this was a good process and this will allow enough reviews that by the time it is presented to the full Board it should be worked out.

Mr. Dahlgren who is chairing the Ad Hoc Committee charged with establishing a foundation for the school, reported Mr. Drew had provided him with preliminary information for establishing the foundation, including a draft of the bylaws. He said he would be reviewing these documents and working closely with Mr. Drew over the next few months. He said that we had been talking about a foundation for some time and was anxious to get started.

In reference to F Dorm, Mrs. Meadors explained that the scheduled meeting for April 17th was postponed due to several events scheduled for that date, (i.e. Vocational Rehabilitation celebrated the opening of their new building). However, Mr. Dusenbury and Mr. Stone are to set a date to discuss some short term and long term arrangements for the future.

Mrs. Meadors explained that she was contacted by the Bureau of Indian Affairs and they were exploring the possibility of having a day for them to come and celebrate and have an Indian PowWow and they wanted to know what the possibilities would be of using the Opportunity School because of its location and facilities. They also wanted to involve the student body in an authentic Indian PowWow in which they would do their own dances. Mrs. Meadors further explained that she thought this could be an educational experience for students. She has not yet received the formal request but asked the Board for their opinion on this matter. Ms. Meadors also explained that the Indians would also be setting up their exhibits and they will sell their crafts in order to make their expenses. Mr. Drew mentioned that we would need to find out if it is legal for them to sell their crafts on State property. Dr. Efron made a motion that the Board support the idea of the Indian day in October. The motion was seconded by Mr. Rhodes and Ms. Wilson. The motion was passed.

Mrs. Meadors mentioned the 1985 Leadership Conference hosted by the S. C. School Board's Association will be held July 29 - 30. She explained that if any of the Board

members would like to attend, she would highly recommend it. Mr. Draw asked the Board members to contact his office if they would like to attend the conference. Mrs. Stork would then make arrangements.

There being no further business, a motion was made and seconded to adjourn. The meeting was adjourned at 9:10 p.m.

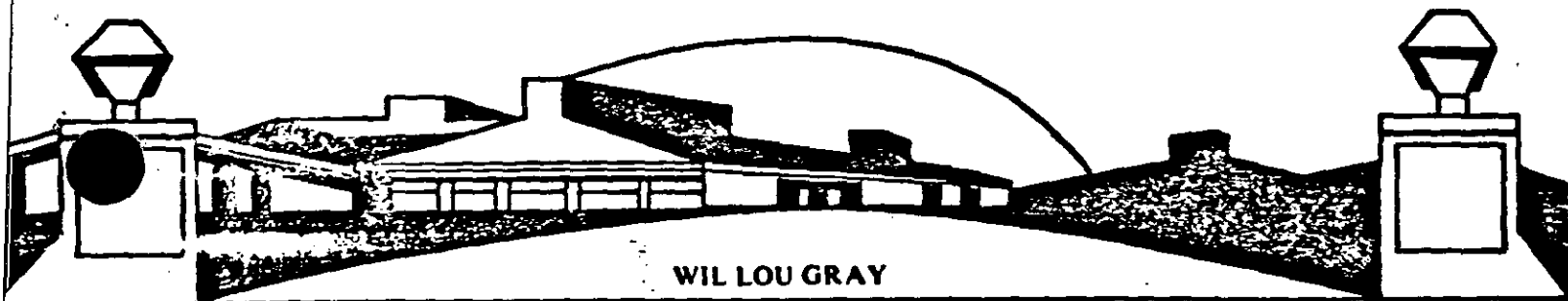
Respectfully submitted,

Linda Spivey

Linda Spivey

LOU GRAY OPPORTUNITY SCHOOL
SUMMARY FOR ACTIVITY THROUGH 4/19/85
FISCAL YEAR 1984-85

	AUTHORIZED BUDGETARY ALLOCATION	ACTUAL BUDGET FY 1984-85	ACTUAL Y-T-D	BALANCE @ 4/19/85
REVENUE AND INCOME				
GENERAL APPROPRIATIONS	1,894,768.00	1,894,768.00	1,367,832.21	526,935.79
FEDERAL GRANTS	186,237.00	155,150.00	59,731.84	95,418.16
INSTITUTIONAL EARNINGS	326,742.00	231,514.00	234,307.17	(2,793.17)
TOTAL REVENUE AND INCOME	<u>2,407,747.00</u>	<u>2,281,432.00</u>	<u>1,661,871.22</u>	<u>619,560.78</u>
EXPENDITURES				
PERSONAL SERVICE				
SALARIES	1,336,132.00	1,264,121.00	1,019,795.12	244,325.88
PER DIEM	3,000.00	3,000.00	1,085.00	1,915.00
TOTAL PERSONAL SERVICE	<u>1,339,132.00</u>	<u>1,267,121.00</u>	<u>1,020,880.12</u>	<u>246,240.88</u>
OTHER OPERATING EXPENSES				
CONTRACTUAL SERV.-REHAB.	59,235.00	51,863.00	39,590.96	12,272.04
CONTRACTUAL SERV.-OTHER	240,443.00	146,437.00	83,756.22	62,680.78
SUPPLIES-EDUCATIONAL	34,925.00	29,543.00	25,807.70	3,735.30
SUPPLIES-FOOD	110,000.00	124,342.00	80,262.52	44,079.48
SUPPLIES-RECREATIONAL	4,100.00	10,527.00	11,093.85	(566.85)
SUPPLIES-OTHER	68,765.00	144,681.00	73,294.50	71,386.50
FIXED CHARGES/RENTALS	22,425.00	37,947.00	18,969.29	18,977.71
TRAVEL	7,700.00	8,278.00	4,757.82	3,520.18
EQUIPMENT-EDUCATIONAL	14,551.00	21,497.00	11,029.12	10,467.88
EQUIPMENT-OTHER	46,386.00	32,805.00	18,625.34	14,179.66
UTILITIES-SCE&G	200,000.00	134,253.00	111,890.90	22,362.10
GASOLINE & PETROLEUM	5,000.00	5,323.00	3,558.07	1,764.93
SCHOLARSHIPS	12,000.00	8,025.00	6,216.00	1,809.00
TOTAL OTHER OPERATING EXPENSES	<u>825,530.00</u>	<u>755,521.00</u>	<u>488,852.29</u>	<u>266,668.71</u>
EMPLOYER CONTRIBUTIONS				
EMPLOYEE BENEFITS	243,085.00	237,187.00	168,292.97	68,894.03
TOTAL EMPLOYER CONTRIBUTIONS	<u>243,085.00</u>	<u>237,187.00</u>	<u>168,292.97</u>	<u>68,894.03</u>
INDIRECT COST				
INDIRECT COST @ RATE OF 11.8%		12,821.00	8,031.62	4,789.38
TOTAL INDIRECT COST		<u>12,821.00</u>	<u>8,031.62</u>	<u>4,789.38</u>
TOTAL EXPENDITURES	<u>2,407,747.00</u>	<u>2,272,650.00</u>	<u>1,686,057.00</u>	<u>586,593.00</u>



WIL LOU GRAY

OPPORTUNITY SCHOOL

AM F. DREW, JR. SUPERINTENDENT

MEMORANDUM

To: Mrs. Virginia Taylor
From: Patricia Robbins
Re: Letters of Intent
Date: May 8, 1985

The following teachers have submitted Letters of Intent for the school year 1985-86.

Mr. Bobby Asmond
Mrs. Dale Bosworth
Ms. Paulette Boyd
Mrs. Vivian Brackett
Mrs. Earline Clark
Ms. Bonnie Foster
Mrs. Joan Frahn
Ms. Carole Goodson
Mrs. Denise Hoge
Mr. Steven Hooper
Ms. Mary Janet Janicki

Mrs. Linda P. Marshall
Ms. Lida Moore
Mrs. Lynda Owen
Mr. James Simuel
Mrs. Paulette Smith
Mrs. Charlene Trapp
Mrs. Dorothy Turner
Mr. William Whitaker
Mrs. Jacqueline White
Mr. Douglas Woody

MEMORANDUM

TO: Sam F. Drew, Jr.

FROM: John Tyler

DATE: May 3, 1985

SUBJECT: Vocational Education Assessment

Purpose:

This report will attempt to provide an overview of the status of the vocational education programs, their relative strengths and weaknesses, and recommend some changes for consideration in addition to some specific actions to be taken.

Overall Status/Recommendations:

Before considering each individual program in depth, it will be beneficial to attempt an overview of the entire vocational offering here at Wil Lou Gray Opportunity School. The vocational curriculum needs more intraprogram cohesiveness to function well together. Some of the vocational instructors communicate very little with each other and with other academic instructors and this leads to a feeling of isolation. While this contact and camaraderie with academic instructors is important, it is essential between vocational instructors. For example, the instructor in Auto Mechanics must not be allowed to either willingly or unwillingly become isolated and live and work in "his own little world". All vocational programs should be assimilated into the overall function of the school. This is probably best accomplished more through in-house staff training and by requiring academic instructors to become more fully aware of the vocational programs.

The vocational curriculum should be structured so as to allow students who attend Wil Lou Gray Opportunity School for only a short period of time to participate in vocational education if it is beneficial. In order to accommodate this, the curriculum of all vocational programs must be individualized, self paced, modular, and allow multiple entry and exit. This means: (1) Individualized instruction must be made available. The students' skills and abilities must be the only factors which determine at what point the student enters a vocational program. Students may have skills and capabilities acquired before coming here. It is a waste of time and energy to repeat training in skills already learned, especially in light of the relatively short period of time we have to develop students vocationally. Individualized simply means we will take a student at any level of proficiency and develop his skills further. (2) The curriculum must be progressive but it must be designed in a practical modular approach.

Vocational curriculum should be designed in the same way a brick wall is built. Once the foundation is laid, the bricks are laid one upon the other until the wall is complete. Curriculum constructed in this manner allows each student to build their own wall (vocation), one brick (module) at a time. We should be able to take any student where he/she is, and train them to go where they need to be. (3) Students progress from one module to another at their own pace. They are self-paced and know always where they are in relation to their goal and the overall curriculum. Vocational courses would all be multiple entry and exit. For instance, a student may come to Wil Lou Gray Opportunity School with a basic knowledge of office occupations and a limited ability to type. The student's goal, after counseling, may be to become employable as a

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receptionist/typist. It is determined that the student's goal should be to complete module #14. Although this may be the 14th of 30 or more modules, it is the student's realistic goal. With the instructor's supervision, the student will begin with module #3 and will progress through #14. The programs as they now are offered provide for entry in the beginning of the year and require every student to progress in an orderly fashion to completion of a specified level of proficiency. The slower student is lost and the advanced student is bored. By allowing students to enter where their knowledge and proficiency place them and to progress at their own pace to the point they need to be, we avoid this situation.

Individualized, modular, self-paced, multiple entry and exit vocational offerings are the only proper way to effectively meet the needs of our students. This will require a great deal of change in the thinking, attitudes, and performance of some instructors. This approach will also necessitate some classroom, equipment, and program changes.

While some programs have an acceptable placement rate for completing students, other programs do not. The requirements of the Education Improvement Act stipulates a 50% placement rate beginning in 1986. This will require every vocational instructor to have a placement strategy. The instructor must be able to recommend students for opportunities after Wil Lou Gray Opportunity School based upon the student's status here. This placement strategy is greatly enhanced when the instructor identifies and begins working closely with a Program Advisory Committee made up of representatives from industries which will be potential employers of our vocational students. The function of the advisory committee will be to meet quarterly here at Wil Lou Gray Opportunity School to provide input to our program regarding employment opportunities, changing technology, and current trends. This advisory committee will be kept informed by the vocational instructor.

In addition to the Program Advisory Committees there is a need for a Wil Lou Gray Opportunity School Vocational Advisory Committee which will be made up of representatives from various agencies dealing with employability training. This committee's function will be to identify new vocational needs, recommend changes in the Wil Lou Gray Opportunity School offerings, recommend programs to upgrade Wil Lou Gray Opportunity School vocational staff, and provide input on the current status of Wil Lou Gray Opportunity School in relation to our overall function of assisting our student body to become productive citizens.

SPECIFIC PROGRAM RECOMMENDATION:

Auto Mechanics:

This program is in desperate need of reorganization. I have not been able to find the curriculum and my observation is that the instructor has no instructional goals or student objectives.

I recommend that we order curriculum from the state vocational curriculum materials catalog in Auto Mechanic, Auto Engine & Drive Train, and Small Engine Repairer, along with related instructional materials for these three courses.

Building Construction:

This program at present would more appropriately be named wood shop. While the caliber of instruction is superior to the Auto Mechanics program, it is still seriously lacking in basic construction skills. Here too, I recommend we order the curriculum and related instructional materials. This program must be redesigned away from wood shop to construction basics, and supplemented with basic masonry, bricklaying, electricity, plumbing, and mechanical drawing.

Note: Both Auto Mechanics and Building Construction teachers and students tend to become isolated due to the separate facilities. This can be alleviated by assigning a classroom for their use in the main class building.

Food Service:

Since food service is a short term program and a co-op course, the curriculum must be considerably more basic and abbreviated. The problem is that, as with other vocational courses, the curriculum is disorganized and fragmented. Also, the facilities are not adequate. In order to effectively utilize facilities, the "Life Skills" course should be moved to #121 and the food service program should be moved into the facilities currently used by Life Skills.

Nursing Technician:

I was favorably impressed with the instructional curriculum in this program. Primary emphasis in this program should be to complete the curriculum development and to identify appropriate needs for equipment and A.V. support.

Office Occupations:

This course should be one of the most prolific and active. The entire program must be individualized, modularized, self-paced, and multiple entry and exit points defined. Curriculum must be ordered along with supportive instructional materials.

Distributive Education:

The effectiveness of this entire program must be seriously studied, as to whether the program is worth the investment. If we close the DE program, a worthy replacement would certainly be pre-vocational counseling with several pre-voc offerings.

Home Economics:

Presently Home Economics and life skills are offered as a vocational course. Plans are to offer Home Economics as an elective and to place vocational students into a one semester length life skills/independent living course.

Pre-Vocational Education:

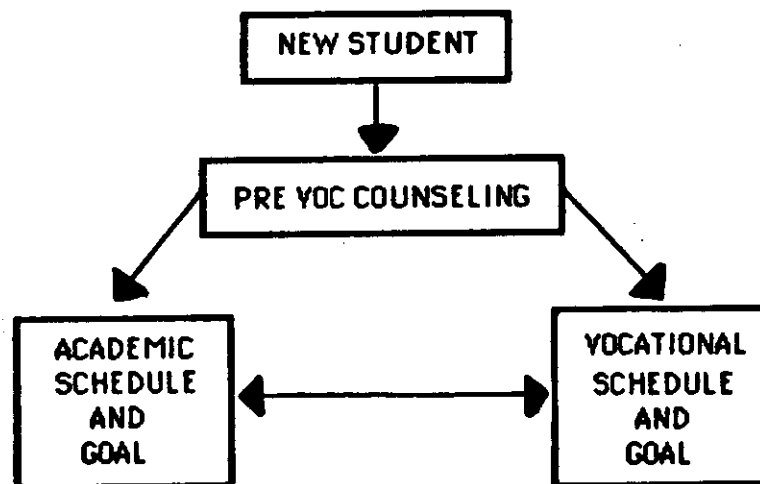
This program would provide introductory occupational information and experiences to aid students in making occupational decisions. Areas covered should be:

- Business & Office Education
- Health Occupations
- Trade and Industrial Education
- World of Work

Curriculum and resources may be ordered from the State Curriculum Development Department.

Pre-Vocational Counseling:

Pre-vocational counseling is essential to my recommendations. Every students' assignment and schedule should be determined by counseling.



It is at this point that the flexibility of the modular, individualized, multiple entry/exit vocational offerings begin to fulfill the needs of the student. A student's schedule may call for periods 2 & 4 in academic preparation for the GED and 1, 3, 5, and 6 in a vocational program. The vocational progress is measured by the number of modules completed. Also, any students' participation in a vocational will be jeopardized by failing to make adequate progress in the assigned academic studies.

Students in the Nursing Technician and Food Service programs will be (1) approved to enter the vocational program with no academic preparation or (2) required to pass the GED prior to entering the vocational program.

We currently have the facilities and equipment to establish a welding/metal trades program. This is a necessary addition to our vocational offerings and a natural supplement to the auto mechanics/general shop program. This will require initially that our auto mechanics instructor be able to teach at least one (1) module of welding. I feel the interest will be adequate to justify a full-time instructor for welding/metal trades in a very short time.

The modules which deal with job search, resume' preparation, etc. will be included as core modules in all vocational programs.

The DECA program should be cut to a minimum number of periods per day offered as an elective. Mr. Woody can be effectively used in teaching such vocational programs as mechanical drawing and vocational math and english.

Each vocational program will consist of:

1. Specified core modules.
2. Additional modules.
3. Multiple exit points (ie: to become employable as a service station attendant module # 1-6 must be completed in addition to the core modules).
4. In order to determine a students entry point into a vocational program, the instructor will allow the student to demonstrate his/her skill and relate that skill to the appropriate module.

Vocational instructors should have only vocational students in their Opp Teams.

Vocational instructors need designated office space in the main classroom building. There is not nor should there be any office space in the shop building. Office space for these instructors should be arranged in an empty classroom and the room labeled as such. This will allow the vocational instructors to counsel with students, meet, prepare work, record grades, and perform the required work away from the shops. The necessity of a phone in these rooms is obvious. Currently, the co-op instructors desperately need access to a phone in order to arrange placement of students and to check on student progress. This "Vocational Office" would fulfill this need.