

WIL LOU GRAY OPPORTUNITY SCHOOL

MINUTES OF JANUARY 9, 1985

BOARD OF TRUSTEES

The Board of Trustees convened for a scheduled meeting on January 9, 1985, 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; Mr. DeVon Belcher; Mr. Walter Dahlgren; Ms. Wilhelmina McBride; Mr. Vince Rhodes; Mr. Clarence S. Rowland; Dr. Louise Scott; Ms. Linda Spivey; Mrs. Elizabeth Thrailkill; Ms. Patricia Watt; Mrs. Olive Wilson; Dr. Robert Fulmer attended representing Dr. Charlie Williams; and Dr. Milton Kimpson attended representing Governor Riley. The 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. Debra Haney, Dean of Students; Ms. Virginia Taylor, Psychologist.

Mrs. Meadors introduced one guest, Mrs. Brenda Stork. Mr. Drew informed the Board that he would request approval of Mrs. Stork as his secretary effective January 14, 1985.

The agenda was adopted with no corrections.

Mrs. Meadors expressed the Board's appreciation to Dr. Marvin Efron for his dedicated service as Chairman of the Board of Trustees,

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Wil Lou Gray Opportunity School, 1980-1984. Dr. Efron was presented with an engraved plaque on behalf of the Board.

Ms. Meadors, as Chairman of the Board, asked the Board that in everything they do to keep the students at the focal point. She added: "They will be the leaders of tomorrow." "We are under the mandate to be responsible providers of services for their care." "We are an agency to provide an education for these students." Ms. Meadors asked for the Board's help and support over the next two years as Chairman.

The Minutes of the October 27, 1984, Board of Trustees Meeting, were approved with one revision. On page 3, second paragraph, line three, Vocational Rehabilitation has been involved with the Opportunity School since 1959 in lieu of 1969. Mr. Rhodes called the error to the Board's attention.

Mr. Drew presented the personnel report. The following resignations were reported: Mr. Herman Daniels, Youth Counselor, and Mrs. Andrea Fisher, Nurse Practitioner. Mr. Clarence Moore, Temporary Youth Counselor (temporary part-time, not an official employee) was terminated. Mr. Johnnie Raymond Whitaker, Auto Mechanics Instructor, was also terminated. This matter was to be discussed in executive session.

A motion was made that the Board approve the hiring of the new employees recommended by Mr. Drew which were Mrs. Lynnn Boles and Mr. Willie Bartelle as Youth Counselors and Mrs. Brenda G. Stork as secretary to the Superintendent. The motion was seconded. The motion was passed.

Mr. Drew discussed two policies to be acted on. The first policy change discussed was to the Attendance Policy. The following was added to the end of the second paragraph: "In no case will more than five unexcused absences be allowed." The motion for this change was made at the previous Board meeting. The intent of the change was to allow ten absences as provided by law, but to allow no more than five unexcused absences. The Board agreed that the added words met their intent. The second policy discussed was Fingerprinting of students. This policy was mandated by the Educational Improvement Act. This policy provides for the fingerprinting of every student at the parents' request. A motion was made to adopt this policy. There followed some discussion as to the records being returned because of unknown address or no identifiable guardian being available. A motion was made to amend the proposed policy to state that any fingerprint records returned to the school under those conditions would be destroyed. However, this amendment to the policy was defeated. After further discussion, Mr. Drew recommended that Section 3 of the proposed policy be deleted. A motion was made on this amendment. The motion was seconded and passed. A copy of the approved policy is attached.

Mr. Drew next presented the Board with the Expenditure and Budget report. He reminded the Board that Column 1, Authorized Budgetary Allocation, is the actual amount of money we are authorized to spend by the

State. However, he explained that we do not often actually have that amount to spend. He explained that the reason for this is due to fluctuation in federal and other institutional revenue. Mr. Drew stated that the budgeted revenue for Federal Grants on the report are actual funds we will receive with the exception of USDA funds which are estimated. Institutional earnings were estimated based on enrollment projections. Mr. Rowland asked if we could break the budget down so that capital expenditures are entirely separate from operating expenditures. Mr. King explained that this budget did not include any capital expenditure items as defined by the State. He said the budget presented is strictly an operating budget. He said the only capital expenditures this past year were for asbestos removal and that those items were not included here. Mr. Rowland indicated that the two equipment items drew his attention. There was additional discussion about the states definition of capital expenditures. Mr. Drew asked if it would be helpful to delineate equipment purchases for the Board. Mr. Rowland said it would. Mr. Dahlgren asked about the proportionately small amount of federal revenue collected to date. He noted that only a fourth of the budgeted amount has been received. Mr. Drew called upon Mr. King to give a more complete explanation. Mr. King stated that the pattern of federal reimbursements accounted for this. To date federal reimbursements had been received for only one quarter.

A motion was made to accept this budget information. The motion was passed.

The next item discussed by Mr. Drew was the State Auditor's Report. There were two documents. The State Auditor's Report and the Management Letter. The Management Letter cited problems the Auditor found. Some are legal problems and some procedural problems. Section A, page 3, of the Auditor's Report, are compliance exceptions which are federal compliance exceptions. One exception Mr. Drew discussed was as follows: Over a period of time, which was first cited prior to the 1979 Management Letter, problems occurred in reconciling federal accounts to institutional accounts. Common practice with any agency dealing with federal funds is to advance general operating funds into federal accounts to cover those accounts until federal reimbursements arrive. We are reimbursed quarterly. Apparently at some point in time, that money wasn't credited back. So when an Auditor reviews it, it shows in the books as an indebtedness to that particular fund. Secondly, apparently at some time in the past more money was spent for a federal program than was authorized. That is, local or state funds were spent for the federal program without prior authorization. Therefore, an audit would state that an over expenditure had occurred and the federal fund would be indebted on the books to the institutional account, in this case, the special projects account. Mr. Drew further explained to the Board that in order to clear this matter with the Auditor's Office, the Board will have to state in the Minutes that authorization is given the agency to expend the funds for the federal program. If that authorization is contained in the

Minutes then this situation will no longer be cited as an audit exception. An alternative action which is that you actually put the money back into the federal accounts is not really possible. Since the federal money is governed by certain rules and regulations, it is against federal regulations to do the above. To clear this matter, the Board would have to state that it authorized the school to spend the money. Then it is no longer an audit exception. Mr. Drew referred the Board to page four of the Auditor's Report. He noted that the accumulated indebtedness as of June 30, 1983, is \$23,037.00. Mr. Drew asked the Board to forgive the entire amount. He felt that we should not be cited for that amount. A motion was made as follows: The Board approves the expenditures of \$23,037.00 from special deposits incurred prior to the 1984 fiscal year, as payments for federal project expenditures, thus eliminating the accumulated indebtedness of federal projects to special deposits as cited in the State Auditor's Management Letter dated June 30, 1983. The motion was seconded to approve the expenditures as stated above. The motion was passed.

A second audit exception relates to Indirect Costs. We were cited for not returning an amount of indirect costs to the State. Mr. Drew explained to the Board that this situation often develops as a result of the timing of the audit. There are certain times during the year when the money is returned. If it is audited before that period of time, then it is cited. He explained that these moneys had now been refunded to the State

Treasury. Mr. King remarked that his office had initiated a procedure for paying back indirect costs on a more timely basis, which should prevent further audit exceptions.

Mr. Drew then discussed a third exception having to do with Procurements. He explained however, that under the State Procurement Code perishable items are exempt from this rule. The Auditors cited us for three purchase orders over \$500.00 which had no evidence of bids being taken. As best we can determine, these purchase orders contained both perishable and non-perishable items. However, the school found in no case an invoice over \$500.00 of non-perishable food items. To prevent this audit exception in the future, we have incorporated a policy in our Procurement Manual to the effect that before the cafeteria manager procures non-perishable food items, any invoice over \$500.00 has to come through the Procurement Director for approval.

A fourth exception cited was for our practice of cashing employees checks. This had been done as a courtesy but is not allowed under current state law. This practice has been discontinued.

A fifth exception cited was for the lack of an invoice verification stamp on our invoices. We have corrected this situation and all invoices now contain this stamp.

A final citation was related to service contracts. The auditors failed to locate copies of three service contracts held by the agency. Mr. Drew explained there are a number of long standing service

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agreements that are being reviewed. Copies of some of the agreements apparently are not on file. We are currently obtaining copies of all agreements from the service providers.

Mr. Drew next discussed with the Board the Lease Agreement with the Department of Vocational Rehabilitation for F Dorm. The use of the lease was approved at the last meeting of the Board in October. The lease is a standard lease with General Services. Mr. Drew said he wanted the Board to review the wording of the lease before he conveyed it to the Department of Vocational Rehabilitation. He said that previous Board discussion indicated that we had agreed Vocational Rehabilitation could use the building in return for utility costs. Therefore, no other rental charges were added to the lease. The lease pertains to the F Dorm only, Mr. Drew stated, and not the remainder of the building which is covered under an annual agreement. Mr. Rhodes stated that he had informed Mr. Dusenbury about the possibility of a lease. He said that Mr. Dusenbury had asked that a lease not be issued. Rather he felt the arrangement for F Dorm should be included in the annual agreement between the Opportunity School and Vocational Rehabilitation. Mr. Drew explained that he proposed that F Dorm be governed by a Lease Agreement and not in the Cooperative Agreement because the use of the F Dorm is not within the context of the Cooperative Agreement. The Cooperative Agreement governs mutual programs, which are programs that pertain to both the Opportunity School and Vocational Rehabilitation. The program being operated in F Dorm is solely a

program of Vocational Rehabilitation and is in no way related to the programs of the Opportunity School. Clients of Vocational Rehabilitation are simply housed in the Dorm in the evenings. The use of the F Dorm therefore, is basically a loaning of our facility for a Vocational Rehabilitation program. We therefore should be leasing this building for such use by another agency. A motion was made and seconded to insert the words F Dorm facility in the lease where the property address presently is listed and approve the lease as written. The motion was approved.

Mr. Rhodes stated that he thought the Superintendent should pay a visit to Mr. Dusenbury to discuss this matter. Dr. Efron expressed the same. Mr. Drew said he would do this. He said he did not wish to cause ill feelings but felt this lease represented a proper business relationship between the two agencies with respect to this matter. Mr. Drew also suggested that Mrs. Meadors discuss this with Mr. Stone. Mrs. Meadors stated her intent to do this.

A last item on Mr. Drew's report was a discussion of the "Vision Analysis Process" which was previously discussed by the Board in Myrtle Beach in October, 1983. This was a process to generate goal areas for the purpose of building a management plan for the agency. Mr. Drew indicated that the State Reorganization Commission is now requiring that every agency develop efficiency/effectiveness measures, and the Vision Analysis material would give him directions for developing those measures. However, he wanted the Board's approval of this before proceeding.

A motion was made and seconded to approve the vision analysis material as a general direction for Mr. Drew to complete the efficiency/effectiveness measures.

There was some further discussion about goals and objectives listed in the vision analysis. Two items, the updating of Board Policy and the development of a Housing Policy, were longstanding. It was agreed that these goals would receive priority over the remainder of this year.

Mr. Belcher asked about the possibility of developing an alumni house on campus. He said he and Ms. Spivey had committed to the Alumni Association to explore the possibility of this. Mr. Drew stated that such a project in conjunction with a training facility was listed in the vision analysis goals. He further stated that plans were presently underway to convert the Bechtler House into such a facility. The Board agreed this was a good idea and should be pursued.

Following Mr. Drew's report, there was some brief discussion about the legislative agenda for the agency this year. Mr. Drew suggested a breakfast this year, rather than a luncheon. Mr. Drew also expressed his desire to have freshman legislators out to the campus. A motion was made to accept this information and endorse these general directions. The motion was seconded and passed.

Mrs. Meadors requested an update on the Mission Committee. Mrs. Thrailkill stated there had not been a committee meeting since the last Board meeting. However, she stated that preparations are underway for the final session. She said the problem has been scheduling people. The persons we are attempting to schedule for the meeting are: Dr. Jerome

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Hanley, Office of the Governor; Mrs. B. J. Hopper, S. C. Continuum of Care Project; Mr. Hayes Mizell, S. C. Youth Employment Initiative; Dr. Don Thomas, State Department of Education; Dr. Terry Peterson, Office of the Governor. She said that although the session would not be an official Board meeting, all Board members are welcome and encouraged to attend. Mrs. Meadors urged the Board members to attend this session.

Mrs. Meadors reported that the Executive Committee met by telephone, Monday, January 7, 1985. New committee formations have been made. An outline will be mailed to the Board members including a description of the various committees. The Board members will be asked to give their first, second and third choices on the committees. The committees will be as follows: The Program Policy Committee, the Personnel Committee, and the Budget Committee. There are two Ad Hoc Committees that will be established. They are the Foundation Committee and a Policy Manual Committee. Mrs. Scott asked if the committees formed by the Chair were the Committees listed in the Policy Manual. Mrs. Meadors said they were not. She said there were some six or seven committees listed there and that the Board had not followed that policy for some time. Mrs. Scott said she thought we should go ahead and change the policy now so that the Board would at least begin to change outdated policies as new ones were agreed to. This would keep our manual from becoming more outdated while major revisions are made. The Board agreed. Dr. Efron moved that the Board revise our policy on standing committees, eliminating the seven committees that are

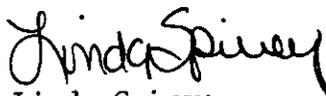
in the policy manual and replacing them with four standing committees which are the Program Policy Committee, the Personnel Committee, the Budget Committee and the Executive Committee, made up of the Chairman, Vice Chairman, Secretary and Treasurer. The motion was seconded and approved.

Mrs. Meadors advised the Board, relative to the Superintendent's Evaluation, that State Personnel wants to do an orientation session and requested that we give them preference as to whether we want this done at a regular Board meeting or during an additional scheduled session. Mrs. Meadors said she felt the time needed for the orientation would be approximately three hours. After some discussion the general agreement seemed to be that such a meeting be held apart from the regular Board meeting and in a month other than when the Board normally met.

A motion was made and seconded to move into Executive Session for the reason of confidential personnel matters. The motion was passed. The Board moved into Executive Session.

The Board reconvened after the Executive Session and reaffirmed the action taken during Executive Session to reassign Mrs. Thelma Bailey and appoint Mrs. Virginia Taylor as acting Principal. The meeting was adjourned at 11:02 p.m.

Respectfully submitted,


Linda Spivey
Secretary



WIL LOU GRAY OPPORTUNITY
SCHOOL

ATTENDANCE POLICY:

The S.C. Compulsory Attendance Law requires all children between the ages of 5 to 16, inclusive, to be enrolled in a school. All students ages 15 through 16 who attend the Wil Lou Gray Opportunity School are subject to those requirements. In compliance with the Education Improvement Act the school requires that they attend classes for 170 of the 180 days in the school year.

In accordance with State law and the Education Improvement Act, all students, regardless of age, who are working toward the High School Diploma must attend class 170 of the 180 day school year to receive units of credit, unless the Principal grants approval for each excessive absence in accordance with Board Policy. In no case will more than 5 unexcused absences be allowed.

Students working toward successful passage of the GED examination, those working toward a vocational certificate and those in special programs are expected to attend classes regularly and their absences will be subject to the same classifications as students in the High School Diploma Program (see Absences and Excuses).

If case management (OPP) teams determine that excessive absences are occurring, they are empowered to take whatever action they deem appropriate, subject to final approval by the Superintendent.

(PROPOSED SCHOOL BOARD POLICY)

FINGERPRINTING

It is the policy of the Wil Lou Gray Opportunity School ~~district~~ school ~~district~~ to make available to parents or guardians of pupils enrolled in the schools ~~of the district~~ an orderly system for fingerprinting enrolled students. The system shall provide for appropriate recording of fingerprints, security of such fingerprint records, and appropriate disposition of the fingerprint record upon request of the parent or guardian when the pupil is no longer enrolled in the schools ~~of the district~~.

In order to implement this policy, the ~~district~~ Wil Lou Gray Opportunity School

- (1) shall solicit assistance from local law enforcement agencies to fingerprint students when such fingerprinting is requested in writing by a parent or guardian for identification purposes for the protection of his child. Such fingerprinting shall be done by trained law enforcement officers or school personnel or appropriately trained volunteers who have been properly trained by law enforcement personnel;
- (2) shall make the fingerprint record a permanent part of the student's record under the custody and control of the school board, subject only to inspection by school officials, parents, guardians, or persons permitted by court order.