

**WIL LOU GRAY OPPORTUNITY SCHOOL
MINUTES OF JANUARY 21, 1987
BOARD OF TRUSTEES**

The Board of Trustees convened for a scheduled meeting on January 21, 1987, in the Archives Room of the William T. Lander Administration Building at 7:00 p.m. Trustees in attendance were: Mrs. Hannah Meadors, Mr. Walter Dahlgren, Mrs. Elizabeth Thrailkill, Mr. Vince Rhodes, Ms. Linda Spivey, Mrs. Olive Wilson, Ms. Wilhelmina McBride, Dr. Louise Scott, and Mrs. Mickey Lindler. Staff members present were: Mr. Sam F. Drew, Jr., Superintendent; Mr. John Robinson, Principal; Mr. Pat G. Smith, Director of Administration; Mr. John W. King, Jr., Fiscal Affairs Officer; Dr. Jonnie Spaulding, Director of Educational Support Services; Mr. George Smith, Development Officer; Ms. Millercin Weeks, Case Manager; Ms. Gloria Lloyd, Personnel Specialist; and Mrs. Brenda Stork, Secretary.

Mrs. Meadors called the meeting to order and stated for the record that notice of the meeting was provided to the public in conformance with the requirements of the S. C. Freedom of Information Act, Section 30-4-80 (d) of the South Carolina Code of Laws, 1976 as amended. Notice of this meeting was published in The State Newspaper and The Columbia Record in Columbia, The Journal in Lexington, and The Lexington Dispatch in Lexington.

A motion was made by Ms. McBride that the agenda be adopted with no corrections. The motion was seconded by Mrs. Lindler. The motion was passed.

The approval of the Minutes of the November 12, 1986, Board meeting was the next order of business. Mrs. Lindler made a motion that the Minutes be accepted as written. The motion was seconded by Mr. Dahlgren. The motion was passed.

Mrs. Meadors called for the Superintendent's Report. Mr. Drew called on Mr. King to present information to the Board on the 1986-87 Budget. A copy of the Agency Budget Summary for Period Ending 12/31/86 had previously been mailed to the Board and Mr. King reviewed same. A copy of this report is attached and becomes a permanent part of these Minutes. Mr. Drew stated that all of the individual departments are spending within the budgets given to them at the beginning of the year. Mr. Drew asked the Board members if they would prefer that we provide them with individual department budgets rather than a condensed report. Mr. Dahlgren felt that the condensed report was adequate. The other Board members agreed. Mr. Drew said that if the bottom line figures raise questions the Board felt weren't answered we could then provide them with more detailed budget information.

In reference to the 1987 Agency budget request, Mr. Drew explained that there has been no change from the last Board meeting. The Ways and Means Committee is initiating hearings at this time. He stated that the pressing concern now has to do with additional budget cuts that are being predicted. The Budget and Control Board delayed any decisions on further cuts at their last meeting. They will meet again the end of this month to consider the matter again. At that time the revenue figures for December will be in and they will then make a decision as to whether additional cuts are needed. However, Mr. Drew further explained, he feared that the revenue for December will be up and will give false projections. The cuts may yet have to be taken but in March or April. The best estimates show an additional shortfall of approximately \$35,000,000. \$35,000,000 would amount to approximately a 1.5% cut to agencies after factoring out some agencies for exemption as they did on the former cut.

Mr. Drew distributed to the Board copies of our budget presentation to the Ways and Means Subcommittee. Mr. Drew explained this presentation contained a request for exemption from further cuts and a request for the same budget we submitted to the Budget and Control Board. He further explained that it has been through the effective use of our own resources and non duplication of the resources of other agencies that we have been able to provide the quality of program that we have had over the last few years. He further explained to the Board that we have been able to offer programs with very little increases in State funds. He explained that a 4.8% cut in our overall budget represents an approximate cut of 19% in our operational funds. Not all of these operating funds are controllable. When the fixed expenses are factored out, i.e. utilities, food, etc., then a 4.8% cut becomes approximately 1/3 of our controllable revenue. This is a very significant cut for us. Yet, while it is a significant cut to us that amount of money is insignificant to the State with respect to the total amount that they have to come up with. It represents 1/10 of 1% of the total cuts that the State has to make up. He explained that RIFs if needed to absorb further cuts would be extremely difficult for a number of reasons. One reason is that numbers and certification of instructional staff are governed by the State's Defined Minimum Program. If we cut a position that is governed by the Defined Minimum Program we violate the law. Likewise in the area of support services, we have one Youth Counselor per eight hour period per dorm. A cut in that area either means we would violate the Fair Labor Standards Act or we would have to pay existing personnel overtime, which, of course, would be self defeating.

Mr. Drew further explained that the only area where RIFS could be made without the loss of individual jobs would be in reduction of the school year from 225 days back to the 205 days mandated by law. This would result in savings but we would lose some of the EIA funds that we presently get. Mr. Drew said he was not requesting the Board to approve RIFS at this time. He said he only wanted to make the Board aware of the

possible consequences and difficult decision we would face with additional cuts. He referred the Board to the Exhibit attached to the Budget Presentation to the Ways and Means Committee and reviewed other matters related to the presentation with the Board. A copy is attached hereto and becomes a permanent part of these Minutes.

In reference to the FY 87 Budget Request Mr. Drew stressed the importance of additional money needed, to reclassify Youth Counselors. He said we are losing excellent Youth Counselors because the pay is so low. Mr. Drew also explained that we are asking for additional operating funds to cover the increased cost of food and utilities as a result of increases in enrollment and inflation. Mr. Drew then discussed other items in the Budget request (attached) to provide a review of that information for the Board.

Mr. Drew then addressed an issue in reference to the format of the Superintendent's Report. He said that Dr. Efron had suggested to him in a previous meeting that the Superintendent's Report be written and sent out to the Board and that the verbal presentations be dispensed with to save time. Mr. Drew explained that at one time we wrote up most of the information in the Superintendent's Report, which is intended to update the Board and keep them abreast of programs. At several of the meetings there was considerable discussion that duplicated the written material so the staff felt that it might be best to present the information verbally and distribute written information to be reviewed again later. Mr. Drew said if the Board wanted to receive a written updated report and dispense with the verbal presentation in order to save time, the staff would be happy to provide that. Mr. Rhodes and Dr. Scott commented that they prefer the reports to be presented verbally. Other board members agreed that the time was well spent.

Mr. Drew next called for the presentation of Program Reports. Dr. Spaulding presented the Educational Support Services Report. Dr. Spaulding said that at the last admission day on January 11 we had fifteen entries. The next admission date will be February 8. She reviewed with the Board the procedures and guidelines for the Transitional Program we have just put into place and distributed copies of the program guidelines for the Board to review. A copy is attached hereto.

She further explained that we are due to have an audit of our 94-142 Program on January 27. Several auditors from the State Department will come out and review our program. The new procedures manual has just been revised and submitted last week. The least Restrictive Environment Policy has been written and submitted as required.

In reference to Psychological/Social Services, Dr. Spaulding explained that at the close of this nine week period, the counseling group held an all day retreat which was very successful. Career Day was held

last week. There were 22 presenters and this too was a success. Ms. Sanders and Ms. Owens attended "New Model Me" program which is a self image development program. Ms. Sanders and Mr. Guess attended a workshop on "Teens in Crisis". Future activities include another two week career search group.

Dr. Spaulding further explained that in July, the S. C. School for Alcohol and Drug Studies is being held at Winthrop. This year Elizabeth Hart Elkins will serve on the curriculum committee and will be a group leader. Also, for the first time we will sponsor a skills workshop conducted by two members of the Psychological/Social Services staff. Ms. Sanders and Mr. Guess submitted a proposal to conduct a workshop, "A Second Chance for Adolescents". Their proposal was accepted and they will conduct the workshop. It will be based on the findings of the groups they have conducted here.

In her update on Student Affairs, Dr. Spaulding explained that D Dorm is also in the process of being refurbished. Our funds would not cover new furniture so we are reupholstering and refinishing the furniture that we have. Also, new window blinds and new bulletin boards will be purchased.

Dr. Spaulding further explained that intramural basketball is in progress. All dorm members are eligible if they are not in in-house for discipline.

An exercise period is being held every evening. Also, a group from AA and NA are being held each week and other appropriate group activities are occurring in the evening conducted by Psychological/Social Services staff.

Student Affairs has provided identification cards for all students enrolled and also is in the process of providing identification cards for all faculty and staff. Also, a blood drive is scheduled to be here on Monday.

In the Health and Medical area, Dr. Spaulding explained, we are now working on new guidelines for procedures for this department to assure compliance with regulations regarding who can legally dispense medication. All medications, including non-prescription drugs, are now being dispensed by the Nurse Practitioner instead of by Dorm Counselors. This was to try to adhere to rules and regulations. Justifications are also being prepared for additional health and medical personnel.

The Nurse is now in the process of arranging for a local doctor or someone from DHEC to do an educational presentation related to the AIDS virus.

In reference to the Artist in Education Program, we will have a resident artist in clay sculpture the last week in January. Also, on Monday, March 2, there will be a 6:00 p.m. performance of "The Theatre Mask Ensemble" which is a part of the Stage South Youth Tour. On Tuesday, April 7, at 6:00 p.m. the African American Dance Ensemble will perform.

Dr. Spaulding concluded her report by saying that the Foster Grandparent Program is going well. The next meeting of the Foster Grandparents Advisory Council will be held on January 28. We recently had a group from the Foster Grandparents Advisory Council visit the Opportunity School to evaluate the placement of Foster Grandparents. They were very complimentary of our relationship with the grandparents and stated that we do the best job of any agency in recognizing the work done by the Foster Grandparents.

Mrs. Meadors commented that she was pleased that we were having a program on the AIDS virus. Mr. Drew told the Board that he provided them with a copy of an article on AIDS which was in their folders. Mr. Rhodes commented that the latest study from DHEC showed there were 105 diagnosed cases of AIDS in the State.

Mr. Drew thanked Dr. Spaulding for her report and called on Mr. Robinson to give the Education Report. Mr. Robinson reported on mid term TABE testing. He explained that TABE is the test for adult basic education administered when a student enters the Opportunity School at mid year and at the end of the school year. At this time the test has been administered to 149 students. The test is divided into three levels - Difficult, Medium and Easy. On the difficult level the overall progress was 5 months, medium level was 7 months, and the easy level was 6 months. The average progress is 6 months at this time.

Mr. Robinson provided the Board with copies of the Exit Exam in Basic Skills and the New Entrance Requirements for Public Colleges. He reviewed these reports with the Board and informed the Board that these reports have been shared with the parents of our students along with the first report cards.

Talent Search, Mr. Robinson explained, is a program we are participating in aimed at helping students attain their future educational goals. He stated that he had taken 19 students to the University of South Carolina where they were counseled about their aspirations to enter higher education after the Opportunity School. This program outlines to the student the various applications, financial assistance, etc. Mr. Robinson provided the Board with a copy of the talent search brochure.

Dr. Scott asked about whether students here go back into the public school system for foreign language since foreign language was now a new entrance requirement for public colleges. Mr. Drew explained that in previous years we offered French by having a teacher come in part time in the afternoons. Mr. Robinson said we now have a member of the staff taking coursework to receive certification in French.

Mr. Drew thanked Mr. Robinson and called on Ms. Weeks to present her report on Case Management. She provided the Board with copies of the Attendance and Status Changes - August-December, 1985-86 vs. August-December, 1986-87, as well as a copy of Services to Other Agencies - August-December, 1986. Ms. Weeks reviewed these reports with the Board.

Mr. Drew commented that there were several other reports provided to the Board between Board meetings including a report on the progress of our basketball team in league play. He asked if there were any questions concerning those reports. There were none. Mr. Drew said that it would be helpful to the team if they received a note of encouragement from members of the Board. Mr. Drew asked that any members wishing to send letters address them to Mr. Robinson or Coach Asmond.

Mr. Drew asked the Board to please notify Mrs. Stork when they would like for us to make their reservations and have registration fees billed directly to us for conferences they plan to attend. If we do not hear from them we will assume they have taken care of their own reservations and prefer to be reimbursed after they return. He also asked the Board to submit an Agency Travel Request before they attended any conferences. In this way Mr. King's staff could prepare payment vouchers in a form approved by the State Auditor. The Board agreed. Forms were distributed to the Board.

Finally, Mr. Drew informed the Board that we had negotiated a new contract with the Kodak Company which lowered the monthly cost of copying. Additionally, Mr. Drew has put a quota on the number of copies that could be made in a given month so that we would stay within the copies allotted for the monthly price. We are now 10,000 copies under that figure. Over the year, these actions will save us approximately \$9,000.

Mrs. Meadors thanked Mr. Drew for his report and called for Committee Reports. Mr. Drew commented that he and Mrs. Wilson have tentatively set a date for a legislative dinner on March 11, which is the date of the next Board meeting.

We will be submitting to each Board member a list of legislators to contact personally so we will have good attendance.

At this time Ms. Thrailkill presented the Personnel Report. A copy of the Personnel Actions was previously submitted to the Board. She reviewed this report with the Board and asked for their approval on the personnel actions that have taken place. Mrs. Thrailkill moved that the Board accept the Personnel Actions as presented. The motion was seconded by Mrs. Wilson. The motion passed.

Mrs. Meadors called on Mr. Dahlgren for the report on the Ad Hoc Committee on the Wil Lou Gray Foundation. Mr. Dahlgren stated that the by-laws on the Foundation appear to be in good shape. He explained that Mr. George Smith has been contacting people to serve on the Board of the Foundation. At this time Mr. Dahlgren asked Mr. Smith to review this list with the Board. A copy of this list was previously provided to the Board and Mr. Smith reviewed same. Mr. Smith said he was waiting to hear from Mr. Jim Edwards and Mrs. Brantley Harvey. Mr. Drew commented that we were pleased with the progress made on this. He said that we hoped to use the legislative dinner both as a thanks to the legislature for their support, and also as a showcase for the Foundation. Mrs. McBride and Mrs. Meadors provided Mr. Smith with the names of two people that they recommended for the Foundation Board.

At this time Mrs. Meadors called for the update report on the Ad Hoc Committee on Policy Revisions. Mr. Drew reported that he and Dr. Efron had met during the interim concerning Board policies. Dr. Efron sent his apologies for his absence at this meeting. Changes made in the original meeting date presented a conflict for Dr. Efron, who presently is out of the country. Sections C and I, which had already received final approval, were provided to the Board. Section C included policies CA, CB-E, CC, CC-E, CD, CEA, CEB, CED, CEE, CEE-R, CF, CG, CGB, CGD, CGE, CGO, CGPFB, CGPFB-R, CGPG, CGPGB, CGPG-R, CGPGB-R, CGPGC, CM, CMA, CMAA and CMB. Policies in Section I included IA, IB, ID, IDA, IDA-E, IDCA, IDD, IED, IFAA, IFAB, IFAB-R, IFCB, IHF, and II.

Sections D, E, F, and G were approved on a first reading at the last Board meeting. These sections included the following policies: DA, DC, DCB, DCC, DCCA, DFC, DI, DID, DJCA/DJCB, DJD, DJEIA, DO, EBBC, EBBC-E, EBI, EDAA, EE, EGA, FA, FD, GAA, GAAA, GAD, GAE, GAE-A, GAG, GAK, GAL, GB, GBA, GBB, GBC/GBD, GBC-R/GBD-R, GBE, GBO, GBQ, GBRB-R, GBRD, GBRE, GBRG, GBRH, GBRHB, and GBRI. Mr. Drew explained that it was Dr. Efron's recommendation that these policies be adopted at this meeting.

Policies BBBC and BBBC-R to be approved on a first reading. After some discussion among the Board in

reference to policies, BBBC and BBBC-R, a motion was made by Mrs. Lindler to accept these two policies for a first reading. The motion was seconded by Mr. Rhodes. The motion was passed.

Mrs. Meadors made a motion that Sections D, E, F, and G be adopted. The motion was seconded by Mrs. Thraikill. The motion was passed.

Mr. Drew further explained that he had contacted the School Boards Association and they will review the Board Policy Manual at no additional charge and look at what may be lacking in our manual.

At this time Mrs. Lindler provided the Board with copies of the New School Accreditation System which she received at the Legislative Workshop.

Under old business Mrs. Meadors called on Mr. Pat Smith to present the status of capital projects. Mr. Smith reported that construction began on the Training Center approximately three or four weeks ago. He was advised by the contractors that the project may be completed within three to four weeks. Mr. Smith explained that we have also been through the bidding process on the roofing project and the contractors should start this project next week. He reminded the Board that the roofing project was part of the Bond Bill money.

In reference to the next project, Power Distribution Improvements, Mr. Smith reported that one phase of this project has been completed (PCB removal). We are now working on the power distribution improvements. The bid on this project is to take place on February 17. Construction on this project will begin in March and will take approximately 45 to 60 days for completion.

The last capital project Mr. Smith reported on was the Mechanical System Improvement. He explained that we have met with and identified the A&E firm. They will be contacting us later with recommendations for this project. This project too was a Bond Bill project.

Ms. Lloyd was called on next to present the status of the Affirmative Action Plan. She reminded the Board that they approved an Affirmative Action Plan last year. From year to year this plan will be revised with such information as job group analysis, and updated goals which are to be completed and submitted to Human Affairs Commission. A policy statement is to be signed by the Chairman and the Chief Administrative Official and mailed to the Human Affairs Commission. Once it is approved the Board will be provided with a copy of this plan.

Under new business, Mr. Drew called on Mr. Pat Smith to present to the Board a proposal to seek assistance of the S. C. National Guard to Build a nature trail. Mr. Smith explained that we had requested assistance from the Adjutant General's Office for the National Guard's help in the site clearing for this project. We received an Agreement from them in return and a copy of this Agreement was previously provided to the Board. Mr. Smith reviewed this agreement with the Board. Mr. Smith explained that he and Mr. Drew will be meeting with an engineer from the National Guard to review with him the specifics of this request. Mr. Drew noted that the National Guard had not yet approved the project. He asked the Board's permission to seek the Guards approval and to enter into a formal agreement with them to do the project. A motion was made by Mrs. Lindler to accept this proposal. The motion was seconded by Mrs. Thraikill. The motion was passed.

At this time Mr. Drew asked the Board for approval to add an item on the agenda, "Discussion of Outreach Efforts", under New Business. Mrs. Lindler made a motion to include "Discussion of Outreach Efforts" on the agenda. The motion was seconded. The motion was passed. Mr. Drew explained that we were approached this week by Ms. Shirley Motley who runs a project in Richland County called "Project Keep Up". It is an alternative school approach run by a local community group in Richland County called "Beulah Youth Development Council". The Council has been in existence for three or four years and is considered to be a very effective group in the community. She has a small grant from juvenile justice to run the "keep-up" program and has used this to get some matching funds from the community.

Mr. Drew further explained Ms. Motley originally worked with Richland School District 1 to accept students who were on long term suspension or expulsion and tried to work with them. Richland 1, in the interim, has developed an agreement with the Solicitor's Office to adopt the National Cities in Schools program. Ms. Motley is faced with an accreditation problem for her alternative school program since she is no longer affiliated officially with a school district. The project does not have enough money to hire an accredited administrator, therefore, she is exploring the various alternatives for accreditation. Unless she has an accredited administrator the State Department of Education will not accredit the program. She has submitted an alternative program proposal to the Department of Education that has been approved and she was exploring the possibility of our playing the role of the accredited administrator. Mr. Drew further explained that the staff has discussed this in depth. He said he has indicated to the Board in the past his feeling that the Opportunity School has a role to play in the State's educational system beyond the work on this campus. He said that he feels we should be playing a role in helping to develop programs at the local level that address the needs of the majority of the high risk student population. This would assure that those kids who need residential placement would be appropriately placed while others could be

served in their communities. The first step in this process is the Training Center as we began to develop products based around proven practices here and through workshops and training sessions disseminate those practices to school districts. In this way the districts could begin using some of the practices which we find are effective with these kids. The second step in the process will be to help develop local alternative programs. He reviewed for the Board possible sources of funds for this outreach effort including, grants, EFA and EIA funds, and additional State appropriations to the Opportunity School.

Our role with these programs would be training and administrative supervision. They would be accredited as programs of the Opportunity School, but would be locally run. Mr. Drew asked the Board for approval to explore this. It was approved by the Board to further explore this project.

There being no further business, the meeting was adjourned at 9:15 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Linda Spivey". The signature is written in black ink and is positioned above the typed name.

Linda Spivey

/bgs