

**WIL LOU GRAY OPPORTUNITY SCHOOL  
BOARD OF TRUSTEES  
MINUTES OF JANUARY 24-26, 1997**

The Wil Lou Gray Opportunity School Board of Trustees convened for a scheduled meeting at 8:00 p.m. in the Allston Meeting Room at Litchfield Beach and Golf Resort, Pawleys Island, S. C. Trustees in attendance were: Mrs. Clotilda Diggs, Mrs. Faye Edwards, Dr. Marvin Efron, Mr. Russell Hart, Mrs. Betty Henderson, Ms. Wilhelmina McBride, Mrs. Frankie Newman, Mrs. Suzanne Reynolds, Mr. Vince Rhodes, Dr. Louise Scott, Mrs. Elizabeth Thrailkill, and Mrs. Mary Williams. Staff present was Dr. Mary Catherine Norwood.

The meeting was called to order by Dr. Scott. She stated for the record that the 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 SC Code of Laws, 1976 as amended.

The following actions were made by the board:

**-Approval of Agenda:**

A motion was made by Mr. Rhodes to approve the agenda. The motion was seconded by Dr. Efron. The motion was passed.

**-Approval of November 13, 1996, Board Minutes:**

These minutes were previously provided to the board. A motion was made by Mr. Hart to approve these minutes. The motion was seconded by Mrs. Edwards. The motion was passed.

**-Superintendent's Report:**

Dr. Norwood reported the following information to the board.

The Wil Lou Gray Foundation annually sponsors a fundraiser in the form of a Roast/Auction. All proceeds go to student scholarships at the Opportunity School.

When the activity is complete and profit determined, the school bills the Foundation for accumulated financial aid need. This past year that was \$18,044.95. This amount includes need for individual assistance to students throughout the year when students cannot pay the remainder of the school's 50% financial aid. Upon thorough documentation that they cannot pay the 50%, the superintendent authorizes billing the Foundation.

The Foundation does receive some corporate and individual donations. They may be designated to scholarships, specific projects, food bank purchases or student projects.

Other funds may be undesignated when donated. The directors of the Foundation may provide approval by vote at a meeting to certain project requests based upon funding availability.

Funds donated undesignated by individuals go to any purposes meeting the goals of the Foundation and are voted on by the Foundation directors.

The board was provided with copies of the Wil Lou Gray Foundation goals and a financial statement in their folders.

Dr. Norwood further explained the scholarships provided to Wil Lou Gray students which do not involve the Foundation are as follows:

**Alumni Scholarship (Miles bequest)**

The school bills the fund for assistance to currently attending students based on need. The fund yields \$1,500 to \$2,000 or 1 1/2 scholarships annually. The latest valuation of the fund is \$33,979.50.

**Optimist Club Scholarship**

An award is made of \$500 for higher education to a graduating Wil Lou Gray student. Should the student fail to attend, these funds are returned to the Optimist Club.

The Rotary Club of Cayce/West Columbia provides up to \$1,000 to a Wil Lou Gray Opportunity School student attending a Technical College. The check is made directly to college and/or book store upon confirmation of acceptance.

She said the board had requested a review of the long range goals. Copies were provided in their folders. She deferred review until Saturday by consensus of the board.

The board was also provided with a report on drug/alcohol procedures on campus by both disciplinary actions and public safety procedures.

The S.C. Forestry Commission has scheduled February 21 as the date for the bid opening for the timber sale. All trees have been marked and volume estimated by category (saw timber, pulpwood, or pole quality). Payment will be made within 14 days of the timber sale contract signing.

We mailed the invitations to the House and Senate Education Committees and the Ways and Means and Senate Finance Committees and their staff to attend the breakfast drop-in on February 5.

Dr. Norwood also asked the board to note that they were provided with a mileage report, memoranda of understanding between DSS/WLGOS, a corrected financial statement, a folder of information related to buildings and grounds and a

complete listing of position titles and salaries.

**STANDING COMMITTEE REPORTS:**

**-Personnel Committee:**

Mrs. Henderson reviewed the personnel actions provided to the board. A motion was made by Mrs. Henderson to ratify these personnel actions. The motion was seconded by Dr. Efron. The motion was passed. A copy of these personnel actions are attached and becomes a permanent part of these minutes.

Mrs. Henderson said job descriptions/responsibilities of all employees will also be reviewed by the personnel committee.

**-Policy Committee:**

Dr. Efron reported the policy committee met and he reviewed the following policies for 2nd reading:

BGA - Memberships In School Boards Association

KB - Public Information Program

KBA - Public's Right To Know

KG - Use of School Facilities

KM - Visitors To School

KNBA - Complaints About Instructional Materials

(Library Materials and Textbooks)

LEC-R - Booster Organizations.

The following revisions on the above policies are as follows:

KG - Paragraph 3 - Last sentence revised to read: "A usage fee will be reviewed annually by the building and grounds committee and established yearly by the board."

KNBA - Paragraph 7 - Last sentence revised to read: "However, the school shall observe the request of a parent that his own child not be assigned a specific book and an alternative provided."

LEC-R - Add: "Former faculty, staff and board members may join as associate members."

A motion was made by Dr. Efron to approve these policies for second reading. The motion was seconded by Mr. Hart. The motion was passed.

The following policies were reviewed by Dr. Efron for first reading:

BDF-R - Board Review of Regulations

DC - Annual Operating Budget

DJ - Expenditure of Funds.

The following revision was made on policy BDF-R for first reading:

BDF-R - Paragraph 3 - Last sentence revised to read: "A contribution of \$25.00 will be made to the Wil Lou Gray Foundation for scholarship purposes in the name of the deceased and an appropriate card to the family will be sent.

A motion was made by Dr. Efron to approve policies BDF-R, DC, and DJ for first reading. The motion was seconded by Mr. Rhodes. The motion was passed.

**-Budget Committee:**

Ms. McBride reported a budget committee meeting is scheduled Wednesday, February 12, at 5:30 p.m. in the Research and Training Center. This committee will discuss student insurance and budget reports.

**-Program Committee:**

Mrs. Diggs reported the program committee will meet Saturday at 8:15 a.m. and will make recommendations to the board at the Saturday meeting.

**-Building and Grounds Committee:**

Mr. Hart reported the building and grounds committee will meet Saturday morning at 8:30 a.m. in the hotel restaurant. The possibility of a security gate entry at Wil Lou Gray was discussed.

**-Foundation Committee:**

Mrs. Williams reported the Foundation Board of Directors is scheduled to meet on January 28, 1997. She will plan to attend this meeting. The foundation auction is scheduled for March 14, 1997.

**-Wil Lou Gray Award Committee:**

Mrs. Edwards reported nomination forms for the Wil Lou Gray Award will be mailed February 15. The board will nominate selection committee members at the May 14 board meeting.

**OLD BUSINESS**

**-SACS Self Study - Projected Costs:**

The projected cost of Southern Association Project was provided to the board and reviewed by Dr. Norwood. A motion was made by Mrs. Diggs to proceed. The motion was seconded by Mrs. Henderson. The motion was passed.

**NEW BUSINESS**

**-Research and Training Advisory Board Members Appointment:**

The following names were recommended to the board for appointment: Al Butler, Pam Brogdon, Betty Davidson, Sandra Franklin, Bill Green, Pete Howell, Tad Ridgell, Linda Shirley, and Glen Ward.

A motion was made by Mrs. Thrailkill to approve the above R&T advisory board members. The motion was seconded by Mrs. Newman. The motion was passed.

### **EXECUTIVE SESSION**

A motion was made to move into executive session by Dr. Efron for a legal update and to discuss the superintendent's interim performance review. The motion was seconded by Mr. Rhodes. The motion was passed.

A motion was made by Mrs. Henderson to move out of executive session. The motion was seconded by Mr. Hart. The motion was passed.

No action was taken as a result of executive session.

### **RECESS**

The board will reconvene on Saturday, January 25 at 9:00 a.m. in the Allston Meeting Room.

### **RECONVENE January 25, 1997**

The board reconvened at 9:00 a.m.

-Long range goals were reviewed by the board.

#### **-Enrollment strategies:**

The board discussed enrollment strategies. Recommendations were to help coordinate activities in the President's reading program, seek grant opportunities for President's Initiative, monitor Washington conference on topic, and provide training for volunteer tutors. A motion was made by Dr. Efron to approve these enrollment strategies. The motion was seconded by Mr. Hart. The motion was passed. The board also discussed providing adult education coordination.

#### **-Program Committee:**

Mrs. Diggs reported the program committee met. As a result of this meeting, the following items were discussed/recommended: Enrollment data was reviewed, suggested tags of identification for all personnel and visitors was recommended, an entrance check point on campus was discussed and referred to the building and grounds committee, recommended requesting interim reports from places where transcripts are sent, and recommended offering an evening program in Spanish.

WLGOS drug enforcement procedures were provided to the board. Mrs. Diggs reported the program committee would like to study alternative disciplinary measures for drug enforcement. The committee will meet on February 5 at 11:00 a.m. She asked Dr. Norwood to invite Mr. Bob James, Mr. Michael Kelly, Ms. Deb Haney and Mrs. Cynthia Prince to this meeting for their input on the drug and alcohol discipline code.

**-Building and Grounds Committee:**

**-Mr. Hart reported the building and grounds committee met. In reference to use of facilities, the committee recommended the following charges:**

<b>.Auditorium:</b>	<b>\$175.00 1/2 day</b>	<b>\$250.00 full day</b>
<b>.Cafeteria:</b>	<b>\$200.00 1/2 day</b>	<b>N/A</b>
<b>.R&amp;T:</b>	<b>\$100.00 1/2 day</b>	<b>\$150.00 full day</b>
<b>.Custodial charges:</b>	<b>\$30.00 per hour.</b>	

**State agencies would be charged \$50.00 per day for use of the auditorium and cafeteria with no custodial charge.**

**A motion was made by Mr. Hart to approve the above charges. The motion was seconded by Mr. Rhodes. The motion was passed.**

**After some discussion, Mr. Hart made a motion for exceptions which could be made with the approval of the superintendent, i.e. contract basis with later instruction to the board. The motion was seconded by Mr. Rhodes. The motion was passed.**

**The policy committee will develop policies/regulations for first reading in March for building usage/housing utilities.**

**-Housing/Utility Costs:**

**Mr. Hart reported on housing/utility costs. The committee's recommendation is to put meters on each staff housing unit at a cost of \$1500 each. Staff required to live on campus will not be billed the cost of utilities. Rentals for the 1997-98 year were set as follows:**

<b>102 Carolina Circle</b>	<b>\$300.00</b>
<b>104 Carolina Circle</b>	<b>\$300.00</b>
<b>106 Carolina Circle</b>	<b>\$300.00</b>
<b>306 Carolina Circle</b>	<b>\$275.00</b>
<b>Apartment</b>	<b>\$100.00</b>

**A motion was made by Mr. Hart to approve the above recommendation effective July 1, 1997. The motion was seconded by Mrs. Henderson. The motion was passed.**

**-Review of Memorandum of Understanding Between WLGOS and DSS:**

**The board reviewed the DSS Agreement. A motion was made by Mrs. Edwards to approve this agreement. The motion was seconded by Mrs. Diggs. The motion was passed.**

**A motion was made by Dr. Efron to send a letter to Senator Wilson in support of MOA with DSS for educational services to FI clients. The motion was seconded by Mr. Rhodes. The motion was passed.**

**ADJOURNMENT**

**-A motion was made by Dr. Efron to adjourn. The motion was seconded by Mr. Rhodes. The motion was passed.**

**The board adjourned at 2:50 p.m.**

**Respectfully submitted,**

*Elizabeth Thrailkill*

**Elizabeth Thrailkill**

**bgs**

**Attachment**