

**WIL LOU GRAY OPPORTUNITY SCHOOL  
BOARD OF TRUSTEES  
MINUTES OF JUNE 11, 1997 MEETING**

The Wil Lou Gray Opportunity School Board of Trustees convened for a called meeting on June 11, 1997, at 6:00 p.m. in the Wil Lou Gray Opportunity School Research and Training Center. Trustees in attendance were: Dr. Louise Scott, Mrs. Frankie Newman, Dr. Marvin Efron, Ms. Wilhelmina McBride, Mrs. Mary Williams, Mrs. Betty Henderson, Mrs. Suzanne Turner-Reynolds, Mr. Russell Hart, and Mr. Vince Rhodes. Mr. Dan Smith, elected to serve on the board effective July 1, 1997, was also present. Board members not present were Mrs. Elizabeth Thrailkill, Mrs. Faye Edwards and Mrs. Clotilda Diggs. These three board members asked for excused absences. Staff present were: Dr. Mary Catherine Norwood, Mr. Pat Smith, and Ms. Brenda Stork.

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 requirement of the SC Freedom of Information Act, Section 30-4-80(d) of the SC Code of Laws, 1976 as amended.

**RECOGNIZE GUESTS**

Dr. Scott introduced to the board Ms. Ernestine Middleton. She said Ms. Middleton is from the Office of Human Resources and will be presenting the agency head hiring process to the board.

The following actions were taken by the board:

**APPROVAL OF AGENDA**

A motion was made by Mr. Rhodes to approve the agenda. The motion was seconded by Mrs. Newman. Dr. Scott amended the agenda to add the discussion under executive session for appointment of an interim superintendent. A motion was made by Dr. Efron to amend the agenda with the amendment. The motion was seconded by Mrs. Henderson. The motion was passed.

**SUPERINTENDENT'S RETIREMENT DATE**

Dr. Scott informed the board they were provided with a copy of the letter from Dr. Norwood indicating her retirement date effective August 5. A motion was made by Dr. Efron to accept Dr. Norwood's retirement date effective August 5. The motion was seconded by Mrs. Henderson. The motion was passed.

**AGENCY HEAD HIRING PROCESS**

At this time Dr. Scott asked Ms. Middleton to present to the board the agency head hiring process. Ms. Middleton provided the board with a copy of the Executive Search Program offered by the Office of Human Resources. The program offers professional recruitment and selection services to agencies that have vacancies in agency head and senior management positions. She further

explained OHR can assist agencies with recruiting an executive director or senior executive through: 1) Coordination of advertising, including assisting with the development of the vacancy announcement and recommending resources for placing the ads; 2) Recruitment of qualified applicants; 3) Screening to determine if the training and experience criteria set by the hiring authority are met, as follows: a) Meets the minimum training and experience, b) Exceeds the minimum training and experience requirements, or c) Does Not Qualify. Screened applications are reviewed by the search committee and subject to their approval. 4) Development of an appropriate selection format; 5) Assisting the search committee in selecting candidates for interviews; 6) Providing guidance and training on interviewing techniques for search committee members; 7) Conducting comprehensive background investigation of the selected candidates, which can include reference checks, verification of credentials, criminal record check, credit report, driving record, and professional and community activity review. 8) Coordination of travel, lodging, and other activities for the interview process; 9) Coordination with the Agency Head Salary Commission if hiring above the minimum salary level; 10) Documentation of the process for EEO and other required reports; and 11) Assisting the selected candidate with job referrals for other family members.

Ms. Middleton further explained there is a fee for the above services. The minimum fee would be approximately \$2,500 which does not include advertising, hotel/travel for candidates, or SLED checks. She said the superintendent search would take approximately 3 months.

A motion was made by Mr. Hart to work with OHR in securing a superintendent. The motion was seconded by Mr. Rhodes. The motion was passed.

Dr. Scott asked the personnel committee as well as Ms. McBride to serve as the search committee. She asked Mrs. Henderson to serve as chair of this committee.

#### EXECUTIVE SESSION

A motion was made by Mrs. Henderson to move into executive session. The motion was seconded by Ms. Turner-Reynolds. The motion was passed. The purpose of the executive session was to discuss the investigation of possible misuse of state property and to discuss the appointment of an interim superintendent. The board moved into executive session.

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

Dr. Scott reported she had been in contact with Mr. Danny Myers, SLED, and could not yet determine the status of the investigation at this time.

The board discussed the appointment of an interim superintendent. The board

asked Mr. Pat Smith if he would be interested in serving in this capacity. His answer was affirmative. A motion was made by Dr. Efron to appoint Mr. Smith as interim superintendent effective the date of Dr. Norwood's retirement. The motion was seconded by Mr. Hart. The motion was passed, however, Mr. Rhodes stated for the record his vote was "no". His opposition was to the effective date the interim superintendent would serve.

The board requested an inventory of all school equipment including that purchased with Foundation funds. A report will be submitted to the board at the July 11 meeting.

**ADJOURN**

A motion was made by Dr. Efron to adjourn. The motion was seconded by Mr. Hart. The motion was passed. The board adjourned.

Respectfully submitted,

*Elizabeth Thrailkill*

Elizabeth Thrailkill

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