

**WIL LOU GRAY OPPORTUNITY SCHOOL
BOARD OF TRUSTEES
MINUTES OF SEPTEMBER 13, 1989**

The Board of Trustees convened for a scheduled meeting at 6:00 p.m. on September 13, 1989, in the Wil Lou Gray Opportunity School Research and Training Center. Trustees in attendance were: Dr. Louise Scott, Mrs. Olive Wilson, Mr. Frank Hart, Dr. Marvin Efron, Mrs. Linda Sledge, Mr. John Robinson, Mrs. Mickey Lindler, Mr. Vince Rhodes, Mrs. Wilhelmina McBride, and Mrs. Elizabeth Thrailkill. Staff members present were: Dr. Mary Catherine Norwood, Dr. Mary Lee Platz, Mr. John King, Mr. George Smith, Ms. Deborah Haney, Mr. Cecil Batson, Mr. Robert James, Ms. Millercin Weeks, Mrs. Jane Zenger, Ms. Gloria Lloyd, Mrs. Thelma Bailey, Mrs. Barbara Price, and Mrs. Brenda Stork.

Dr. Scott called the meeting to order and at this time 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 S. C. Code of Laws, 1976 as amended. Notice of the meeting was published in The State Newspaper, The Columbia Record in Columbia, The Journal in Lexington, and The Lexington Dispatch in Lexington.

The board met for a campus tour prior to the board meeting. Dr. Scott said the board was very impressed with the facilities on campus and she commended the staff and students for their hard work. At this time she asked Ms. Haney to introduce the students who conducted the campus tour. They were Misty McColman, Jay Trader, Antionette Taylor, and Audra Mathis.

Dr. Scott welcomed everyone including special guests from the University of South Carolina - Mr. James Lawrence, Mr. Joe Grigs and Ms. Ann Duncan.

At this time Dr. Scott explained that every month the Opportunity School nominates an employee of the month. This month Ms. Brenda

Rawl, Executive Support Specialist of the Research and Training Center, was selected. Ms. Rawl was not present, therefore, Mrs. Zenger accepted the employee of the month plaque on her behalf. Dr. Norwood also recognized two other employees present who were previously selected as employee of the month. They were Mr. Cecil Batson and Mrs. Brenda Stork.

Dr. Scott informed the board they received a copy of a letter from Mr. Tom Ackerman, Executive Secretary for the S. C. Assoc. of Allied School Allied School Administrators congratulating Dr. Norwood as being elected President of this association. Dr. Scott said the board would give her their full support this year and the board was delighted to recognize her as one of the outstanding educators in South Carolina. Dr. Scott also recognized Mr. Rhodes. She informed the board that he is now associate to the commissioner at Vocational Rehabilitation.

Dr. Scott than called for approval of the agenda. A motion was made by Mr. Rhodes that the agenda be adopted as written. The motion was seconded by Mr. Hart.

The next order of business was approval of the minutes of the July 12, 1989 board meeting. Dr. Scott informed the board that an amended copy of page 5 of these minutes was included in their folder. A motion was made by Mr. Hart to approve these minutes as amended. The motion was seconded by Mrs. Wilson. The motion was passed.

At this time Dr. Scott called on Dr. Norwood for the Superintendent's Report. Dr. Norwood called on Mr. James to explain some work which was done this summer on the discipline program. First, Mr. James recognized Wesley Beckman. He was the recipient of the Parnell-Lindler Award for outstanding vocational student. At this time Mrs. Lindler presented Mr. Beckman with a \$350.00 scholarship and the board congratulated him. Next, Mr. James said that all board members had received a copy of the student handbook. He explained the discipline program is designed to deal with problems as they occur and to involve as many people on this campus as we possibly can to find solutions to

those problems. He asked the board if they had any questions concerning discipline. Dr. Efron made recommendations in reference to the possession of alcohol and drugs. There was some discussion among the board concerning discipline. Dr. Norwood asked Mr. James to outline the process through which this was developed. Mr. James explained this instrument was developed beginning last year and during the summer. A discipline committee of teachers, dorm counselors, and students reviewed the entire handbook and made revisions. The handbook was then submitted to Psychological/Social Services, medical staff, and the remainder of staff members for their review. Revisions were made and then the handbook was re-submitted to the discipline committee and then to the students. Dr. Norwood invited the board to put in writing any concerns about the discipline program and forward them to her. Dr. Norwood said the best results she has seen in her years of experience in education have been where practiced and experienced school administrators who know the students and know every aspect of the situation have enough leeway to make a good decision. Dr. Scott asked Mr. James to update the board at the next meeting on recommendations/revisions received concerning the discipline program.

At this time Dr. Norwood distributed to the board copies of the Departmental Budget and Expenditure Summary. Dr. Norwood explained to the board this summary strictly relates to state revenue. This does not consider any other funds coming from other sources i.e. federal funds or earmarked funds. A copy of this summary is attached and becomes a permanent part of these minutes.

Dr. Norwood asked if there were any questions concerning other departmental reports. Dr. Scott asked for an update on the cut from the supplemental budget. Dr. Norwood explained she had met with the general engineer on the project and by taking out a bid that would include removing individual room equipment in the dormitories we could pull together the money we have left and address the cooling system in the dormitories. She said this does not address the central facility. Dr. Norwood also explained that we would replace one of the buses.

Mr. Robinson asked if there was a plan to try to increase enrollment in the vocational courses. Dr. Norwood explained that we have a reciprocal agreement with Airport High School/Lexington School District Two and our effort is to place our students where they have the most interest and potential.

Next, Dr. Scott called for committee reports. In reference to Personnel Actions, Dr. Efron explained the board received a list of Personnel Actions in the mail. Dr. Efron reviewed this report with the board. A copy is attached and becomes a permanent part of these minutes. A motion was made by Dr. Efron that the Personnel Actions be accepted as written. The motion was seconded by Mr. Rhodes. The motion was passed.

Also in reference to personnel matters, Dr. Efron explained that he had spoken with Dr. Norwood in reference to the resignation of Mr. David Montgomery. Dr. Efron explained that Mr. Montgomery was a social studies teacher with some counseling duties and resigned effective September 19 to accept a position as administrative assistant at Spring Valley High School. The principal and the superintendent recommend that he be replaced with a person meeting the following qualifications: The position requires a degree in theater arts, or a related field. A minimum of a Bachelor's, with a masters is preferred. The applicant should also have a background in working with at risk youth, with experience in designing programs for youth with special needs. South Carolina certification will be required, with the provision for a permit for up to one year if necessary. He further explained that job tasks includes the following: 1. to teach dramatic arts; 2. to teach creative movement; 3. to teach set design; 4. to teach the technical aspects of theater; 5. to use theater arts as a means of encouraging student to express themselves in a positive manner; 6. to establish a performing arts group which will: a. Give students a positive means of self expression, serve as a counseling and motivation tool, and present live performances for the enjoyment of Wil Lou Gray staff and students, as well as public performances from time to time; 7. Other duties as

assigned by the principal. This move will allow the agency to make a significant step toward reaching a long range goal for arts education and improve programming for students immediately. Dr. Efron made a motion to accept the above qualifications recommended by the superintendent and principal. The motion was seconded by Mr. Hart. The motion was passed.

At this time Dr. Efron brought the board's attention to their copy of the organizational chart of the Opportunity School. Dr. Efron made a motion that this organizational chart be accepted. The motion was seconded by Mr. Hart. The motion was passed.

Next, Dr. Scott called for the budget committee report. The board was previously provided with a Board Calendar for 1989-90. In reviewing this calendar, Ms. McBride explained that we have four times between September, 1989 and August, 1990 to meet on matters concerning the budget. Ms. McBride asked Dr. Norwood to review the budget priorities for 1990-91.

Dr. Norwood expressed her thanks to Mr. Hart and Dr. Scott for representing the Opportunity School at the budget hearings and making that presentation very effective regarding our budget priorities for next year. She explained the budget priorities are presented in two sections basically relating to requests for increases to our base budget and personnel needs. The priorities are as follows: a restoration of the vacancy factor; a restoration of the reduction for travel that occurred across the board for all agencies; an additional Youth Counselor III because of our increased enrollment and re-opening of a female dormitory; a restoration to our base student cost to makeup for the action that we took this year in upgrading Youth Counselors so that we would have six supervisory clinical counselors. She further explained that the other area in budget requests are those non-recurring expenses. These requests included the central cooling system (renovation of overall system), request the remaining funds to buy the second bus, money to install a shower ventilation system in our dormitories, and remove and install new shower stalls in the girls

dormitories. Because of increased enrollment overall we are experiencing crowding in the vocational shop area and have requested an extension to the building to allow us to serve more students. We have also requested funds to replace students desks. Also, we have requested enough funds to finish replacing the dormitory furniture.

There were no questions from the board concerning the budget.

The next item on the agenda was the foundation. Dr. Scott called on Mr. George Smith for an update. At this time Mr. Smith collected Foundation Questionnaires that Mrs. Meadors had previously mailed to the board. Mr. Smith explained that a tentative date in October was set for the campaign. He said the foundation was meeting the first week in October to discuss potential foundation donors. Mr. Smith further explained they were working on a brochure.

Dr. Scott said we had discussed in previous board meetings about establishing a Wil Lou Gray Award for someone who has provided outstanding services in building literacy. She said she has asked the foundation committee, Mrs. Meadors, and Mr. Dahlgren to establish the criteria for selecting that person and present this information to the board for the board approval in November.

The next order of business was a report from the Policy Committee and Dr. Scott called on Mrs. Wilson for this report. The following policies were presented to the board for a first reading: CEI - Evaluation Of The Superintendent; GAM - Staff Rights and Responsibilities; Reduction In Force - GBKA; GBRI - Personal Leaves and Absences Annual Leave; GBJ - Reclassifying Employees; GBRE - Professional Personnel Extra Duty; GBRF - Professional Personnel Expenses; GAE-A - Disciplinary Actions; GAE-A-R - Disciplinary Actions Regulations; GBC-R/GBD-R - Professional Personnel Recruitment and Hiring; GAA - Personnel Goals and Objectives; BCAB-E - Regular Meetings; BBB-E - Wil Lou Gray Opportunity School Board of Trustees; GAE - Staff Complaints and Concerns; GBRB - Time Schedules; GBE - Professional Personnel Assignment; GAF - Staff/Student Relations. Policies GAE - Employee

Grievance and Appeal Procedure and GBA - Compensation Guides and Contracts were also submitted to the board for a first reading. A motion was made by Dr. Efron to approve the above policies for a first reading. The motion was seconded by Mr. Rhodes. Then there was some discussion among the board concerning policies GAE and GBA. It was recommended that these policies be revised and the motion was amended to accept these policies for a first reading including the revisions on policies GAE - Employee Grievance and Appeal Procedure and GBA - Compensation Guides and Contracts. An amended motion was made by Dr. Efron to approve the policies for a first reading with the exceptions of policies GAE and GBA which will be reviewed further. The motion was seconded by Mrs. Wilson. The motion was passed.

Under old business, there was discussion of the former superintendents' portraits. Mrs. Wilson allowed the board to review prints by the artist Craig Carlson. Dr. Scott said Mrs. Thrailkill and Mrs. Wilson would be viewing his portraits and would make a recommendation at the November board meeting.

At this time Dr. Scott called on Mr. Rhodes for a report from the Facilities Committee on campus housing. Mr. Rhodes informed the board that the Facilities Committee met prior to the board meeting. He also referred the board to a study they received previously regarding the assessment of these facilities if they were in the community. Mr. Rhodes said this issue needed to be studied further and the committee would make further recommendations at the November meeting to become effective January 1.

Next, Dr. Scott said there are two buildings on campus that needed to be named. She said they were the auditorium and the cafeteria. Dr. Scott said she has asked the Facilities Committee to look into this matter and make recommendations to the board at a later date.

Under new business, Dr. Scott referred the board to the long range goals for 1989-92 which was discussed at the board retreat. A copy of these goals were provided to the board. A motion was made by Mr. Rhodes to

approve these goals. The motion was seconded by Mrs. Wilson. The motion was passed.

The approval of the School Improvement Report was the next item under new business. A copy of this report was provided to the board. A motion was made by Mr. Hart to approve this report. The motion was seconded by Mr. Rhodes. The motion was passed. On behalf of the board of trustees, Mr. Rhodes said the board of the Wil Lou Gray Opportunity School accepts with appreciation the School Improvement Report. The board finds that the goals, objectives and strategies are congruent with the long term goals and policies of the institution. Further, the report focuses on ways to improve the total program and services to the students served by the school. He said the board encourages the staff and the School Improvement Council to continue to implement each strategy within the financial constraints imposed by funding available to the school. The board suggest that strategies be prioritized to give guidance to the staff and administration in adjusting to any unforeseen financial constraints which may occur.

The next item on the agenda was the review of budget priorities for 1990-91. Dr. Scott this was previously discussed and asked the board if they had any questions or concerns. Mr. Hart commended Dr. Norwood and staff on an excellent job setting the budget priorities and requests.

At this time Dr. Norwood explained that a communication from State Government was received recently regarding a proviso that anything with a decorative nature including carpet, furniture, wallcovering, etc. for state agencies requires board approval. At the time we received this communication, Dr. Norwood explained, we had already starting refurbishing the lobby and the new superintendent's office. A motion was made by Mr. Rhodes to approve the decorative improvements for the lobby and superintendent's office. The motion was seconded by Dr. Efron. The motion was passed.

In reference to the board retreat in July, Dr. Scott said the board missed those that could not attend. As a result of the retreat, she reviewed the

board commitments which was provided to the board. She explained that one commitment was the board will develop a policy statement on chain of command which specifically states the chain of command to be followed. The chain of command refers to the relationship of the board to employees and employees to board. A draft policy was attached to the commitments and Dr. Scott asked the board to review this policy and prepare to act on this policy at the next board meeting. A motion was made by Mr. Rhodes to accept these board commitments. The motion was seconded by Mrs. Wilson. The motion was passed.

Dr. Scott also recommended the board schedule a date for the 1990 board retreat. She suggested July 26 - 29. A motion was made by Dr. Efron that this date be set for the 1990 retreat and the executive committee make the necessary arrangements. The motion was seconded by Mr. Hart. The motion was passed.

It was also suggested at the board retreat, Dr. Scott explained, that a date be scheduled to hold a longer board meeting. She said this would not be an additional meeting beyond a board meeting to be held on Friday and Saturday. Dr. Scott recommended this meeting be scheduled in January and held possibly at the Embassy Suites in Columbia. Several dates were discussed among the board and January 19 and 20 was recommended. The Marriott Courtyard was also recommended as a possible location for this meeting. Dr. Scott said a final decision on the date and location would be set at the November board meeting.

At this time Dr. Norwood commended Mrs. Bailey for her work with the School Improvement Council. She also commended other staff members present for their outstanding work. Mr. Rhodes also commended Mr. Hughes and his staff for the work they have accomplished on the facilities.

There being no further business, a motion was made by Mr. Rhodes to move into executive session to discuss temporary reorganization in the Psychological/Social Services Department. The motion was seconded by Mrs. Wilson. The motion was passed.

After executive session a motion was made by Mr. Rhodes for the board to move out of executive session. The motion was seconded by Mrs. Wilson. The motion was passed. No further action was taken by the board.

A motion was made by Mr. Hart for the board to adjourn. The motion was seconded by Mrs. Wilson. The motion was passed.

Respectfully submitted,

Mickey Lindler

Mickey Lindler

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