

WIL LOU GRAY OPPORTUNITY SCHOOL

BOARD OF TRUSTEES

MINUTES OF JANUARY 11, 1983

The Board of Trustees convened for its meeting on Tuesday, January 11, 1983 at 6:30 p.m. in the Archives Room of the William T. Lander Administration Building. Trustees in attendance were: Dr. Marvin Efron, presiding; Mrs. Patricia Bowers; Mrs. Hannah Meadors; Mrs. Elizabeth Thrailkill; Mrs. Jack Wilson; Dr. James Miles; Mr. Clarence S. Rowland; and Mr. Karl Segelken. Those trustees not attending were: Mrs. Anne T. Boyce; Miss Mary Mack; Dr. Louise Scott; and Mr. James McClary. Also present were: Dr. Jack Mullins, Director of State Personnel; Mr. William R. Noyse, Employee Relations Analyst from State Personnel; Mr. Scott Barnes, our State Budget Analyst from the State Auditor's office; Dr. Milton Kimpson, Executive Assistant from the Governor's office; and Mr. William Smith, Project Supervisor, from the Department of Vocational Rehabilitation. The teachers present from the Opportunity School were: Mrs. Lynda Owen; Mrs. Denise Hoce; Mrs. Vivian Brackett; Mrs. Bonnie Foster; Miss Mary Janicki; Mr. Fred Flagg; Mrs. Judy Dick; Mrs. Lida Moore; and Mrs. Dale Bosworth. The staff present were: Dr. Jonnie Spaulding, Director of Student Development; Mrs. Thelma Bailey, Principal; Mr. Pat G. Smith, Director of Facilities and Supportive Services; Mr. John King, Director of Fiscal Affairs; Mr. George Smith, Director of Admissions; Miss Gloria Lloyd, Director of Personnel; Miss Debra Haney, Dean of Women; and Mr. Robert Britt, dorm counselor. Mrs. Patricia Robbins, secretary, was also in attendance.

Dr. Marvin Efron welcomed everyone to the meeting.

Mrs. Elizabeth Thrailkill gave the invocation.

Dr. Efron asked if we had a motion that we adopt the agenda? Mrs. Elizabeth Thrailkill moved that the agenda be adopted as printed with one exception, that the board go into executive session after the Fiscal and Personnel business. Dr. Efron stated there would not be a need for a motion and it would be added to the agenda.

Dr. Efron stated that the minutes of the December 10, 1982 meeting had been mailed. He then asked if there were any additions or deletions? Hearing none, they would stand as mailed.

Mrs. Bonnie Foster, Chairperson for the School Advisory Council, was called on to make her report. Mrs. Foster stated that the Advisory Council had made a survey of the parents, students, and staff and she wished to present this report.

1. Academics:

Eighty-nine percent of the students felt teachers were doing their job; sixty-seven percent of staff were dissatisfied with academics; fifty-seven percent of parents were dissatisfied; five percent of the staff stated more music was needed.

Recommendation:

That a qualified high school music teacher be hired as soon as possible.

2. Area Vocation:

Forty-four percent of the staff is dissatisfied with vocational productivity; thirty-seven percent of the students feel that other vocational programs should be offered.

Recommendation:

Have a representative from the State Department of Education make suggestions for the vocational curriculum of the Opportunity School.

3. Staff:

Forty-six percent of the students felt that the evening staff was not available when the students needed them. Forty-nine percent of the students felt that more time was needed for counseling. Fifty-four percent of the students felt more counselors were needed to talk with them. Sixty-six percent of the students felt that programs dealing with more life problems were needed. Fifty percent of the students felt that the point system was not strict enough. They also felt that the points were not always recorded. Fifty-nine percent of the staff was dissatisfied with the school discipline.

Recommendation:

- a. Employment of more staff personnel in the evening hours.
- b. Mandatory student participation in the evening activities.
- c. Sign in and sign out sheet for the evening staff to enhance the availability of the evening staff.
- d. Change guidance counselor hours to provide counseling when most needed. The students are presently counseled during the class hours. Also, they have their rap groups during the class hours. The hours of the counselor should be changed from 2:00 p.m. to 10:00 p.m.
- e. Designate the coordinator, supervisor, or the Director of Student Activities to work the hours of 2:00 p.m. to 10:00 p.m.

4. Security:

Fifty-four percent of students did not feel their belongings were secure. Several students mentioned that master keys were made accessible to the students. Forty-four percent of the staff felt that the present security system was inadequate.

Recommendation:

- a. Statement posting the security guard's specific hours of duty.
- b. Re-activate the security clock where the security guard checks the doors, windows, etc. at designated time.
- c. Hire an additional security person.
- d. Put new locks on the doors and windows where necessary.

5. Medical Services:

Forty-six percent of the students felt that the nursing services did not meet their needs. There were eight complaints regarding the infirmary. Nineteen percent felt that a school nurse was needed during the after school hours. The Advisory Council voiced concern about the dorm counselors dispensing medicine in the evenings. There is a small number of the staff dispensing medicine without a qualified person on duty.

Recommendation:

- a. Move the full-time nursing position to the evening hours of 2:00 p.m. to 10:00 p.m.
- b. Staff day nurse post be filled with one of the following:
 1. Full-time or part-time registered nurse.
 2. Student nurse, practical nurse, or retired nurse.

6. Miscellaneous:

- a. Coordinating Committee needs to have written policies that are well defined.
- b. Alternative diets for special needs to be provided such as diabetic, bowel problems, ulcer, pregnancy, etc.
- c. Student grades need to be mailed to the parents, guardians, and counselors of the students.
- d. Sixty-four percent of the students felt that they needed special help from the teachers. Therefore, teachers should be available during their last preparation period for help to students.

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At this time, Mrs. Foster passed out the information regarding the survey to the Board of Trustees. Dr. Efron assured Mrs. Foster that the various committees would study the information and would get back with her.

Dr. Efron stated that since we do not have a Superintendent at this time, we will go straight to our four different areas of the school.

1. Personnel:

Miss Lloyd reported that during the month of December the school had received approval from state personnel for the Employee Performance Management System for classroom teachers to be used. Prior to that, we had received in October the Employee Performance Management for the other staff members. Copies of this form were placed in the Board of Trustees folders.

Miss Lloyd requested approval for hiring a substitute teacher for Mrs. Dale Bosworth. Mrs. Bosworth is scheduled for maternity leave in February. We also need a substitute teacher for whenever some of our other teachers are out of school.

Dr. Efron assured Miss Lloyd that this would be discussed in the Education and Personnel committee meeting.

Miss Lloyd presented the names of John I. Kaiser and Susan Funderburk to the Board for board approval for their hiring. Mr. Kaiser is a Cook I and Miss Funderburk is a Youth Counselor. Dr. Efron said this would also be addressed.

2. Fiscal Affairs:

Mr. John King explained the financial statement ending December 31, 1982 to the board, guests, and staff. The canteen operation was explained and some discussion took place over the profits and how they were used. Dr. Efron asked if the video equipment monies went into the canteen fund also. Miss Haney stated that they did go into the canteen fund. Miss Haney further stated that the communication which goes on between the staff and students is good because of the canteen.

This program realized a profit of \$830.00. Dr. Spaulding stated that this was \$830.00 that the school has which it would not have had there not been a canteen.

3. Facilities and Supportive Services:

Mr. Pat Smith made his report on the mattresses that were purchased and installed in the dorms. Out of \$12500.00 which was appropriated for the mattresses and boxsprings, \$4500.00 is left to buy additional sets during the Easter Holidays.

There was a fire marshall's inspection earlier. The fire marshall told us we had 120 days in which to comply with the necessary requirements. The installation of the fire alarm system in the Vocational Education Building is complete. The bid will be let on January 18 for installation of the fire extinguishing equipment in the cafeteria. After this last item we will be complete with our necessary requirements by his office.

4. Student Development:

Dr. Spaulding stated that the nursing class would hold graduation on January 20, 1983 at 6:00 p.m. in the auditorium. Students would be required to come and the time of graduation had been chosen in hopes that the parents would be able to attend.

The Governor's Conference on Education is slated for January 19, 1983 in Columbia. Dr. Spaulding stated that the cost is \$20.00 for registration. Dr. Spaulding stated that if the Board wanted her to attend she would be glad to attend. Dr. Efron had also received an invitation to the conference. Dr. Spaulding said she would leave it up to Dr. Efron if he decided to attend or not.

Mrs. Meadors made a motion that we approve. Mrs. Thrailkill seconded. Motion passed.

Dr. Spaulding wrote a letter to Mr. Emory Smith asking who we should call in case of a problem with a student. Mr. Smith wrote back and said that in calling the Lexington County Sheriff's office we had been doing all along what we were supposed to do.

Dr. Spaulding stated that Mr. George Smith had put up a display in the hall and invited everyone to look at the book display. We will also be receiving additional books in the future. A list of the students Mr. Smith has recruited during the school year was enclosed for the board. She also stated that Mr. Smith had gotten an additional 400 square yards of carpet and a promise of four more rolls. Mr. Smith has a check for \$300.00 to have the carpet put down.

Mr. Smith stated at this point that Libco Mills in Liberty promised the four rolls of carpet. The Dan River Mills gave the 400 square yards.

Dr. James F. Miles moved that the board commend Mr. George Smith for service beyond the call of duty. We should recognize him for outstanding service in this particular regard. He has done a wonderful service both in connection with the books, magazines, and the carpet. The motion was seconded by Mrs. Wilson. Motion passed.

Dr. Miles then went on to say that back when a field representative was hired one of the reasons was that the Board thought he would be able to get more given to him than the school had to pay him in salary. He felt Mr. Smith had proved this point.

Dr. Efron stated that he would recommend that we have a special letter put in Mr. George Smith's personal folder stating such.

Mrs. Meadors asked if it would be a good idea to write and thank these people who had donated these things to the school. Mr. Smith replied that he thought it would be a very good idea, in fact one of the men who donated had stated that a letter of that type would be appreciated.

Dr. Spaulding stated that Mr. George Smith had put in long hours, read many books, and studied how to obtain gifts for the school.

Dr. Spaulding then stated that the psychologist, guidance counselor, and nurse's report would be found in the folders for the board to read. Dr. Spaulding also said that a letter she had written to the Advisory Council was inside with their response.

STANDING COMMITTEE REPORTS:

Student Facilities and Supportive Services: Mrs. Hannah Meadors spoke for this committee. Mrs. Meadors stated that Miss Lloyd had satisfied the committee with her information about the periodic pay raises. She had explained that there had been a freeze. All merit raises before July 1, 1982 were given 4% if they deserved it, after July 1, 1982 for the same rating you only received a 2% raise because of the freeze.

Education Committee: Mrs. Jack Wilson, Chairperson for this committee, stated that 11 persons had taken the GED exam. Of this number we have heard from 10 and they had passed. We have not heard from the 11th.

Mrs. Thelma Bailey, principal, reported that the BEDS report had some deficiencies in it. The State Department of Education had said that we did not meet the minimum standards. Dr. Robert Fulmer, from the State Department of Education, explained the form that was necessary for Mrs. Bailey to fill out and mail back to the State Department of Education along with her report. We could not have met the minimum standards because of errors in our data or lack of funds. If it is lack of funds this form will make it possible for us to obtain the necessary credit to meet the minimum standards.

Dr. Efron thanked Dr. Robert Fulmer for offering his help with the form.

Dr. James Miles stated that as soon as possible we should get a music teacher and a teachers aid. This had been explained to us that we needed these to meet the requirements for the minimum standards. Dr. Fulmer stated that a teachers aid is only required with self-contained students. Our students at the Opportunity School are not self-contained.

Mrs. Wilson made a motion to hire a substitute for Mrs. Dale Bosworth and also a second one on call for when she was needed for the other teachers. Dr. Miles seconded the motion. Motion passed.

Dr. Miles stated that he thought the proper channels should be followed by the staff who are seeking solutions to their problems. He did not think the Board should be approached until they had gone through the proper channels before talking to the board. Dr. Efron stated that the Board had only been contacted after the people had gone through the proper channels as laid out by the State Department of Personnel. Dr. Kimpson stated that if the policy is followed that is laid out that is all that is necessary. Dr. Miles further stated that he thought the Superintendent and not the Board should run the school.

Public Relations: Mr. Clarence Rowland, chairperson for the Public Relations Committee, stated that they had met with George Smith and he had presented his figures for his recruitment. As of January 10, there were 64 students recruited by him for the school, 20 of these were hold overs from last year. Forty-four of these are new recruits. Mr. Smith has also been talking to the Salvation Army and the Literacy Council about recruits for the school.

Mrs. Patricia Bowers stated that the Dean of Women and the Dean of Men provide many activities for the students. She felt that we should have the parents or whoever is responsible for the students sign a permission slip saying the school would not be responsible for any accidents that happen while the students are traveling. Dr. Efron stated that he thought we had a freeze on traveling. How had the students gone to Atlanta without the permission of the board lifting the freeze on travel. It was explained that the students had paid for their own way, the school paid for the gas, the

Vocational Rehabilitation agency lent the students their vans for travel.

Dr. Robert Fulmer said he did not see why the Board had to approve everything the school did, and further stated that if he had had to ask permission for everything his school did when he was principal at one time they would never have done anything. Mrs. Thrailkill replied it was that at the present time we were trying to watch every penny. We do not have a Certificate of Deposit Savings that we can draw on like the Public School districts.

Mr. Rowland stated that he had been told previously that each of the board meetings cost approximately \$700.00. This comes to about \$4200.00 a year. As far as he was concerned this was a waste of money. He wanted to make a motion that we meet only 6 times a year. Then if we want to meet more it would be a voluntary thing. Mr. Karl Segelken stated that he wanted to second the motion. Dr. Efron asked for a show of hands on this. Three voted to meet only 6 times a year and 3 voted against meeting only 6 times a year. Dr. Efron broke the tie by voting against meeting only 6 times a year. The motion did not pass.

Mrs. Thrailkill stated that the reason we were meeting so much was because it had been an outside request. It was an external request not an internal request. That as soon as the new Superintendent was hired we would go back to our normal meeting schedule.

Dr. Mullins advised that we check with the Attorney General's office for the type of coverage we need for our liability insurance for the students who are traveling. Dr. Kimpson recommended that Miss Lloyd be asked to take care of this. Mr. Barnes said that we should write the Deputy Attorney General and inquire of his office what is necessary. He suggested that this be done by Miss Lloyd, our personnel specialist.

Dr. Efron asked Mrs. Bowers if she would like to release the freeze for whatever student activities that have already been planned. Mrs. Bowers made a motion that the freeze be lifted for a trip that the students already have the tickets, release forms, and there has been some planning in conjunction with Vocational Rehabilitation for this trip.

Mr. Rowland asked if we have a liability policy in case of accidents. Mr. Pat Smith replied that we have a tort liability policy, and there had been a gentleman at an earlier board meeting that explained our insurance coverage. Mr. Rowland asked if Pat Smith would give a talk at the next board meeting explaining our insurance coverage. Mr. Smith said he would be happy to do this.

Mrs. Meadors stated that she had been thinking and if we cannot do our business in 6 meetings, we had better do some serious re-thinking. Dr. Efron assured Mrs. Meadors that as soon as we got our new Superintendent we would go back to our regularly scheduled meetings.

Mrs. Bowers said that she thought that if a person worked on the campus that the fair market value should be paid for that work done. You should pay everyone the same for the same work done. Dr. Mullins informed the Board that State Personnel does not have specific rules on state housing. Dr. Mullins stated that compliance with what the law is and good business management is what our housing plan looked like to him. He did state that he had not read it thoroughly but from what he had seen thus far it looked fine to him. Dr. Mullins stated that we should get written out exactly what we wanted and with all the details and reviewed by the appropriate committee. Dr. Efron stated this would probably be the State Auditor's office, and perhaps State Personnel. Dr. Efron asked Mr. Scott Barnes if our plan looked to him like it met the requirements? Mr Barnes replied yes but he would have to see the specifics.

Dr. Efron said the Board would have to mandate who would be required to live on the campus. He said that the Director of Maintenance and the Superintendent had already been designated as two that would be required to live on campus. Dr. Efron said that if you require a person to live on campus you would have to raise his pay in accordance.

Search Committee: Mrs. Wilson stated that they have received 54 applicants thus far. Since December 15, 1982 was the cut off date and these are the people who had their applications postmarked by that date they would be the ones considered for the position of superintendent. The Search Committee is now deciding who is qualified, who is not qualified, and who can become qualified.

Dr. Lousie Scott, chairperson for the Search Committee, now has the applications and they will have a meeting this Saturday to go over the applications. At the next board meeting there should be some type of progress report.

Dr. Efron said that the names of the applicants could not be discussed in public session because it was against ethics and probably against the law to do so.

Mrs. Wilson stated that there had been many people who had applied and that fact in itself made her feel good. She did however wish some had applied that had not.

Unfinished Business: The bill from SCE&G for \$55,000.00 was discussed by Mr. Scott Barnes. He stated that it had been the first of June 1982 when we found out about the bill. He stated that it was a privilege to be at our board meeting and that we had a good bunch of people doing good work. He further stated that the Opportunity School was gaining momentum with other people who heard about us because of the people such as our Board of Trustees who are working so hard for the school.

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Mr. Barnes said that when we found out about the bill it was too late to submit it for the 82-83 appropriations. He said that in the 83-84 bill we have \$122,000.00 more in there than we are presently living on in the current year. Of the \$122,000.00, \$96,000.00 of this money is designated for utilities. Mr. Barnes recommended putting \$41,000.00 of the past due bill into the 83-84 Ways and Means Committee. He then stated that when we get this money it should be the first check that John King writes to get the monkey off his back.

Mr. Barnes further commented that the State is going to have to try and cut \$60,000,000.00 from the budget. There are various ways of doing that:

1. Furlough- 5 days leave without pay;
2. Excessive Personal Service Funds;
3. Public school session shortened by five days;
4. Exemption from reduction for some state agencies (of which we may be) Do not get excited and worry about what will happen, as no one knows at the present time what will happen.

Mr. Barnes said the sales tax may be another way to get extra revenue for the State, by raising it.

Dr. Efron said this was why he was looking for \$25.00 and every little bit to help. We want to show the Budget and Control Board, and the Ways and Means Committee that we are trying to economize and we are not throwing our money away so that they will help us.

Mr. Barnes stated that he had seen a strong respect for the Opportunity School building this last year. Also a strong allegiance building for the Opportunity School. Mr. Barnes advised us to spend the money we have been given for the things which we asked for the money. Such as, spend the money on the dishwasher and the mattresses as this is what we were given the money to spend it on. This is what they like to see. Spent for what it is given to spend it on.

Dr. Kimpson said he would advise us to make way for reduction or whatever happens. The Federal money is down and so are the State appropriations.

Dr. Mullins said do not pay attention to rumors. Employees get upset. We can't predict what will happen. Do not place a lot of stock in these rumors. Play it cool and don't get upset.


Unfinished Business: Mrs. Meadors stated that the Employment Management System was re-submitted and approved, and it had been submitted to them. Mrs. Meadors motioned to approve it. Mr. Rowland seconded the motion. Motion passed.

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Dr. Efron asked for a recess at this time. The Board of Trustees went into Executive Session after the recess.

The meeting adjourned at 8:15 p.m.

At 10:30 p.m. the Board re-convened into regular session to ratify the unanimous approval of the student to be expelled and Mr. Pat Smith as interim superintendent.


Patricia Bowers, Secretary