

OPPORTUNITY SCHOOL  
BOARD OF TRUSTEES MEETING  
April 21-22, 1959

The spring meeting of the Board of Trustees of the Opportunity School convened at the Opportunity School at 8:00 P. M. on April 21. The following members were present: Dr. James F. Miles, Vice Chairman; Mrs. Harriet F. Johnson; Dr. Oliver Thomas; Dr. J. C. Holler, Secretary. Also present were Mr. J. S. Agnew, Dr. Wil Lou Gray, and Miss Marguerite Tolbert.

The meeting opened with prayer by Mr. J. C. Holler. Mr. J. S. Agnew, Director, presented a report showing the accomplishments of the school during the present term. (Report to be attached) This report was followed by a general discussion led by Vice Chairman Miles.

Miss Tolbert, Assistant Director, presented a report showing the goals and possibilities for the future. (Report to be attached) This report was followed by a general discussion centered around ways and means of achieving the goals as presented in Miss Tolbert's report.

Chairman Miles explained the plans for the Board to meet as committees on the following morning.

The evening was spent in general discussions with no official actions being taken. At 10:00 P. M. the Board recessed until nine o'clock Wednesday morning, April 22.

At 9:00 A. M., April 22, the Board reconvened. Rev. W. B. Webb and those in attendance the evening before were present. The meeting was opened with prayer by Mr. Webb.

The minutes of the October 15 meeting were read, and after minor amendments they were approved.

The Board then recessed to meet in the following committees: Building and Grounds Committee, Mr. Thomas, Mr. Agnew, and Mrs. Johnson; Development Committee, Miss Gray and Mr. Webb; Education Committee, Mr. Miles, Miss Tolbert, and Mr. Holler.

The committees reassembled in Miss Tolbert's house at 10:30 A. M. for a delightful "kaffee klatch." After this informal recess, the Board was called back into business session by Chairman Miles and the report of the Building and Grounds Committee was called for.

Mr. Thomas gave the report for this committee. (Report to be attached)

The committee recommended that the farm be leased on an experimental basis, beginning July 1, 1959, and extending through the calendar year 1960, to Mr. R. T. Bishop, the present farm manager and agriculture teacher, the amount of rental to be \$1.00 per year. Mr. Agnew and Mr. Thomas explained that as presently operated, the farm was costing the school about \$12,000 per year and that under the terms of the lease the school would continue to derive substantially the same benefits by way of work scholarships as are now available to the school.

PREAMBLE

MASTER COPY

The Board of Trustees of the Opportunity School is created by an Act (H.1115) which was passed by the 1957 General Assembly and signed by the Governor. The law states that, "The Opportunity School shall be under the management and control of a board of eleven trustees, seven of whom shall be elected by the Legislature, and two of whom shall be elected by the Alumni Association of the school. The trustees so elected shall be citizens of the State who are interested in the aims and ambitions of the school. The tenth member shall be the State Superintendent of Education who shall serve ex officio. The eleventh member shall be the Governor who shall be a member of the board, ex officio, and shall be chairman. Members of the board who are elected by the Legislature shall serve for terms of four years and until their successors shall be appointed and shall qualify, except that two of those first elected shall serve for two years, two for three years, and three for four years. The two elected by the Alumni Association shall serve for four years.

"The board of trustees shall employ a director who shall serve for such term and under such conditions as may be prescribed by the board. The director shall employ all personnel, subject to approval by the board of trustees, and shall define their duties. The director shall prescribe the courses of study and make all rules and regulations for the government of the school and shall be responsible for its operation and management within the limitations of appropriations provided by the General Assembly.

"The board of trustees is hereby declared to be a body politic, under the name and style of the South Carolina Opportunity School. It shall have a seal, which it may change at its discretion, and in its name it may contract for, purchase and hold property for the purposes provided for in this act. It may take any property or money given or conveyed by deed, devised or bequeathed to the school, and hold the same for its benefit and use. The conditions of any such

gifts or conveyances shall in no case be inconsistent with the purposes of the school, and the board shall not by the acceptance thereof incur any obligation on the part of the State. It shall securely invest all funds and keep all property which may come into its possession. It may sue and be sued in its name and may do all things necessary to carry out the provisions of this act."

## I

Meetings of the Board

The Board of Trustees shall meet regularly in the fall and spring of each year.

Special meetings of the Board shall be held at any time on the call of the ex officio Chairman or the Vice-Chairman, or of the Director of the Opportunity School, or at the request of four members of the Board, filed in writing with the Secretary of the Board.

Five members of the Board shall constitute a quorum for the transaction of business.

## II

Time and Place of Meetings

The meetings of the Board shall be held at the Opportunity School or in Columbia, and at such time and place as the Governor of the State of South Carolina or the Vice-Chairman of the Board of Trustees or the Director of the Opportunity School shall direct.

Notice of the time and place of all meetings of the Board of Trustees shall be mailed to each trustee by the Secretary, or his assistant, not less than (five) *weeks* days before each meeting.

## III

Officers of the Board

The chairman <sup>*Ex Officio*</sup> of the Board of Trustees shall be the Governor of South Carolina, who, when present, shall preside at all meetings of the Board. A ~~Vice~~-Chairman of the Board shall be elected by written ballot by a majority vote of the entire Board at its fall meeting in each even year to serve for a term of two years or until his successor shall be elected. The ~~Vice~~-Chairman shall be eligible for re-election. A Secretary shall be elected by written ballot by a majority vote of the entire Board and shall serve at the pleasure of the Board

or until his successor shall be elected.

The Vice-Chairman of the Board, in the absence of the Governor, shall preside at all meetings of the Board, and in addition, he shall serve as Chairman and a member of the Executive Committee of the Board and shall perform such other duties as may from time to time, be prescribed by the Board.

The Secretary shall preside at meetings of the Board in the absence of the Governor and the Vice-Chairman of the Board, and the Secretary shall be a member of the Executive Committee of the Board.

#### IV

##### Duties of the Board

The Board of Trustees, directly or through its authorized committees, shall establish the general policies of the Opportunity School, shall lay out its broad program of educational activity, shall annually at its fall meeting fix and approve the Opportunity School's application for appropriation to the Board of Budget and Control for the succeeding fiscal year and, at its spring meeting, shall approve the budget for the next fiscal year.

The Board of Trustees shall, also, elect a Director to serve at the will of the Board.

#### V

##### Duties of the Director of the Opportunity School

The Director of the Opportunity School shall be the chief executive officer of the Opportunity School charged with the duty to carry out the general policies fixed by the Board of Trustees. He shall submit to the Board, or its appropriate committees, recommendations and information concerning any phase of the Opportunity School policy or administration as may seem proper in the promotion and development of the Opportunity School. Subject to the approval of the Board, and within the budget limitations of the Opportunity School, the Director shall be authorized to make such appointments to and to grant such promotions in faculty

or administrative staff of the Opportunity School as may be appropriate, and to terminate any appointments or employment, both in faculty or administrative staff, in keeping with the general and tenure (so far as applicable) policies as may be established by the Board of Trustees; and he shall duly report any action taken by him at the next succeeding meeting of the Board.

He shall be responsible for submitting to the Board for its consideration a proposed application for appropriation at each fall meeting of the Board for the succeeding fiscal year and shall present to the Board for its consideration at its spring meeting a proposed budget for the succeeding year.

He shall perform such other duties as may be duly assigned to him by the Board of Trustees or may be appropriate to his general duties and responsibilities.

He shall, also, sign all diplomas, certificates and all contracts or instruments authorized or issued by authority of the Board or any properly authorized committee thereof. He may appoint a bookkeeper, secretary and assistants thereto, and engage other employees, fixing their wages and terms of employment within the limitations of the budget of the Opportunity School.

## VI

### Duties of Bookkeeper:

The Bookkeeper, under the supervision of the Director, shall be responsible for all accounting functions and for all funds of the Opportunity School. He or she shall furnish to the Director at any time requested a financial statement of the Opportunity School and shall quarterly, during each fiscal year, supply all members of the Board of Trustees with a combined revenue and expenditures report of the Opportunity School. He shall perform such other duties as may be assigned to him by the Board or by the Director.

## VII

### Duties of the Secretary of the Board

The Secretary of the Board or his assistant shall record the minutes of all meetings of the Board and shall promptly furnish all members of the Board with

copies of such meetings. He shall give notice of all meetings of the Board. He shall keep a copy of each report of duly appointed committees of the Board, and he shall perform such other duties and functions as may be prescribed by the Board.

## VIII

### Committees of the Board

There shall be four standing committees of the Board of Trustees: the Executive Committee, the Education Committee, the Buildings and Grounds Committee and the School Development Committee. Each standing committee shall consist of three members who shall serve for a term of two years. Each committee except the Executive Committee shall select its own chairman. The Vice-Chairman of the Board shall serve as Chairman of the Executive Committee by virtue of his position and the Secretary of the Board shall serve also as a member of the Executive Committee. All other standing committee members shall be appointed by the Vice-Chairman of the Board.

The Board may appoint such special committees from time to time as necessity demands. Appointment of Special committees shall be in accordance with the terms of the resolution creating such committees.

The Director of the Opportunity School shall serve as ex officio member of all standing committees of the Board, with full right to participate in the committee's discussion but without the right to vote on any matter. The Director Emeritus shall serve as ex officio member of the School Development Committee.

## IX

### Duties of Executive Committee

The Executive Committee shall perform such duties as shall be assigned specifically to it at any meeting of the Board, shall have general supervision of the finances of the Opportunity School, shall have power and authority to invest and reinvest all funds held as an endowment or in trust for the use and

purposes of the Opportunity School and said Committee shall have all the powers of the Board of Trustees during the interim between meetings of the Board but not the power to do anything inconsistent with the policy of the Board or inconsistent with action theretofore taken by the Board.

This Committee shall provide an appropriate Fidelity surity bond for those responsible for funds, and shall select a bank or banks for funds of the Opportunity School and determine the method of issuing checks against such funds.

At such meetings of the Board the Executive Committee shall report, in writing, all action taken or authorized by it in the preceding interim.

## I

### Duties of Buildings and Grounds Committee

The Buildings and Grounds Committee shall be charged with the general supervision and control of all board matters affecting the buildings and grounds of the Opportunity School, the design and location of new buildings and the improvement or remodeling of old buildings, the landscaping of the grounds and such other matters as may relate to the physical care and preservation of the property of the Opportunity School. It shall, also, be the duty of this Committee, under authorization of the Board and subject to law, to make and let all contracts for the erection of new buildings, for extensive improvements and repairs to old buildings, and for extensive improvements in the grounds of the Opportunity School. The Committee shall report all action taken by it, in writing, at the next regularly called meeting of the Board for approval by the Board.

## II

### Duties of the Education Committee

The Education Committee shall be charged with the responsibility for the general educational program and such special phases of instruction and learning as are engaged in by the Opportunity School. It shall be the responsibility of this Committee to consider all matters coming before the Board which pertain to



educational programs, and administrative, faculty and student relationships to educational programs. This Committee shall evaluate the educational activities of the Opportunity School and shall report and recommend to the full Board action to be taken thereon.

## XII

### Duties of School Development Committee

The School Development Committee shall be charged with the responsibility for promoting the general welfare of the Opportunity School especially as it pertains to public support other than by State Legislation or appropriation. This Committee shall handle such matters coming before the Board which pertain to public relations of the Opportunity School, news releases, fund raising, endowments, memorials, scholarships and awards. This Committee shall be responsible for all promotional programs of the Opportunity School and shall seek to obtain funds for erection of new buildings, remodeling of old buildings, endowments, memorials and student scholarships subject to approval by the Board.

The Director Emeritus shall be an ex officio member of the School Development Committee.

## XIII

### Executive Sessions of the Board

Whenever matters pertaining to the Opportunity School are of such nature as the Vice-Chairman shall deem it desirable, he shall call the Board of Trustees to an Executive Session for further conduct of business. All members of the Board of Trustees may attend Executive Sessions of the Board, but other persons shall attend Executive Sessions of the Board only at the pleasure of the Board. At the next successive meeting of the Board there shall be a report in writing of policies adopted or action taken at the Executive Session of the Board.

XIV

To Change By-Laws

These by-laws may be changed or amended at any time at any regular or special meeting of the Board of Trustees; however, if a change or amendment is considered at a special meeting, copies of proposed changes must be mailed to each member of the Board not less than five days before the meeting.