

Westwood Board Meeting Notes **August 16, 2017**

Present: Christy Ward, Lanair Worsham, Jr., Lanair Worsham, Sr., Tonya McDaniel, Ross Worsham, Laura Beth Tucker, Cader Cox, Heather Cox, Steve Collins, Dicksy Hinesley, Greg Shiver, Meredith Rogers, Ken Godwin, Susan Keigans, David Cooper, Chip Davis, Courtney Rubendall

Absent: Gary Allen, Susan Glass

Laura Beth Tucker called the meeting to order and she opened with prayer. Approval of July Minutes and meeting: Tonya McDaniel made a motion, Chip Davis with a second-motion approved. Courtney Rubendall will be keeping minutes tonight in lieu of Susan Glass.

Headmaster Report – Ross Worsham

- Enrollment is at 326 as of 8/16/17.
- Thank You to:
 - Cader and Heather for all of their work “before the work day” as well as on work day.
 - Christy Ward for securing donation and installation of water fountain for playground!
 - Mr. Lanair Sr. and Grandparents Club for the floors and other improvements at the school.
 - Lanair Jr. for supervising all summer work projects.
- Still working on search for lawn and maintenance employee.
- The school year is off to a great start. Teachers and students are excited and positive, an attitude we hope to maintain and encourage throughout the year.
- Dicksy Hinesley is doing a great job and is a wonderful addition to our staff.
- Exit interview has been conducted with Mrs. GeGe Baggett. She expressed an overall positive experience and appreciation for the 22 years in which she taught at WW. An exit interview will be set up soon with Mrs. Andrea Stargel.
- Again, we are thankful to Phoebe for providing a full time, “top notch” Athletic Trainer!
- 2017-2018 athletic events are off to a successful beginning!
- Old Business Updates:
 - Delegation of duties: Coach Timmerman will supervise Mr. Randy, and Mrs. Melissa will supervise Ms. Sofia. In order to be more productive, checklists have been created and the importance of cleanliness has been reviewed.

Chairman’s Report – Laura Beth Tucker

- Presented “Board Annual Report” at Cottage Meetings
- GOAL total awards as of Tuesday, Aug 8th = 65 students awarded **\$98,760**; Average award \$1,500.
- Received \$4,000 award from Cleve Bostick Foundation to match \$6,000 from Operation Roundup for cameras
- Thank you to:
 - Board volunteers who showed up @ PTO Workday: Courtney, Susan G, Lanair Jr., Christy W., Steve, Chip and our leaders Heather & Cader!
 - T-shirt team experts: Tonya and Susan G.
 - Mitchell EMC, GA EMC and Bank of Camilla for StrengthFinders Workshop funding for Professional Development
 - Tonya McDaniel and the Booster Club for an outstanding and delicious Kick-off Banquet!
- Purpose Statements now posted in all buildings. Thank you Strategic Planning committee!
- GOAL scholarship campaign is underway. Board members are asked to put GOAL information sheets along with their letters to assigned WW families. Feel free to approach businesses and educate them on the benefits of GOAL .
- Referred request regarding dress code to Ross and Paige. The staff met with several teachers and the recommendation to the Board is to leave the current dress code in place. The purpose is to avoid distractions and

also to minimize time teacher time in having to interpret non-compliance of dress code. Administration will review again this summer and make recommendations for amending dress code as needed.

Academic Committee – Susan Glass

- Met on 7/31/17 - received academic notebook and reviewed the responsibilities and purpose of the AC committee
- Prayer cards were given out for specific prayer requests for each area of our school; Prayer boxes will be set up in the buildings and the committee will be praying for specific prayer needs.
- MOWR and AP classes were discussed. AC recommends 5 points added for a) any AP class or b) any MOWR class taught by our faculty. 3 points added to any MOWR class taught by non-Westwood instructors or virtual school.
- LB presented STEAM grant idea to the committee-application needs to focus on agriculture.
- AC brainstormed on exploring AED and epi-pen training for teachers, strengthening middle school, researching strategies to improve listening across all grades.
- Next meeting: AC will define academic excellence and set goals to correlate with Strategic Plan. Homework assignments (research listening ideas, pray for people on prayer cards, review Ag video emailed). Will meet monthly on 2nd Monday at 6:30. Due to Kickoff Banquet, the next meeting will be on Monday, August 28th at 6:30pm.

Curriculum/College Counselor-Dicksy Hinesley

- Brewton Parker and Bainbridge College are two of our MOWR participating institutions.
- Currently working with Mrs. Lynn Campbell with “Total Eclipse” activities. Mrs. Lynn ordered 500 pairs of NASA approved glasses. Experiments will be going on throughout the day. Wear black please! Precautions have been taken care for our younger students. K3-4th grades will be watching live TV footage via NASA in their classrooms. Our older students must return signed permission forms in order to be allowed outside the building. Ross will write a “thank you” note to Mrs. Lynn for all of her hard work.

Alumni Committee – Susan Keigans

- Met on 8-1-17 - Goals of committee: Establish an alumni base to reconnect with non-local graduates; target an untapped monetary resource; fuel future enrollment growth and retention
- Discussed the following ideas:

Email campaign

- Identify representatives from each graduating class to gather emails of all alumni in that class – all committee members working on identifying these contacts
- As emails are turned in, input them into Constant Contact (thank you, David Cooper, for this great resource!)

Ways to Target/ Identify/ Celebrate Alumni

1. **Targeting:** talk about importance of alumni about Cottage Meetings; setup table at Fall Festival to gather info; revive existing WW Alumni Facebook page (Steve Shiver is now admin for the page); work with WW guidance counselor to stress importance to juniors & seniors about staying involved; create “Congrats on your 1st year in the Real World!” contact program to pull new alum into the fold
2. **Identifying:** WW Alumni car decals (similar to orange paws presently sold) – give away at events
3. **Celebrating:** Recognition at football & basketball games (ex. former H/C queens on the field at Homecoming game); highlight success stories on social media; Open House at school on Saturday of Homecoming week; #WildcatPride to show continuity on social media; establish Alumni awards – recognize at end-of-year awards banquet; highlight marriages/births/jobs in WW newsletter

Ways to Gather Donations Amongst Alumni

- Add donation link to website & Facebook page
- Tailor existing electronic donor form to target Alumni
- The Class of 1977 will be gathering for their reunion soon. LB will meet and speak to them.

Athletic Committee/Booster Club – Tonya McDaniel

- Athletic Committee held meeting on 8/2/2017.
- Booster Club meeting scheduled for August 24th.
- Special thanks to O.J. Johnson & Mitchell EMC for the donation of labor and poles for installation of the new Softball scoreboard.
Kick-off Banquet 8/14/2017 - AC & Booster Club joint project.
 - Boston Butts for Kick-off banquet donated by Pinecliff Planters Cotton Gin. THANK YOU!
 - Total amount raised for this event was just under \$4,000. Expenses for the evening totaled around \$1,000.
- Cottage meetings were a huge success, sold T-shirts & season passes; profit of \$1,435 on shirts & \$1,270 on passes.
- Season passes are available at high school office; also sold at Kick-off banquet.
- Adding a few new items to menu for Football season; will have plastic bags for carrying food/drinks.

Building / Grounds – Lanair Worsham, Jr.:

- Custodial staff using new maintenance and campus cleanliness plan now being supervised by Al Timmerman & Melissa Cochran.
- Lawn and maintenance staff search is ongoing.
- Gutters in need of repair will be fixed.
- Continuing discussion with vendors on camera/security project. Currently waiting on bid from Ken Snipes.
- City to install strips in fence around transformer this week. Thank you to Bennett Adams, City Manager.
- Ken Godwin will be meeting with contractors to discuss estimates for concrete work in the area located between the gym and elementary buildings (old tennis court). It is possible that a grant(s) might be acquired to pay for this project. Options as to what should be done in this area are under consideration, and Ross will communicate what teachers would prefer with Ken.

Finance/Fundraising/GOAL – Chip Davis

- Financial Reports emailed to Board
- Held final budget meeting with Ross; emailed to Board for approval 8-3-17
- Working on this year's fundraising calendar:
 - Educate parents/grandparents/teachers about "Amazon Smile"; costs school nothing to participate.
 - Book fair: perhaps on "Grandparents Day" or held in conjunction with another event such as an art show, musical/drama performance, etc.
 - Cookie Dough sale: will discuss at a later date.
 - T-shirts: more assistance/volunteering needed. Possibly sale on school website, therefore able to offer variety of styles/colors.
 - Ross showed the board an example of a WW "trucker" hat that is for sale at football games.
- Duane Bentley is willing to head up the sheet sale again this year.
 - We will need to determine if there is enough interest to pursue sheet sale. Perhaps look at commencing sheet sale every other year in order to possibly create demand.

Communications/Marketing – David Cooper

- Plan to introduce electronic newsletter in August.
- Scheduled committee meeting to be held Friday, August 18, 2017.

Recruitment/Retention – Greg Shiver

- 1st meeting was 8/2/17 and sent list of all parents to each Board member for the families they are responsible for.
- We ask that each family be contacted the first week of school and monthly.
- We are working on other plans to help retain families that may include a family appreciation weekend.

Grandparents - Lanair Sr.

- Completed floor in high school.

PTO – Heather & Cader Cox

- Coordinated PTO Work Day - August 5th.
- Hosted “Teacher Back to School Welcome Lunch” August 8 (Board members owe \$20 each to fund this luncheon)
- Assisted with Cottage Meetings for August 7th-8th
- Prepared “New Wildcat” gifts for new families
- Hosted BOO-HOO/YAHOO Breakfast for August 10th
 - To increase participation, new ideas (change location, offer to go bags, etc.) will be discussed prior to next school year.
- Hosted Snow-Cone social August 9th 1:00 – 3:00; over 150 children attended. For future planning of this event, teachers’ feedback/perspective will be requested.

Parent/Teacher Rep.- Parent Advisory Committee (PAC) – Christy Ward

PTO Rep:

- Provided Fran Sheffield with curriculum on bullying to implement with the lower grades.
- Decorated high school teacher bathrooms.
- Installed new water fountain outside the lower elementary building. THANK YOU to an anonymous donor for the water fountain!
- Re-stocked the supply baskets in the teacher bathrooms.
- Collaborated with PTO President on PTO-related activities: Teacher’s Luncheon, Cottage Meetings, Sno Cone social, Boo Hoo Yahoo Breakfast, PTO Workday.
- Updated a “New Wildcat” form to give to new families.
- Began assembling information for a Grade Mom booklet to guide GM’s.
- Back to School socials were well attended.
- Plans to attend an upcoming teachers’ meeting to garner feedback and awareness of issues.

PAC:

- Meeting to be held 8/21 @ 7pm

Strategic Planning – David Cooper

- Meeting next week with SP Committee to finalize Work Plan for each of the 5 goal areas

Old Business:

- Student Contract-Ross: Concerning revised “Student Contract”; this contract will now apply to ALL students not just athletes (who it formerly referred). It was modified in order to hold all students’ accountable for their behavior. Recommended that “Vandalism” be added as prohibited activity.
- Approval of Budget-Chip Davis: Board held discussion and posed questions to Chip. Further thought and research will be needed to brainstorm ideas for reducing Athletic and Cafeteria losses.

New Business:

- MOWR and AP points – Academic Committee recommendation – Dicksy Hinesley
 - **RECOMMENDATION:** 5 points added for a) any AP class or b) any MOWR class taught by our faculty; c) 3 points added to any MOWR class taught by non-Westwood instructors or virtual school. **David Cooper made a second motion and motion passed.**
- Locker Room Supervision – Athletic Committee recommendation – Tonya McDaniel

- The issue of damage to the locker rooms is one that we believe should be handled by staff supervision of students. We ask that Ross and Jennifer emphasize to all staff and students to be respectful of the grounds and facilities at all times. **RECOMMENDATION:** At least one staff member should be present in close proximity of locker room facilities any time athletes or students are required to use them **Cader Cox made a second motion and motion passed.**
- Approval of Budget – Finance Committee recommendation – Chip Davis
 - **RECOMMENDATION:** Approve new 2017-2018 budget. **Lanair Worsham Jr. made a second motion and motion passed.**
- Ken Godwin shared information regarding national awards/honors received by some of WW Shotgun’s team members and their fundraising efforts to curtail cost associated with this sport. He presented possible t-shirt designs and by consensus, the board approved.
- Tonya McDaniel provided information regarding a national insurance company that provides Life Flight policies for both individuals and families. She looking into this for our athletes (Student from Terrell Academy had to be “life flighted” last fall). The average cost of a “life flight” is \$55,000. Cost for a family of 5 is \$70.00. Tonya will continue to gather information.

No Executive Session

Meeting Adjourned