

WW Board Meeting Notes July 19, 2017

Present: Chip Davis, Lanair Worsham, Jr., Lanair Worsham, Sr., Tonya McDaniel, Susan Glass, Ross Worsham, Laura Beth Tucker, Cader Cox, Heather Cox, Steve Collins, Courtney Rubendahl, Christy Ward, Dicksie Hinesley
Absent: Susan Kiegans, Greg Shiver, Meredith Rogers, Gary Allen, Ken Godwin

Laura Beth Tucker called the meeting to order and she opened with prayer. Approval of June minutes and called meeting: Tonya McDaniel made a motion, Chip with a second-Motion Approved.

Headmaster Report: Ross Worsham

- Registration as of July 13th at 320; several students testing; 6 returning students yet to register
- Improvements at school look great! Thank you Lanair & Building/Grounds Committee
- Pre-planning is Aug 7-9th ; 1st Day of School – August 10th
- Cottage Meetings will be August 7th-8th
- Fall Sports teams are working in preparation for seasons
- Some of the football parents purchased a new football trailer. (Total surprise!) Thank you parents!!!
- Old Business updates:
 - Student handbook-"Students may not have any visible tattoos or body piercings, other than earlobes for girls"; this in handbook that both should be covered during school events.
 - Faculty handbook-was updated last year, no new updates. Ross noted that teacher dress code is for all teachers to dress professionally.
 - Student contract-student athlete contract approved last year. Ross in process of changing the student athlete one to a student contract. Will be finished soon for board approval. Student code of conduct included.
 - Student pranks-Senior class-will not be allowed to conduct pranks. Ross will address with the students. In past, these have been discouraged. Unfortunately, there was some minor vandalism this year, thus must be prohibited. LB recommended to Ross-closer to the time, perhaps April, send a letter to all senior parents that this conduct is not to be allowed-with the consequences listed-so the parents know in advance it is not allowed and students will be punished. Seniors may come up with a new tradition.
 - Senior ride around-will still be allowed-vehicles will have to be approved by Ross before the ride around happens
 - Academic issue with low grades last year in one class-Ross and Dicksy will be in classes more this year to evaluate progress. Need sufficient amounts of grades. Ross and Dicksy will monitor also in elementary school where most of the students make A's. Staff plans to review grading system in place in elementary to make sure the rigor is present and reflects true performance. Make sure classroom grades reflect testing of students. This will be looked at to make sure the academic rigor expected at WW is present in all grades.
- Dicksy will be reviewing last year's ERB data (end of year testing) and evaluate the grades.
- Very busy, lots of progress, roof finished in elementary, new floors in high school & offices.
- Teachers coming in more to prepare for school; 3 weeks from tomorrow students arrive. Parent letters ready to go out. Cottage meetings upcoming. Supply lists are out. Looking forward to starting a new school year.

Curriculum Director/College Counselor Report: Dicksy Hinesley

- Getting adjusted in new position, very pleased, comfortable with new duties.
- In process of setting up Power School the whole year. Jennifer has been excellent help in training her in PowerSchool software. Everything is going well in preparing for next year.
- MOWR-getting trained tomorrow.

Chairman Report: Laura Beth Tucker

- New football trailer donated! Anonymous letter received from donors-LB will send a thank you note on behalf of the board to football parents. Great PR tool for WW. Very much appreciated!!!!
- Thank you to David Cooper-working on Constant Contact electronic newsletter-he donated a one-year subscription for that service to the school! Appreciation expressed to him from the Board.
- Thank you to Nancy Palmer for helping with the grant for ESSA (professional development for teachers). LB to send TY note from Board.
- Thank you to the Cox's for the donation of the Snow Cone machine!
- 2nd round of GOAL Applications submitted to committee; to meet first week in August
- Mailed Parent Letter in June from Board
- Committee descriptions provided to all Board members; Paige will post on website.
- Secured facilitator and funding for StrengthFinder Training for Professional Development (Aug 8th following Board/PTO Teacher Luncheon)
- Quarterly Executive Committee meeting for personnel review held July 18

Academic Committee: Susan Glass

- Met with Dicksy and Ross on 7/11/17 to discuss goals for AC for upcoming school year
- 1st meeting on 7-31-17 at 6:30pm to discuss and recommend changes on MOWR and AP
- Next meeting will be organizational meeting where goals will be set by all members of the committee and aligned with the Strategic Plan adopted by the board.
- Academic Committee to review data and report to Board:
 - Class of 2017 data (college credit, AP credits, MOWR credits)
 - SAT info (current) and comparison data-AJC.com high school test results
 - Spring ERB scores (any students not performing at grade level)
 - MOWR explanations
- Thank you again to NANCY PALMER for hard work on ESSA (teacher professional development) \$10,600 grant

Alumni Relations Committee: Susan Keigans (absent) No report

Athletics/Boosters: Tonya McDaniel

- Committee meeting last night-Brandi and Ted Fitzgerald will grill for the Kickoff Banquet-Rhonda Hilliard will do sides; projecting 250-300 people.
- August 14th if the Kickoff Banquet date. Season passes to be sold at the kickoff banquet.
- T-shirts-Working on designs, 6 T-shirt designs, look great-need to get approval from Ross. Will be using Brooks & Company and Georgia Boy. Brooks will be giving a percentage of sales to WW.
 - Concession Stands will be managed by Crystal Hawley
 - Sno-Cone Vendor set up for Football Season

Building/Grounds: Lanair Jr.

- Elementary Roof and Gutter work completed
- High school teachers' bathrooms renovated
- Front offices (new flooring) completed; next the Commons area.
- Reviewing bids on camera/security project Lanair Jr. and David Cooper met with bidders to walk through school to identify desired locations for cameras. Quotes received 7/13/17; installation soon.
- Working on fence privacy options

Finance/Fundraising/GOAL: Chip Davis

- Financial Reports emailed to Board
- Draft budget for 17-18

Communication/Marketing: David Cooper (absent)- per Committee Report

- Plan to introduce electronic newsletter in August "Constant Contact"

Recruitment/Retention: Greg Shiver (absent)- per Committee Report

- 1st meeting scheduled for next week & dividing list of parents to assign their Board representative

Grandparents Club: Lanair Sr.

- Thank you Grandparents' Club for summer special project funding!!!!

PTO: Heather & Cader Cox

- Snow cone social on August 9th 1-3pm. Heather Cox-presented flyer K-3 through 6th. Will invite the students to come see their classrooms, see their teachers, PTO will be there, FUN!!!!!! Could be used as a Snow Cone Party Reward!!!!
- Sign up for Boo Hoo-Yahoo breakfast. Board members need to sign up for food/help. Thank you to Ginna Waters for organizing this event for years! She is passing this down to the younger parents. Board helps to host this event with PTO!!!!
- School theme: Scripture for the year-"Going the extra mile" Matthew 5:41-Tshirt for the faculty has a Bible Verse for the year. Gift from the PTO. August 8th 12:30 is the faculty luncheon.
- BBQ, sides and homemade cakes. Board members pay for the teachers' luncheon.
- New family gift baskets: New yard signs-Paige Gilchrist shared this idea, and Heather has ordered these signs that we will give to new families!!!! Instructions that go with the signs: Have families put these in their yard and take a picture with their child and post it!! Thank you to Paige for the idea!!!
- PTO will also order some yard signs for existing families to purchase: "Proud to be a Wildcat".
- Heather/Cader and LB will speak at Cottage meetings on Aug 7-8: LB will recognize board members present so be in attendance!!!
- PTO Work Day for August 5th

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

PTO Rep:

- Coordinating with grade moms/parents to host a back to school social for each grade (K3-6th) to encourage community/family atmosphere.
- Completed high school teacher bathroom renovations
- Met with Brooks Company and secured percentage of sales to school on all WW merchandise sold.

PAC:

- PAC Met 6/26/17; Discussed perceptions by parents and forwarded to Board areas of improvement needed or PR needed.
 - Supports more teacher training
 - Consider a study of the past 10 years to determine what grades we lose students and why.
- Consider training/retraining teachers and parents on the AED devices.
 - Cara Summerlin has volunteered to conduct this training.
- Camera installation to be completed soon; Lanair Worsham/ David Cooper over-seeing this project.

Strategic Planning – David Cooper (absent)- per Committee Report

- The SPC met June 13th to review the work plans for each goal committee. Next step is to collect all the work plans for each goal committee and combine them into a single work plan document for review by the SPC ; next meeting in early August.
- The Goal 3 committee has finalized its plan and will be turned over to the SPC for incorporation into the work plan document. This committee will meet once more to finalize the cost and responsibility matrix for the proposed work plans for Goal 3 prior to the next SPC meeting.

Technology – David Cooper (absent)-per Committee Report

- Vicki and I performed a computer inventory and have been reconciling the differences between the current and last inventory. Vicki and I are working to finalize the inventory and propose a new budget for next year.

Old Business:

- Ross handled during his report. LB advised that all recommendations made by Ross were administrative in nature and unless the Board had any objection they were all accepted. No objections were raised to any of the Headmaster's recommendations listed above in his report.

New Business:

- Finance Chair: Chip Davis-presented the proposed budget for next year. Committee has worked on this with input from Ross. Based on 315 students. GOAL this year will be \$100,000. Question about yearbook expense-many schools charge money for this-this has traditionally been a gift to students at the end of the year-to leave as same.
- Reminded Board that donations are needed in addition to Fundraisers to meet operational costs. Capital expenditures are not included in the budget, thus payment on the note must also be raised separately. We would be operating at a loss if not for fundraisers and donations because we strive to keep tuition low.
- Income is from 3 sources: tuition, fundraising, and donations. Expenses from 2 sources: Payroll and Operating costs. Tuition & fees pay for Payroll. Fundraising & Donations pay for all operating costs.
- We project to pay the building off this year. Then all capital gifts will go toward the endowment fund already established. We need to build up our endowment for future building needs.
- More people paid whole tuition upfront on June 1st because of the 2% discount this year; thus saving us interest by not using our line of credit. This is a significant increase from last year.
- Fundraisers need to be looked at each year to evaluate those worthwhile in continuing. All fundraisers go through the finance chair and finance committee for approval.
- We have 2 new full-time employees: Dicksy Hinesly, Curriculum Director/College Counselor; Taylor Nall, Elementary Aide. Two employees leaving: GeGe Baggett (to work in family business) and Andrea Stargel (moving to Atlanta). Due to large 7th grade class needing to be split, a part-time Math Teacher (Murray Worsham) will teach 2 classes per day.
- With Andrea Stargel moving to Atlanta, Fran Shiver will be moved from the lab into her position. Mrs. Adkins will be working on the lab schedule. Mrs. Grace has asked Mrs. Betty Sue to return to her position. Alan Fender (maintenance) is not returning. 46 total faculty and staff.
- Will vote on budget formally next month.
- Also, Chip handed out Capital monthly contribution sign-up sheet for the board members. If you are already signed up, you don't have to re-sign. We are getting about \$10,000/year from monthly donors towards capital needs with this contribution form. This amount goes straight on the note.
- Board members are required to give either monthly or annually to Capital Campaign and many do both. It is the Board's responsibility to ask all parents to support the capital campaign.
- Lanair-lawn service bids-Calling a committee meeting and will bring bids to the board next month.
- Dicksy and Fran are working on ERB data for reporting next month to the board.
- Executive committee met with Ross earlier this week on checkpoints from earlier meeting. LB expressed appreciation to Ross for all of his hard work getting everything ready and prepared for the upcoming school year.

Meeting adjourned

Board went into Executive Session