

## **WW Board Meeting Notes June 21, 2017**

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

Laura Beth Tucker called the meeting to order and Chip Davis opened with prayer.  
Welcome to Dicksy Hinesley, and new board members, Courtney and Steve.

Approval of May minutes: Lanair Jr. with a motion, Chip with a second-Motion Approved.

### **Headmaster Report: Ross Worsham**

- Enrollment solid at 318. Still might have a few more.
- Graduation was excellent. We had a very large crowd, and our students had many accomplishments.
- Summer-lot going on-carpets being replaced in some locations, new roof on the elementary building, new security system, and academic planning happening as well.
- Dicksy Hinesley started her new position on June 5<sup>th</sup>. She is doing a great job and pleased to have her!!

### **Chairman Report: Laura Beth Tucker**

- Asked all board members to sign the board commitment form for the 2017-2018 year. We discussed the importance of attendance, modeling professionalism, always being an ambassador for Westwood, required service on several committees. Confidentiality is of the utmost importance. The board sets the budget, policies, and is not to interfere with the day to day operations of the school. There are a few other requirements asked of each board member: Every board member is to be a donor-either contributing to the Capital Campaign through annual donation or monthly, and all members will contribute to the GOAL program. Board members pay for several teacher events throughout the year and few other projects.
- Committee assignments: If anyone has any concerns or requests on his/her committee assignments, please see Laura Beth to make any changes.
- This year, we have 80 students on some sort of scholarship assistance at app. \$90,000.
- Class of 2017 Scholarship update: 25 of 30 Seniors received \$209,000. 20 of 30 receiving HOPE or Zell.
- MOWR was discussed with many questions from members. The Academic Committee will bring some materials and updated information to the next board meeting.

### **Academic Committee: Susan Glass**

- Will be meeting with Ross and Dicksy to get overall plan then will be calling a committee meeting soon. Met with Kristi Worsham, a long standing Academic Committee member on continuity of issues.

### **Athletics/Boosters: Tonya McDaniel**

- July 10<sup>th</sup>-getting started for the Kickoff Banquet. If anyone has any ideas for the banquet, please let her and her committee know-food, etc.
- Met with Dean and Ross to get organized
- Last year the Athletic Committee approved a Student/Athlete contract but the board wanted to make it a Student Contract for all students in grades 7-12.

### **Building/Grounds: Lanair Jr.**

- Roof-slow getting started with all of the rain. Several offices/rooms are getting a makeover this summer along with the teachers' bathroom in the high school building.
- The Building and Grounds committee will have a meeting immediately following tonight's board meeting.
- Took some bids for lawn services. Will bring the information to the board next month.

### **Finance/Fundraising/GOAL: Chip Davis**

- Paid off line of credit. Tuition was due June 1<sup>st</sup>. Need to do a cash flow analysis.
- A request was made to show separately the income from capital gifts and regular donations on the financial statements. Chip said that the change will be reflected on August 1<sup>st</sup> financial statements.
- Raffle tickets have been mailed.

### **Communication/Marketing: David Cooper**

- One of his projects is to reach out to all alumni. Plans on using the Constant Contact app which might be a good tool. It is very professional electronic email. Bought the subscription for one year to see if they like it. Helps gather information. You can click to donate. David used his class as a test (28 classmates). In 3 days he had all of his classmates emails. Grandparents Club can use this as well. Cost is approx \$250 per year.
- Making a list of all alumni; getting volunteers from each class to help. Susan Kiegans is the Alumni Relations Chair and will be working with David on this project.

## **Recruitment/Retention: Greg Shiver**

### **Grandparents Club: Lanair Sr.**

- Thank you to the Grandparents Club for providing funds for our summer projects for the school!!!! We appreciate you!!!

### **PTO: Heather & Cader Cox**

- Met with Lanair and Kristi last week. Got the organizational book they need for the year.
- Working on maintenance repair sheet-getting organized for the PTO work day.
- Want to do more for families-planning on an ice cream social for Open House.
- Other ideas: Color Run, Family Movie Night, Rustic Branch fundraiser, etc.

### **PTO Representative/Parent Advisory Committee: Christy Ward**

- Meet with David Cooper and Susan Glass to get previous PTO rep. input.
- 1<sup>st</sup> Parent Advisory Committee meeting will be on June 26<sup>th</sup> at 6:30pm.

### **Old Business:**

- Ross-updated board on previous question concerning Academic Award from Academic Banquet. He has looked into the matter.
- The school has received \$10,600 grant from ESSA. The money will be used for math conferences and will benefit students at all grade levels. Thank you to Mrs. Nancy Palmer for her help with this grant.
- Ross-Dicksy Hinesley will be working with teachers this year along with Ross to evaluate and check on progress throughout the year.
- Reminder to all board members to remind anyone with concerns to follow the proper chains of command. Protocol: When parent has issue and calls board member, first ask if they have talked with teacher first, then Ross to follow chain of command.
- ERB Testing: Fran Sheffield has results and will bring this information to the board soon.
- Ross: New plan for Cleanliness of School-has 2 staff members to help with oversight.

### **New Business:**

- Ross-update on Drug Testing Policy: We use outside contractor to administer tests. Students in grades 8-12 are randomly drug tested, once a month. The computer program randomly selects 20 students. Ross can add any student he wants to the list. The dates of testing are at different times during the month as well. The results of the test are immediate. It tests for 5 different drugs. A witness is present during the testing. We feel it is an important tool to help keep kids from drugs.
- Ross: Summer schedule: reviewing faculty handbook, student handbook, student contracts. He will ask for board approval after he finishes. These handbooks will be available on the website. Also, he is working on a Student Code of Conduct for all students in grades 7-12.
- It was pointed out from the reading of past minutes that David Cooper had made the motion to add in to the student handbook new wording which incorporates e-cigarettes, vaping, etc. The board also discussed visible tattoos and body piercings and would like Ross to consider adding this into the handbook as well. These are things which distract from the learning environment.
- Upcoming Dubai trip-it was noted that parents and students will sign a release before going on this trip. This has been done for all previous international trips.
- Senior Prank concerns: Ross will come up with his recommendation going forward concerning this event. The Senior Ride Around was also discussed with respect to safety issues.

Meeting adjourned

Board went into Executive Session (Note: Executive Session is for legal, real estate and personnel matters only).