

# WW Board Meeting Notes

## October 18<sup>th</sup>, 2017

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

Absent: Ken Godwin, Gary Allen, Meredith Rogers

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Laura Beth called meeting to order, and Susan Glass opened with prayer.

Susan K. made the motion to approve the September minutes, with a second from Greg Shiver. Motion passed.

### **COMMITTEE REPORTS:**

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

- No Pass No Play rule report provided for grades 7-12 for 1<sup>st</sup> 9 weeks
- New student in 11<sup>th</sup> grade; Smart young man and glad to have him attend WW.
- Senior night is Friday night. Recognize all Fall Sports participants.
- PSAT was given last week.
- Planning our Veterans Day program for Thursday, November 9<sup>th</sup>.

#### **Curriculum Director: Dicksy Hinesley**

- We received a \$1000 grant through the Soil and Water grant that Ashley Griner and Casey Cox helped us get for an indoor Aeroponic tower! Dicksy will meet next week and work on the implementation of this.
- Had a meeting with Christy Ward and Meredith Powell and talked about curriculum ideas. The Academic Committee provided 5 new curriculum books.
- Math conference last week was fantastic! Teachers have been implementing what they have learned. Brought materials back and teachers will be training other staff what they learned.

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

- Fundraising event planned for December. LB and Ross will give a short program about state of the school and the need for the continued support of our fundraisers.
- LB organized a meeting with Board Chairmen from 9 other private schools our size to see if they were interested in meeting and discussing best practices and trends today facing all our small private schools. All were interested, and 8 of the 10 schools were present. Will have another meeting in January.
- Grants: In addition to \$1,000 Soil & Water Conservation grant, the Board applied through ADM (Thanks to Carl Shiver and Paula Johnson) for \$5,000 for agriculture grant; We will know soon if we get that one. Working on two other sizeable grants.
- Reminder: Farmers sign up for Monsanto.
- \$286.97 donation from Eric Brooks for a percentage of Westwood t-shirt business. Funds designated to Academic Committee. Thank you to Eric Brooks and Amanda Heard!
- Arranged for Lisa Kelley, Executive Director from GOAL program to come to WW to meet all our CPAs.. Very well attended as all CPA firms were represented. We need to

sign up for GOAL as Board members and begin contacting other families and businesses to support.

- We have tickets now for the Boston Butt Sale: Pick up is December 14<sup>th</sup> and 15<sup>th</sup>. The board needs to begin contacting businesses asking them to buy for their employee gifts. Ashley Griner is the key person heading this up with assistance from the Powell's, Rackley's, Daniel Morrell, etc. They will be taking off first round of meat at 10:30am Thursday, Dec 14<sup>th</sup> and will need help that day from volunteers.
- Chip just signed up for GOAL during the meeting and it was noted by the Chairman that he was not paying attention, but he demonstrated how easy and quick it was to sign up on your phone.
- Buy tickets from Grandparents Club for the Fall Festival. Each board member is to buy at least one.

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

- The Academic Committee will be meeting within the next two weeks.
- Cindy Hagerson advised Dicksy that her school is going paperless-getting rid of workbooks, dictionaries, and we are getting many of those donated to WW.

#### **Alumni Relations: Susan Keigans**

- Will have a table at the Fall Festival to obtain Alumni emails.
- Received a donation to Alumni Relations Committee from the Class of 1977 in memory of their classmates.

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

- Still holding Insurance quotes as we have open claims pending.
- Duane will be coordinating the sheet sale this year again. Thank you to Duane Bentley.
- Amazon Smile donation going up.
- Magazine sale: 36 families opted out-11% of students (meaning they paid \$100 per child (\$200 family max). Parents and children like the lollipop tree better than the trinkets. Will look at pulling a lollipop next year even if money is given for opt out. 75 students (22%) are not eligible for the magazine day as of now. We need to do a better job of educating our families in participating as fundraising as it is necessary to keep tuition costs down. Chip to send letter to families regarding opt out option.

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

- Board thanked Lanair for repairing the ice machine.
- The walk-in freezer is being repaired.
- Limb down on the elementary side by the dumpster to be removed.

#### **Athletic Committee/Boosters: Tonya McDaniel**

- Working on athletic awards guidelines. Committee will meet soon.

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

- Save the date: Cleve's Quails-October 27<sup>th</sup>: 10<sup>th</sup> year. WW graduate receives scholarship annually. We are donating a shotgun to Cleve's Auction. Several teachers are writing a tribute. Shotgun team is donating a shooting vest. The Bostick family has

given the school so much support through the years, and we appreciate them! The Bostick's are also honorary members of the Grandparents Club.

- The board members need to make contact with our families next month. Touch base with our parents. Greg will supply list, sample letter and labels.

#### **PAC and PTO Parent Representative-Christy Ward:**

- Oct 23<sup>rd</sup>-PAC meeting next Monday-Asked about increase in presence of Student Government on campus. PAC is recommending that Student Government hold elections and have officers. This provides students with more leadership experience and strengthens their high school transcript. St Government is meeting next Tuesday- Pam Dean and Al Timmerman are in charge. They will be having elections soon per Dicksy.
- Christy is preparing a SCRIPS training.
- Christy and Heather will go to a Grandparents meeting and provide Bloomz training.

#### **Strategic Planning/Technology: David Cooper**

- SP: getting close to finishing up the operational plan. Will be done before the end of the year. The operational plan will be published in January so we can maintain checklist of all accomplished in our Strategic Plan.
- Met with a vendor about intercom system. They will meet again with Bogen as we currently are using their system.
- We have decided on security cameras. Got quotes in; ordered equipment. Will be installed soon.

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

- Chili Booth-Raffle Tickets-all \$ will go on the note. Please support.

#### **PTO: Heather and Cader**

- Thank you to Courtney Rubendall who has been counting the money for the King and Queen.
- PTO donated two stadium seats for Cleve's Quails.
- PTO will assign board members times for selling tickets.
- Heather is planning a joint meeting for November to provide parents with information about Social Media, and we will include other info such as SCRIPS, GOAL, etc.. This will be after Fall Festival.

#### **Old Business:**

- Insurance deferred one month. We need to make a decision soon as to what we will do.

#### **New Business:**

- Time of year for the Annual Capital Campaign. Need to make sure everyone is aware that we are in the season of the capital campaign. Working on finalizing theme and design of promotional material. Capital projects needed are new technology lab, new playground, paving parking lot, new gymnasium improvements (paint outside, upgrade bathroom), etc. Capital campaigns are most successful with a face-to-face asking for

money to be given to the school, not letters mailed. We need a list of executive-level talking points and statistics to take to possible donors. Laura Beth will prepare taking points.

- Chip made a motion for Lanair Jr. to be the Annual Chairman of the Capital Campaign again this year. Cader with a second. Motion passed unanimously. Thank you to Lanair Jr. for his leadership last year on this very successful effort. Lanair Jr. addressed the board asking board members to be committed to go sit down and talk to people. They will give IF you take the time to go talk to them and talk about Westwood. Give them the information. Be ready to answer the questions.
- Dicksy presented a request for the Board's consideration. We have an aging faculty, and we are going to have to invest in doing a better job of paying our current teachers, recruiting more teachers and providing some form of benefits. The Board agreed that in order to attract and keep the best teachers, we are going to have to do this. A lot of teachers need the benefits, and we need to be more competitive.
- Laura Beth advised Board that the Chairman's Council that was recently formed discussed that our greatest strength in providing the "highest quality private school educational product" comes from our qualified teachers providing a college-preparatory education. All of the schools in attendance said that one of their major challenges is providing the best teachers possible. She noted that one of the Board's goal (as per our Strategic Plan) is within the next few years to be paying an attractive salary to teachers. If we don't have quality teachers, then we won't exist as a college-preparatory school. Need to focus on doing a better job of our teacher salaries.
- Ross was asked by the Board to present an analysis of what our salary rates are for teachers compared to public school rates. Since the Board is not privy to teacher salaries, as our Headmaster sets salary, we need to see where we compare so we can establish a percentage increase.

Meeting adjourned

Board went into Executive Session

Corrected 11-12-17