

WW Board Meeting Notes

September 20th, 2017

Present: Chip Davis, Meredith Rogers, Lanair Worsham, Jr., Lanair Worsham Sr., Tonya McDaniel, Susan Glass, Greg Shiver, Ken Godwin, Christy Ward, Gary Allen, Susan Kiegans, Fran Sheffield (guest), Cader Cox IV, Heather Cox, Courtney Rubendahl, David Cooper, Ross Worsham, Laura Beth Tucker, Christy Ward, Dicksy Hinesley

Absent: NONE!!!! Perfect Attendance!

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

Board Training: We are to personally contribute to Westwood with finances, ideas, promote Westwood, provide support to the staff but not interfere with management activities.

Lanair -motion to approve August minutes, second from Ken Godwin. Motion passed.

COMMITTEE REPORTS:

Headmaster Report: Ross Worsham

- Enrollment 326.
- Minimal damage from storm. Obtaining estimates on fence and dugout damage.
- Progress reports sent out. Homecoming week, Dance following game on Friday night. Parade begins at 1:30 on track then pep rally in gym with awards for floats.
- We did have a 5- hour lockdown during escape of inmates. Overall everyone handled well. Discussed at faculty meetings ways to improve.
- New procedures for teacher re-certification. Falling more on each school to handle process. Teachers are to develop professional learning goals. Teacher identifies an area he/she needs to improve and develops a plan. Then, he/she gets observed and info sent in by school. Dicksy and Nancy Palmer have a process organized.
- Vicki Davis recognized in Forbes as one of the "Top Five Edupreneur Voices." Congratulations!
- Math conference in Atlanta is approaching. October 3-5th. Focusing on math for teacher professional development.
 - AD duties amended by Ross to now have more responsibility and authority over all duties regarding athletics.

Curriculum Director: Dicksy Hinesley

- We are continuing to focus on listening skills and math skills.
- Fran Sheffield and Dicksy reported to the board about our ERB testing information: Gave out a list of GA schools that participate in the ERB (Educational Records Bureau) test. Many top schools are taking this test. These are the schools that we are comparing ourselves to. We discussed class results and how they are using the information to make improvements/changes in our curriculum with each grade.
- ERB replaced the Stanford. (K-4-8th grade). More rigorous test. More difficult. Higher ceiling than Stanford test.
- Tested 183 students (1st-8th grade). Kindergarten still takes the Stanford.

- Avg scale score for the groups that have taken it for 2 years, 97.5% of the class average either remained consistent or improved. 68% of the subtests-marked improvement was present.
- Our kids were very comparable to the norms that exist for all schools.
- ERB provides a lot of information. Fran can go to the portal and pull whatever info they need. Can get as much info as our school needs.
- Dicksy gave an ERB Class Progress chart and discussed with the board.
- Tests are giving us great information, and we are using it to improve each student, each class, every year.
- Focusing on math and listening skills this year. Math conference- the staff that attends will then train our other staff when they return from conference.

Chairman Report: Laura Beth Tucker

- Test score report: Class of 2017 comparison data with ACT scores shown with local schools scores shown as well (handout provided noting WW has highest scores in region and exceeds State and National averages)
- Farmers: <http://www.americasfarmers.com/grow-communities/>. If your farm family has over 250 acres, you are eligible to apply. One award is given per county. \$2500 given to the school selected by the family. Information has been sent in the mail from Monsanto.
- Sent letters to Class of 2017 parents to ask for their continued loyal support of WW
- Worked with underwriters and agents on insurance proposals.
- Reviewing coverage in cafeteria, lab, and athletics with Ross and Rose.
- Spoke to Class of 1977 at their 40th Reunion; donation made by their class to WW.
- GOAL annual report presented. We have 33 currently enrolled- \$269,000 to date. Much work to do to reach goal by December 31st. Pass through businesses need to be encouraged to participate. GOAL now has a mobile app!!!! LB can sign you up now!!!
- Compiled a list of all long-reaching approved motions and emailed to board members to keep in their board notebooks documenting all motions approved by the Board from 1990's to present.
- Working on 2 small grants for submission in September and 1 large grant due in Oct.

Academic Committee: Susan Glass

- Met August 28th at 6:30.
- SAT/ACT updates: PSAT will be given at school in October. WW might possibly be an ACT testing site next year for our students. Dicksy is meeting with Seniors about Early Action and College info.
- MOWR updates: Students are set up with Bainbridge College and Brewton Parker.
- Student academic updates: Betty Shiver is helping with 9th grade Writer's Workshop with Deana Rogers, and she is also assisting with writing instruction in lower elementary grades as well. Teachers are continuing to focus on listening skills, writing, and math. Solar Eclipse day was a big success! Thank you to Lynn Campbell and Dicksy and all the teachers for the effort involved to make this event so memorable!
- Prayer: The committee exchanged prayer cards and put 3 prayer boxes around the school. We will pray weekly for prayer requests put into the boxes.
- We defined Academic Excellence for this school year as *"Excellence in education is when we do everything we can to make sure they become everything that they can."*

- Goals for the school year were set and linked to the Strategic Plan.
1. To fully support administration and teachers to accomplish specific goals they have chosen.
 2. To continually monitor SAT, ACT, ERBT Testing, MOWR progress, through monthly accountability measures, and report this information to the board.
 3. To encourage a strong Christian environment for our school community.
 4. To actively support, through finances and time, Professional Development opportunities for our faculty. Provide volunteers to substitute during Teacher Collaborative settings. Create a fund for Administration to use for substitutes for Professional Staff Development programs.

Alumni Relations: Susan Keigans

- Work continuing to identify representatives from each graduating class to gather emails.
- Plans in the works for an Alumni sign-up table at WW Fall Festival.
- Committee meeting at the end of September to continue work.
- She will have announcer provide alumni information at home football games.

Finance/Fundraising/GOAL: Chip Davis

- Final touches on budget.
- Discussed various fundraising ideas.
- Magazine report: \$28,000 in income. Not sure of expenses yet.
- Boston Butt sale happening soon.

Building/Grounds: Lanair Jr.

- 8/23/17-Evacuation of lunchroom due to smoke from air handler. Fire Dept. responded.
- Hired new lawn maintenance part-time employee
- Damage from wind on 9/11/17 to baseball dugout and fence.
- Installed mop sinks for janitors.

Athletic Committee/Boosters: Tonya McDaniel

- Booster Club meeting on Aug. 29th and Athletic Committee mtg held Sept. 12th.
- Goody bags made for all sports.
- Matter of information to Board: AC voted to decrease student gate fee to be \$2 less than adult fee and JV student gate fee to be \$1 less than adult. This will allow WW to be more in line with the other schools in our region. This request came from faculty members to Athletic Committee.

Recruitment/Retention: Greg Shiver

- Everything going well. Working on getting someone to donate epi-pens.

PAC and PTO Parent Representative-Christy Ward:

- New family text list: New families will receive monthly (or frequent) texts to ensure they feel supported and to answer any questions.
- Organized list of new families; obtained cell numbers of new families and divided them up among 4 WW moms for contact throughout the school year. Susan Glass-High school; Amanda Heard-5th and 6th; Ashley Griner and Christy Ward-4th and under.
- Met with curriculum director to share ideas discussed at PAC meeting.
- Faculty meetings: Plans to attend faculty meetings throughout the year.
- SCRIPS: Began detailed "How To" list for families.
- Collaborated with Heather Cox and Amanda Heard on Fall Festival plans.
- Meeting with Grade moms scheduled for Oct 1st for Fall Festival.
- PAC meeting held on 8/21: Each member encouraged to be GOAL contributor

- High School St. Gov't- In an effort to not only build leadership skills, but also to strengthen college applications among our high school, the PAC recommends the High School St. Gov't develop a strong presence on campus
- Parents confused about some dress code issues-PAC recommends re-examination of handbook and more consistency in elementary school.
- Academic Banquet-The academic banquet is long and parents of younger students leave before Senior awards are presented. The PAC recommends holding a separate honors night for Seniors.

Strategic Planning/Technology: David Cooper

- Strategic Planning meeting to be held soon.
- Technology: Equipment damage by lightning, and we have filed insurance claim
- Security cameras: Decided on a vendor. Getting a final firm quote.
- Intercom system: Contacted current manufacturer that we use now. They have several options where we can connect our buildings. Have rep. nearby. They will come evaluate what we have and make recommendations.

Grandparents Club: Lanair Sr.

- Held 1st mtg on Wed. 9/13.

The Grandparents Club recommended naming of the 2 drives that go around the school. Motion from Lanair Sr. with a second from Cader. Motion passed unanimously

- Ross-to provide Lanair Sr timeline for bus replacement.

PTO: Heather and Cader

- Giving Day idea: Each grade to organize something to give back to the community. Ginna and Kristi Worsham are going to head it up this year. It is already on the calendar for this year! DECEMBER 14th, 2017 (the Thursday before White Christmas). Have a meeting next Tuesday to go over the list of ideas for giving back.
Ex.-K-3 was making bookmarks to take to the library to give out. Others-Clean up Ms. Betty Sue's yard; volunteering at Stitches Animal Shelter. If anyone has any ideas of needs, please let them know.

Communications/Marketing: David Cooper

- Constant Contact: Encourage parents, grandparents to give their email information. Will be sending out Grandparents information via email. Vicki and Paige said Grandparents can get on Bloomz to get general information. Grandparents need to contact Paige.
- Recruited and trained Terri Heard to prepare Constant Contact newsletter for Grandparents Club. Thank you Terri!
- Suggestion: Put sign up for email addresses for grandparents at Chili Booth

Old Business:

Ross to provide details on plans for Veterans Day program at next meeting.

New Business:

Chip Davis: We are not ready to present insurance info yet due to 2 pending claims.

- *Finance committee proposes that we purchase D&O Insurance at our own expense. Gary Allen with the second. School will pay, and the Board members will reimburse school at \$100 per Board member. Motion passed.*

Academic Committee Recommendation:

Because of the competitive college application process our students are encountering, the Academic Committee would like to recommend to the Board and all its committees, to determine if more opportunities for individual excellence can be found. For example, can the sports teams return to giving individual awards to student athletes? Offer more opportunities for service and leadership positions in clubs and other organizations? All possible areas need to be looked at to help our students strengthen their transcripts.

- Approved by consensus of board.

Athletic Committee recommendation: Tonya McDaniel, Chair

Recommendation from the committee: Not to allow us to play outside the GISA for football and basketball. Cross country, baseball, and softball could but with unanimous approval from committee of Headmaster, AD, Athletic Chair and Board Chairman. Ross advised that 20% of your regular season schedule can be out of your association/league. You can play as many out of state games as you want. Motion from committee and a second from: Chip Davis

We are concerned that there are only 3 teams in our region which has caused us some scheduling difficulties and long travel to games, which is why we are making this recommendation. **Amended motion:** *Westwood can play non-GISA schools (GICCA, GHSA) by following the GISA rule allowing 20% cross-over game. All non-GISA game must be approved by the Headmaster and Athletic Director, Motion passed.* The Board emphasized that the safety of our athletes is our primary concern. We want to follow GISA rules.

Recommendation from Athletic Committee: Tonya McDaniel, Chair

Recommended that black be an accent color for the warm up suits.

Matter of information: 2010- Board adopted 2 school colors: orange and white with the accent color of blue. 2015- Board allowed that the warm up apparel could be of any of those 3 colors. Second by Lanair Worsham, Jr. Motion failed to pass.

New Motion: *School colors to be orange, white, and blue. Second from Lanair Jr. Motion passed.* Understood that all uniforms, t-shirts, etc are to be approved by Headmaster.

Announcements:

Laura Beth reminded Board that our Annual Giving Goal: \$325,000 to pay off our building debt. Reminder that ALL Board members need to buy at least one ticket from Grandparents Committee members for raffle. All proceeds go to paying note.

Meeting adjourned

No executive session