

WESTWOOD SCHOOLS  
Meeting Notes  
BOARD OF DIRECTORS MEETING  
September 21, 2016

Board Members present: Gary Allen, David Cooper, Chip Davis, Dean Daniels, , Trey Godwin, Tonya McDaniel, Meredith Rogers, Greg Shiver, Mona Smith, Laura Beth Tucker, Rick Waters, Kristy and Lanair Worsham, Lanair Worsham Sr., Ross Worsham.  
Absent: Susan Glass, Ken Godwin

CHAIRMAN: Laura Beth opened in prayer.

- Discussed GOAL amendments; emailing copy for approval
- Appointed Sarah Adams as Chair of Alumni Relations Committee
- Billy Tyson will send collections letters for accounts 1 to 6 years in arrears.
- We appreciate Fran Sheffield and Vicki Davis for writing grants this month
- Website will be ready soon

**The updated Headmaster job description was provided. Meredith Rogers made a motion to approve the job description and Dean Daniels seconded the motion.**

**Motion passed.**

**Dean made a motion to approve minutes from August meeting with one correction about opting out of magazine sale with donation. David Cooper seconded the motion. Motion passed.**

HEADMASTER'S REPORT: Ross Worsham

- October 14, 2016 is the last day of grading period; updated on progress report summary.
- The "Bigger, Faster, Stronger" program for male athletes has started and led by Coach Ford; all students not on sports team have a structured PE period with Al Timmerman focusing on physical fitness activities. Ross is observing both PE classes.

ACADEMIC COMMITTEE: Ross Worsham

- SAT prep dates for February 27 through March 10, 2017.
- Improving and updating admissions procedures; Mrs. Grace Adkins, Betty Shiver, and Fran Sheffield are looking at options to replace WRAT testing. The group is meeting again in 2 weeks.

ATHLETIC COMMITTEE: Dean Daniels

- Adoption of Student Athlete Contract
- **Dean Daniels presented from Committee a recommendation to approve Student Athlete Contract with a revision to prohibit use of e-cig and vapor devices. Lanair Worsham Jr. seconded the motion.** Ross to provide to all coaches to obtain signatures.
- Update on Boys P.E. structure
- Recommendation we change the group for both JV and Varsity Basketball referees
- Jennifer is completing a Coaches Handbook
- Update to board on Softball parking issue on private property; back entrance closed and efforts will be made to assist elderly & handicap

BUILDING/GROUNDS COMMITTEE: Lanair Worsham Jr.

- One air conditioning unit in auditorium is out – getting estimates to replace
- Ceiling in auditorium should be fixed
- Donna's classroom roof was leaking and has been repaired
- Walk in freezer for lunchroom was repaired and should be working

FINANCE COMMITTEE: Meredith Rogers

Provided Fiscal year end July 31, 2016 report. **Committee brought the motion to accept the new 2016-2017 budget. Rick made a second motion and motion passed.**

**ACTION:** Ross presented to the Finance Committee for approval to implement policy for over 30 days past due daycare and over \$100 lunchroom bill be suspended after a grace period is given. Past Due Policy details will be mailed out to all families.

FUNDRAISING COMMITTEE: Chip Davis

- Worked on updating fundraiser calendar
- Working on monthly donor program improvements.
- Discussed some annual fundraising requirements for Board Members

RECRUITMENT/RETENTION COMMITTEE: Greg Shiver & Mona Smith

- Distributed parents' names to board members; Marketing meeting with PR firm Monday September 26, 2016 at 12 noon.

STRATEGIC PLANNING COMMITTEE: Rick Waters

- Two planning sessions are completed; Vision and Mission Statement developed
- Next meeting is Oct. 3 at 7 p.m.

BOOSTERS: Tonya McDaniel

- Concessions sales are going good; Crystal Hawley is doing a great job.
- Snow Cone sales at football games average income \$130 per game.
- Goody Bags for Fall sports will start going out on September 26

GRANDPARENTS CLUB: Lanair Worsham Sr.

- Selling tickets for Fall Festival Raffle
- Working on getting cooks and volunteers for chili booth
- All board members need to participate in the raffle

PTO: Kristy Worsham

- Fall Festival Grade Mother meeting Monday Sept. 19 at 5:15
- PTO meeting Monday, September 26, 2016 6:30-7:30 p.m. (Bloomz, Powerschool, Drama Club performance)
- Kick off King and Queen contest October 3
- Fall Festival Saturday November 5<sup>th</sup> at 5:30-9:00 p.m.
- Board members need to attend the PTO meeting

PTO REP/PARENT ADVISORY COMMITTEE: David Cooper

- Committee met 8/21/16
- Reviewed focus notes from Parent focus group & summary of 12 common findings
- Discussed updating curriculum, especially in pre-K grades
- Recommended Ross chair the committee and ask Fran Sheffield Co-chair and handle committee legwork
- Discussed concerns with consistency in all aspects of the school, including policies & procedures; PAC to review student and teacher handbooks and all policies before making any recommendations for improving consistency

- Recommended that parents be given a copy of the student handbook each year
- PAC agreed to help the Recruitment & Retention committee reach out to former students that left Westwood to let them know we would be happy to have them back
- Recommended more education on GOAL to parents. This could be a GOAL meeting or part of a PTO meeting. Also recommended reviewing the entire GOAL process
- Rick suggested adding a disclaimer to the website
- **David made a motion to not include MOTTO “Every Child a Winner” for NOW on the website until Strategic Planning group work is completed. Lanair Worsham Sr. seconded the motion. Motion passed**

OLD BUSINESS:

Elementary School Security – Laura Beth Tucker asked Academic Committee to discuss and recommend a plan of action.

NEW BUSINESS: None

EXECUTIVE SESSION

Meeting adjourned

Mona H. Smith, Secretary \_\_\_\_\_

Laura Beth Tucker, Chairman \_\_\_\_\_