

WW Board of Trustees Meeting Minutes December 13, 2017

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

Absent: Ken Godwin

Laura Beth called meeting to order and Ross Worsham opened with prayer. David Cooper made the motion to approve the Nov. minutes, second from Gary Allen. Motion passed.

COMMITTEE REPORTS

Headmaster Report – Ross Worsham

- As of today, enrollment is 329. We have picked up 2 new students in elementary and possibly 2 more in January.
- Exams for high school students are Mon., Tues., and Wednesday, the 11th, 12th, and 13th.
- Westwood Giving Day is Thursday, the 14th. Classes doing projects for different people in the community.
- White Christmas is at 11:00 in auditorium. We have invited parents to come to dress rehearsal on Thursday morning.
- Fall Athletic assembly went well.
- Thank You to P.T.O. for bonuses and meal!
- Boston Butts-pick up will be at Legion, 12:00-6:00pm.

Curriculum Director-Dicksy Hinesley

- Math Teachers remain enthusiastic and excited while utilizing staff development techniques.
- Met with Tammy Nowell from GA Youth Science & Technology Centers (GYSTC), to discuss proposal that could potentially enhance STEM curriculum/activities. Based on rates/contract, teacher(s) attend STEM academy, summer camp/curriculum training, In-class field trip/teacher modeling and unlimited field trips to center at Bainbridge State College. Post training, our STEM teacher(s) will not only enhance the educational experience of our student body, but also be certified to host STEM summer camps for the entire county/community at Westwood (summer camp fees to attend WW STEM camp would apply).

Chairman's Report – Laura Beth Tucker

- Dec 14th Kickoff for Annual Campaign @ Worshams
- Applied for \$500 Farm Bureau grant
- Preparing \$1,000 Soil Water Conservation Education grant – led by Christy Ward
- GOAL as of 12/11/17 = 67 enrolled \$403,225 – deadline 12/31/17

Academic Committee – Susan Glass:

- Met 12/16/17
- Proposing agreement with GA Youth Science & Technology Center for STEM program
- Teacher re-certification underway.
- Robotics sample kit ordered for Jennifer and Rosemary to evaluate.
- Evaluating increasing weight of finals from 5% to 10% of overall grade
- Possible fundraising for curriculum needs

Alumni Committee – Susan Keigans

- Continuing to assign one representative from each class to help gather alumni contact info
- Developing disbursement plan for alumni window decals

Athletic Committee/Booster Club – Tonya McDaniel

- Hosted meeting with GICAA staff to discuss their association
- Signed 2-year contract with GISA

- Over the next 2 years, we will continue to evaluate pros/cons of GISA/GICAA and which organization will serve Westwood best in the future. Now that there are two associations, it is recommended that the decision of which association to participate in will come as a recommendation from the Athletic Committee, Headmaster and Athletic Director. The final decision will be approved by the Board following the recommendation of the Athletic Committee.
- Held meeting with Phoebe Athletic Training Director 12/12/17

Building / Grounds – Lanair Worsham, Jr

- Cameras installed
- Postponed floor repairs until Christmas Break
- Classroom is leaking in science building.

Communications/Marketing – David Cooper

- No report

Finance/Fundraising/GOAL – Chip Davis

- Magazine net profit \$15,237
- Duane Bentley extended sheet orders. Recommends to consider every other year for this fundraiser.
- Boston Butt committee sold 541 tickets (504 last year). Anticipated profit \$11,000 (increase over \$3000). Huge thanks to Ashley Griner and entire team of volunteers that conduct this important fundraiser!

Recruitment/Retention – Greg Shiver

- No report

Grandparents - Lanair Sr.

- No report

PTO – Heather & Cader Cox

- Continued work on Cats Care Day (December 14)
- Teacher Christmas Lunch December 13th (Honey Baked Ham)
- Teacher Bonuses will be given last day before break
- December Teacher Birthdays
- Working with Gerald Hagan to redo the flowers at school entrance
- PTO is looking in to buying a small TV and dvd for the music building

PTO Parent Representative:

- Placed “Need a Pick Me Up” quarters for coke machines in the teachers’ lounges
- Butterfly Garden-
 - Meeting planned with garden moms after Christmas Break
 - Met with Sweet Grass Dairy farmer who assisted with planning and advice
 - Researching and applying for grants to help cover the cost of restoring the garden

Parent Advisory Committee

- Recommended updating Westwood website to include FCA under the organizations tab. FCA is present on the campus in both the middle and high school.

Strategic Planning – David Cooper

- Have input from all committees. Compiling into a single document for committees to review and comment. Will have committee meeting to approve the final operational plan document.

Technology – David Cooper

- The security system is installed and configured. It was installed the Monday through Wednesday of Thanksgiving and has been recording since 11/30. Vicki and Bloughtech met with Techlink (system supplier) and exchanged technical information about the system for support purposes. Ross and Paige met with Techlink for a training session on how to use the system. All feedback from the staff so far has been positive. Lanair and I have both told Ross and Paige that we are open to their input on where more cameras may be needed in the future. Thank you note to be written to Bostick family for use of funds from the Cleave’s Quails Foundation. This will also be posted on Bloomz

Bylaw Review Ad-Hoc Committee – Meredith Rogers

- Proposing amendments to consider for amendment

Old Business :

- Recommendation from Ad-Hoc Committee to approve proposed amendments if no further changes discussed (notification was given to Board of Trustees in advance concerning proposed amendment changes). Second by Susan Keighans. Motion passed. Approved amendment changes to bylaws are listed below:

ARTICLE 1

- 1- SECTION 2 – Amend - Last paragraph...change “A vote of the full board will then be held by secret ballot with a **majority** of members present having to approve the member’s second term or to approve the other name submitted by the nominating committee if, in fact, an additional name is submitted.” To read “A vote of the full board will then be held by secret ballot with **two-thirds** of members present having to approve the second term if no other name is submitted and a **majority** of the members present to approve if, in fact an additional name is submitted by the nominating committee”
- 2- SECTION 3 – Amend the first sentence to replace the blank with **May** to read “The annual meeting of the Board of Trustees shall be held during the month of **MAY** each year.”
- 3- SECTION 3 – Amend the last sentence “The Board of Trustees will meet 15 minutes **earlier** once each quarter without the Headmaster.” To read “The Board of Trustees will meet 15 minutes **earlier or later** once each quarter without the Headmaster.”
- 4- SECTION 4 – The first sentence...” Reasonable notice of each regular or special meeting of the Board of Trustees, stating the time when and the place where the meeting is to be held, shall be given by the Secretary or an assistant Secretary by mailing the same to each Trustee at his residence or business address, or by giving the same to him personally or **telegraphing** the same to him at his residence or business address.” Amend to read “**emailing**” instead of telegraphing.

ARTICLE II

- 1- SECTION 1 – First sentence – replace the blank with the word **May** to read “The officers of the corporation shall be a Chairman of the Board, Vice-Chairman, a Secretary, and a Treasurer, who shall be elected annually by the Board of Trustees at its annual meeting in **May**....”

UPDATES AMENDED _

Revised Board Member Terms-

- 1- The amendment adopted 3/21/12 – Delete this amendment and revert back to language in the 5/21/2003 updated document. This will limit the terms of board members to a maximum of two consecutive 5-year terms. The board member will be eligible to serve again after a year absence from the Board of Trustees.

Board Member Qualifications

- 1- The amendment adopted 4/18/12 – Delete this amendment and revert back to the language in the 5/21/2003 updated document. This changes “A member of the Board of Trustees of Camilla Schools, Inc. may be male or female, must have a child currently enrolled in Westwood Schools....” To “One or two of the Board of Trustees may not now have a child at Camilla Schools, but should have had a child or grandchild there.”

If the above change to board member qualifications is approved then the following amendment:

Article 1

- 1- Section 2- paragraph 6...add sentence to the end of paragraph. “Member’s term will not continue after the graduation of their youngest child, but could be eligible to be reelected based on the above guidelines in future elections.

Article 1, Section 2, paragraph 2 to read:

"In addition to the Permanent Board of Trustees, or their successors, one(1) additional Trustee will be elected by the families of Westwood School each year to serve for a period of one (1) year. In **April** of each year, the school office will **electronically send** a notice to every family registered for the coming school year, providing a form to nominate one (1) member for the Board of Trustees. Deadline for return will be 3 p.m., **fifteen (15) days after** notice has been sent. Within five (5) days a ballot containing the highest nominees will be **electronically sent** to all families registered for the next term of school. The families will vote for one (1). Deadline for receipt of ballots will be 3 p.m. **fifteen (15) days** after ballots are sent. The individual having the highest number of votes will be elected for a period of (1) year. To be eligible to be an additional trustee the person must be a parent of a student enrolled at Camilla Schools, Inc. during the year of service as a trustee. Such additional trustee will be eligible for re-election in successive years as long as he (she) has a student enrolled in Camilla Schools, Inc.

New Business:

- Recommendation from Academic Committee to fund \$1250.00 for STEM training and additional benefits received with contract from Georgia Youth Science & Technology Centers(GYSTC). Motion made by Cader Cox IV to proceed with recommendation. Second by Lanair Worsham Jr. Motion passed.
- Recommendation from Finance Committee to match 100% of PTO (2017) Christmas Employee Bonus. Motion made by Chip Davis. Second by Greg Shiver. Motion passed.

Respectfully submitted,

Courtney Rubendall