

**Camilla Schools, Inc. or
Westwood Board of Trustees
Meeting Minutes
November 17, 2021**

Present: Keith Croft, Christy Ward, Lanair Worsham Sr., Susan Glass, Chris Nurmi, Hunter Spence, Kelley Smith, Jessica Adams, Cader Cox, Dicksy Hinesley, Lanair Worsham Jr, Harrell Rackley, Kelley Joyner, Laura Beth Tucker, Heather Lanier, Chip Davis, and Brent Collins.

Absent: Cader Cox and Lezlie Hay

Susan Glass called the meeting to order at 7:14 p.m. and Chris Nurmi opened with prayer.

Susan Glass made a motion to approve the October 2021 board meeting minutes and it was seconded by Lanair Worsham Jr. All approve.

COMMITTEE REPORTS:

Headmaster's Report – Keith Croft:

- New family recruits – We had two families interested in enrolling a child for the 2021-22 school year visit this week. (K5) and (Grade 7).
- Current COVID numbers -
As of 11/12 at 12 PM:
Active COVID cases – 0 Active quarantines - 1 (this is due to household contact)
- Cafeteria update – All major construction has been completed. We have a couple of “touch-up” issues that we are still waiting for the materials to arrive. The new AC exchange covers arrived last week and have been installed.
- Parking lot project – As noted previously, LRA officials advised that we needed to get an additional survey to the existing drainage ditch north of the property. I have been told this would be finalized by the end of last week. 11/17 update, new plans were reviewed today; need some changes and gave to the engineer
- Auditorium AC – We are proud to report we were pleasantly surprised with the arrival of the new AC unit on Tues. of last week (a month early). Installation began on Wednesday & will be completed soon.
- Interactive Panels (Smartboards) – Final plans were made and these have been ordered. We are excited about the opportunities these will afford our (students. We also have committed to infrastructure upgrades to the Gym, HS/MS, Lower and Upper Elementary buildings, along with the Lab. These new upgrades will assist in better internet services and will help with the new smartboards. These upgrades (along with several of the smartboards) will be provided thru the Emergency Assistance to Non-Public Schools 1 Program Plan (EANS).
- Fall Festival – Thanks to everyone that helped with this event! (A special thanks goes out to Jessica Adams and her crew). It was very successful and seemed to be thoroughly enjoyed by Westwood family and community members.
- Our varsity football completed their season last Friday in a loss against Winchester. Although we are sad that our season ended short of the State Championship game, we are proud of our Wildcat players, coaches and cheerleaders. They had a very successful season and worked very hard to represent our school and community with pride. We appreciate all of their hard work and dedication! Go Cats!
- Westwood's One Act Play Team finished 2nd in the regional competition with their presentation of The Wizard of Oz. The team competed in the State Championship on Wednesday, Nov. 10th.
 - Congratulations to Savanna Hadley (the Tin “Man”) and Railey Davis (Toto) for receiving an Honorable Mention Acting Award in the State Competition!

- Also, a BIG congrats to Jacob Workman for receiving an ALL-STATE Acting Award as the Cowardly Lion.
- We would like to wish the Board of Trustees a very Happy Thanksgiving! We sincerely hope each of you have a wonderful holiday spent with family and friends.

Curriculum Director – Dicksy Hinesley:

- Constant transcript updates and sending to colleges
- DE registration is handled for Spring semester with the colleges. I'm in the process of clearing every student and class (financially) through GA Futures.
- ABAC sent every DE student \$375. This money came from the Federal Government (COVID Money)
- Working on Recertification for teachers
- Getting STAR Reading off the ground. Teachers, Nancy and I had a Zoom meeting with STAR. Nancy and I created user friendly forms that the teachers (Student Reading Plan) and students (Student Accelerated Reader Log) can use.

Chairman's Report – Susan Glass:

- Met with Dicksy and Keith concerning handbook recommendations
- Staying in contact with Mrs. Adkins
- Touching base weekly with Keith
- Remind us to follow proper protocol when receiving telephone calls.
- Thanks to Keith for handling issues professionally; complements to Dicksy, Paige, Melissa working well together

Trustees' Committee/Alumni Relations – Heather Lanier:

- I have received a few names for consideration for future board member positions from some members, but would like to receive a name from at least each board member.
- Thank you to all for your service on the Board of Trustees. I am grateful for your service.
- Alumni committee-50 year celebration cups have arrived and are began to be used at last two home football games and will be used during basketball with concessions.
- WW 50 year ornament sale is ongoing (16 orders at last check). Deadline is this Friday, November 19th, 2021 with delivery after Thanksgiving.
- Golf tournament plans are underway. Save the date cards are being sent out.
- Will have a meeting in December to plan for some events for basketball home game events and continue to work towards a successful golf tournament and spring alumni social/function.
- Thank you to those alumni (Amanda Heard and Christy Ward for handling the "Throwback Thursday" photos being shared on Facebook, which is very popular.
- Any suggestions, thoughts, or ideas for 50 year celebrations or alumni events would be greatly appreciated!

Booster Club – Lezlie Hay-Kelley Joyner:

- Getting ready for basketball concessions

Fundraising and GOAL – Lanier Worsham Jr:

- I will be getting some names available for the board to contact.

Building and Grounds- Hunter Spence

- Working to get the Thomas Burson Auditorium plaque mounted in new location. The new, correct anchors have been ordered. Once they arrive, will work to get it mounted.

- Had a discussion with Christy and Keith about large trees that are right against the front of the school/auditorium building. Besides their scale and size, watched 5 squirrels run up them and along the roof. Might be good to look into removing/heavy pruning to eliminate squirrel super highway. Auditorium roof already has enough problems and leaks, why aid the squirrels. Also, might need to look into pruning the large river birch trees in courtyard between upper school and cafeteria.

Strategic Planning– Susan Glass/Keith Croft:

- No report

Finance/Grants-Laura Beth Tucker:

- Submitting scholarship recommendations from the Finance Committee to be voted on
- Monthly financials submitted to the board for discussion

Grandparents –Lanair Worsham, Sr.:

- I will be getting some names available for the board to contact.

PTO – Jessica Adams:

- Monthly teacher gifts- \$25 gift cards all staff members for Thanksgiving ^[L]_[SEP] Monthly teacher & student gift basket drawings ^[L]_[SEP]
- Sponsoring Christmas classroom door decorating contest- one ^[L]_[SEP] teacher will win \$100
- Christmas Teacher Lunch – December 10th. Monthly teacher gifts
- Thank you to all the sponsors, PTO Committee members, grade ^[L]_[SEP] moms, staff members, parents and students (NHS members especially) who helped make the Fall Festival successful!! ^[L]_[SEP]

Recruitment and Retention/Communications and Marketing – Christy Ward:

- Met with Keith and Hunter to begin renovations/updating atrium area
- Social media Throwback Thursday posts have good engagement with alumni
- Considering a fundraising campaign with alumni committee during the spring alumni event or before

PTO Parent Representative/PAC – Kelley Smith:

- Next PAC Meeting scheduled for 11/29

Old Business:

- None.

New Business:

- Review of proposed Handbook changes
- Susan will send out an email next week for the vote on the changes

Executive Session:

- None.

Motion made by Susan Glass to adjourn at 8:15 p.m. Second made by Hunter Spence.
All agreed. None opposed.

Meeting adjourned at 8:16 p.m.

Respectfully Submitted,
Kelley C. Smith, Secretary
Westwood Board of Trustees