

**Camilla Schools, Inc. or
Westwood Board of Trustees
Meeting Minutes
December 15, 2021**

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

Absent: Dicksy Hinesley, Lezlie Hay, Jessica Adams

Susan Glass called the meeting to order at 7:06 p.m. and Chip Davis opened with prayer.

Laura Beth Tucker made a motion to approve the November 2021 board meeting minutes and it was seconded by Hunter Spence. All approve.

COMMITTEE REPORTS:

Headmaster's Report – Keith Croft:

- New family recruits – N/A
- Current COVID numbers -

As of 12/10 at 12 PM:

- Active COVID cases - 0
- Active quarantines - 0
- Cafeteria update – All major construction has been completed. We have one more “touch-up” issue that we are still waiting for the crew to fix (the swinging door in the lunchroom).
- Parking lot project – LRA officials have forwarded the final site drawings and have sent preliminary quotes and possible bids. We are going to meet again to discuss needed tweaks and desired changes to the original plans. We are looking deeper at safety concerns as well as aesthetic needs. Hopefully, then we can finalize our plans within the next month(s).
- Interactive Panels (Smartboards) – Infrastructure upgrades to the Gym, HS/MS, Lower and Upper Elementary buildings, and Lab have begun. This is a slow process unfortunately due to Bloughtech's schedule. These new upgrades will assist in better internet services and will help with the new smartboards that have been ordered.
- Final exams/End of the Semester – Our final exams for grades 9-12 will be given Tuesday thru Thursday of this week. First semester has flown by, but we have been very pleased with student achievement so far. Our teachers and students are looking forward to a wonderful holiday season and a safe return to the new year.
- Basketball – Our teams are off and running into the new season. We have seen very competitive play so far and it has been nice to have our fans back cheering for the Wildcats. Come out and see our student/athletes compete if you get an opportunity.
- Cats Care projects will be going on throughout this week.
- Our White Christmas event will be this Friday and we will dismiss at 12:00. This was our biggest contribution of food yet.

- Thanks - On behalf of our Westwood staff, I would like to say thank you for providing the Christmas bonuses to all of our employees. This is much appreciated and our staff is blessed to have been afforded such a blessing. This is a very thoughtful and caring gesture that is not taken for granted. Thanks again from the Wildcat team!
- Special thanks - Jessica Adams and PTO for the delicious lunch provided on Friday, as well as the bonuses. Our staff enjoyed the lunch very much and is very appreciative of the hard work and generosity!
- Happy Holidays - We would like to wish the Board of Trustees a very Merry Christmas and a Happy New Year!

Projects/Upgrades for Westwood 2021-22

Status

Clean Carpet in Upper, Lower Elem & Lab	Completed
Buff/wax all science wing rooms	Completed
Ecovasive spray (COVID) in all buildings	Completed
Install new AC units in the weight room	Completed
Create a storage room and new door for student records (HS lounge)	Completed
Install a new AC unit for Timmerman	Completed
Upgrades to office areas in HS building	Completed
Install new LED lights in offices/classes	Completed
Repair the entry doors to the gym and weight room	Completed
Clean up closet/storage areas per Fire Chief	Completed
Cafeteria/Kitchen Upgrade	Completed
Order/Install new stove/fryers per Grandparent's Club	Completed
Install new sitting wall (elementary) and new shrubs/trees	Completed
Install new hasps/locks in cafeteria	Completed
Repair one AC unit in the auditorium	Completed
Install a new AC unit in the auditorium	Completed
Repair the cafeteria door	Completed
Repair the door entry system at Upper Elementary building	Completed
Ordered new smartboards for classrooms	Completed
New HVAC for Travis Moss's Room	Completed

Computer/wiring Infrastructure upgrades to the following areas:

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| • Gym/Coaches Offices | Completed |
| • Upper Elementary building | TBD |
| • Lower Elementary building | TBD |
| • Middle/High School building | TBD |

Install new cameras in the following areas:

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| • Kitchen (2) | TBD |
| • High School Media Center | TBD |

- Lower Elementary building exit TBD
 - Inner doorway of Upper Elementary building TBD
 - Above the entry door (outside) of the gym TBD
 - Above the entry door of the weight room TBD
- Hoping to get the cameras installed during the Christmas Break

Curriculum Director – Dicksy Hinesley:

- Met with every 6th-12th student failing a class to motivate them to pass.
- Dual Enrollment: Still placing a few DE students in college classes who had issues; confirming Dual Enrollment classes with colleges and students; changing schedules in PS to reflect \$2.
- Accelerated Reader and STAR: Met with middle school students about reaching AR goals; phone and conferences with parents about students who have not met AR goals; explored with teachers and Keith about giving a grade for AR. No conclusions yet.
- Reviewing seniors’ files to make sure they have everything needed for graduation
- Entering SAT scores for school based SAT given in OCT (It takes 2 months to get in scores)
- AP survey (another one)
- Placing students in second semester classes
- Pre work on next year’s master schedule
- Recommendations for students
- Ten students have been accepted to one or more colleges. Three have no heard from a college and three have not applied
- A special thank you to our PTO for lunch last week and also to PTO and the Board of bonuses. We appreciate the generosity!

Chairman’s Report – Susan Glass:

- Handed out bonuses to teachers with Jessica. The teachers and staff were very grateful. We appreciate all that they do!
- Handbook changes voted on and approved via email by November 29th, 2021. Approval sent to Paige who is in the process of updating changes for next year. The changes will be verified before submitted to the website.
- Looking at employment contract
- Strategic Plan will be gearing up soon

Trustees’ Committee/Alumni Relations – Heather Lanier:

- Christmas Ornaments have been sent out; We did order extra ornaments

Golf Tournament is scheduled for 3/19 at Tired Creek Golf Course in Cairo, GA. The save the date has already gone out.

Booster Club – Lezlie Hay-Kelley Joyner:

- No report

Fundraising and GOAL – Lanair Worsham Jr:

- Need some volunteers to help make phone calls

Building and Grounds- Hunter Spence

- Thank you to Eric Santos for coming and repairing large LED light fixture on the side of the auditorium that faces the courtyard. While he was there he also cut back some of the river birch branches that were blocking the other fixture.
- The Thomas Burson Auditorium plaque was re-mounted 12/11. Thank you to Mr. Keith and others that came up with the location.
- Some parents have voiced some concerns and questions about the state of the locker rooms, who's responsibility it is to maintain. Their criticism for the boys' locker room was harsh but well deserved since it smells more like a wash down trough than a locker room. They expressed plenty of frustration and disappointment of the lack of student/athlete involvement and what they perceived as a lack of accountability.
- Planning/hoping to prune courtyard river birch trees over Christmas break. Anyone that is willing to help would be appreciated
- Randy will be cleaning the locker rooms weekly before games.
- Light need to be changed out in the court yard. May need a new light.
- The drop off in the court yard needs to be addressed. It is causing several people to trip. It may need to grind it down/level it off

Strategic Planning– Susan Glass/Keith Croft:

- No report-will be meeting Feb/March to move forward

Finance/Grants-Laura Beth Tucker:

- The finance committee proposed a 4% tuition increase; which is roughly a \$200-\$250 increase per child
Laura Beth Tucker made a motion to approve the tuition increase.
Hunter Spence second and all approved

Grandparents –Lanair Worsham, Sr.:

- Auction is coming up 3/5/2022
- Board usually provides the snacks/drinks

PTO – Jessica Adams:

- Monthly teacher and student giveaway baskets
- The teacher Christmas lunch was held on December 10th.
- PTO and Board gave the staff Christmas bonuses on December 10th.
- Tentative date for PTO meeting is January 25th at 6 pm.
- PTO work day is **January 29th**.

Recruitment and Retention/Communications and Marketing – Christy Ward:

- Toys for Tots
- Spoke with a designer to get ideas for atrium renovations. Thanks to the class of 2021 for donating graduation class money to help pay for the atrium renovations.
- Facebook/Social Media needs to be a staff member.

PTO Parent Representative/PAC – Kelley Smith:

- PAC Meeting took place on 11/29
- The PAC Committee description was reviewed that's posted on the website. We agreed the verbiage was satisfactory.
- We need to do a better job of promoting/informing the parents of the PAC Committee.

Old Business:

- None.

New Business:

- None

Executive Session:

- None.

Motion made by Susan Glass to adjourn at 8:03 p.m. Second made by Hunter Spence.
All agreed. None opposed.

Meeting adjourned at 8:06 p.m.

Respectfully Submitted,

Kelley C. Smith, Secretary
Westwood Board of Trustees