

**Camilla Schools, Inc. or
Westwood Board of Trustees
Meeting Minutes
January 19, 2022**

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

Absent: Lezlie Hay, Kelley Smith, Brent Collins

Note: Heather Lanier acted as meeting secretary and recorded meeting minutes.

Susan Glass called the meeting to order at 7:02 p.m. and Chip Davis opened with prayer.

Lanair Worsham, Jr., made a motion to approve the December 2021 board meeting minutes and it was seconded by Cader Cox. All approved. Motion passed.

COMMITTEE REPORTS:

Headmaster's Report – Keith Croft:

- Continued prayers for Westwood family and staff members dealing with sickness.
- New family recruits –
 1. Conducted a conference and tour with parents interested in attending next year. (K-4)
 2. Two families interested in attending next year have reached out to Paige. (K3/4th gr).
 3. Christy Ward will contact families for tour follow-up.
- Current COVID numbers -
 - As of January 14, 2022, at noon: (They are changing daily.)
 - Active COVID cases:15 total (HS – 8, MS – 1, UE – 4, LE – 2).
 - Active quarantines – In School (QI) 70-80, Out of School (QO) 20. (These numbers are approximate due to Nurse Burtt being out on Friday, and these numbers were not modified as usual on Friday). Updated quarantine information was not available as of this report.
 - Nurse Burtt is working very hard, and her efforts are very much appreciated.
 - Staff has a very difficult job addressing all the quarantines and absences, and all their efforts are greatly appreciated.
- Cafeteria update – Recently, we had the Westwood Wildcats letters taken down from the cafeteria wall and had this area patched and repainted. We reached out to Eric Brooks to make a new set of signs that extend off the wall and will be easy to remove if needed. We will be hanging an interlocking WW sign, sandwiched between two cat claws, that are centered on the wall. We think this will look sharp and are excited about this new look!
- Parking lot project – The latest update from LRA officials was the civil engineer is working on the new drawings. As well, the site contractors have been notified they would be receiving the updated drawing. Update: I did receive a revised drawing on Friday. We are waiting to meet again to discuss the latest drawings and any needed changes.
- Interactive Panels (Smartboards) – Infrastructure upgrades to the Gym, HS/MS, Lower and Upper Elementary buildings, and Lab have been completed. According to Bloughtech, they are starting to see

some new panels arrive. Hopefully, we will soon begin to see these arrive and we can begin the installation process.

- Gate installation and repair – A new, heavy-duty gate and new posts were installed at the rear fence line edge of the property adjacent to the alley. This was needed to protect the property. The left front gate of the lower elementary school was also repaired as it was scraping the concrete.
- New Cameras – Seven new cameras were installed in the following areas during the Christmas break:
 - Kitchen (2),
 - High School Media Center
 - Lower Elementary building exit
 - Entry doorway of the Upper Elementary building,
 - Above the outside doors of the gym and weight room.
- Letters of Intent 2022-23 – These were given to all employees on January 14, 2022 and are due back on January 24, 2022.
- Requesting some items to give out at various career fairs that the school attends to use in teacher recruitment.

Curriculum Director – Dicksy Hinesley:

- ALL seniors are eligible for HOPE Scholarship based upon GPA of 3.0 or better! (Zell requires a minimum of 1200 GPA and 3.7 GPA.)
- We are starting a Recycle Club. Brooke Bailey will be the advisor. Officers, logo, and plan already addressed. Will start with plastic bottles. This will help build transcripts.
- STAR Reading—students are doing their mid-year testing and we are examining results. 2nd meeting with the company upcoming.
- I have set up Tuesdays during 7th period study hall to work with senior boys on scholarships and Wednesdays to work with girls in the library. This has been very productive.
- Working with Brewton Parker to help students pay for DE classes who are out of hours (30 hr. cap). Two students fall into this category.
- Meetings with parents about grades, failing classes, summer school, etc.
- Cleared funding applications in GA Futures for all Dual Enrollment classes.
- Recertification is ongoing.
- Teachers are working very hard and experiencing stress during this difficult time.

Chairman's Report – Susan Glass:

- Met with Keith. Generally, have a meeting at least once a month, but Keith is great about open lines of communication.
- Assisted with verification of board approved handbook changes.
- Strategic Plan moving ahead-scheduled meeting with Jenny Bostick-getting timeline/framework

Trustees' Committee/Alumni Relations – Heather Lanier:

- Golf Tournament is scheduled for 3/19/2022 at Tired Creek Golf Course in Cairo, GA. The save the date has already gone out. Registration forms forthcoming over next week or so.
- Alumni Committee meeting scheduled for January 20, 2022.

Booster Club – Lezlie Hay/Kelley Joyner: (Kelley Joyner presented.)

- Basketball concession ongoing. The home SGA game was very busy and profitable.
- During last home Saturday game, only 3 of the assigned 10 workers appeared. Need to discuss issue with parents who do not show for their work hours. Also find a new way to address and increase communication.

Fundraising and GOAL – Lanair Worsham, Jr:

- Need some volunteers to help make phone calls

Building and Grounds- Hunter Spence:

- Before the Christmas holiday there was an item that Mrs. Suzanne needed done. Thank you, Chris Nurmi, for handling that project.
- Last month I was hoping to prune the birch trees between the upper school and auditorium, unfortunately that did not happen. Maybe I/we can work on that during the next school workday.
- I reached out to some sources about the concrete issues in the upper school courtyard. There are some options, but I have not been able to schedule a meeting/pricing on those options but it is in the works.
 - Grinding the concrete down is not an option.
 - The concrete needs to be taken out and new poured.
 - Need to address draining issue.

Strategic Planning– Susan Glass/Keith Croft:

- Meeting scheduled for February.

Finance/Grants-Laura Beth Tucker:

- Monthly financials submitted to the board for review and discussion.
- Motion from finance committee to approve the finance report, second by Hunter Spence. All approve. Motion passed.
- Westwood is financially stable.
- Goal report review. Statistics provided to the board.

Grandparents –Lanair Worsham, Sr.:

- Auction is coming up 3/5/2022.
- Grandparents day has been postponed.

PTO – Jessica Adams:

- Monthly teacher gifts & monthly teacher and student giveaways
- PTO work day is on January 29th- come join us if you can!
- Sponsoring 100th day of school celebration - Kona Ice for students and staff- January 26th
- PTO meeting – will be rescheduled because of current Covid infection rate
- Organizing Spring PTO fundraiser (door hangers) - proceeds will benefit a specific need on campus- will work with Keith to choose project.
- PTO work day is **January 29th**.

Recruitment and Retention/Communications and Marketing – Christy Ward:

- Had a meeting with Keith, Gordy, and Paige Gilchrist to plan summer sport camp for elementary
- Ad to run Jan/Feb on social media.
- Social media campaign to run in February.

PTO Parent Representative/PAC – Kelley Smith:

- Next committee meeting scheduled for February.

Old Business:

- Please provide one name to Trustees Committee for consideration as a future board member.
- All committees please meet during the month. Committee chairs please forward committee reports to the board chair prior to our **next board meeting on Wednesday, February 16, 2022, at 7:00p.m.**

New Business:

- Collective praise and thanks from the board to Westwood teachers and staff for all that they do for the students, especially during this pandemic. Please continue to pray for our headmaster, staff, students, and board members.
- Westwood trivia from Chip Davis regarding Westwood basketball.
- Board in-service, on-going study of book Leadership Strategy and Tactics by Jocko Willink. This month is a review of pages 209 – 254 by Jessica Adams.
 - Next month concludes the book review. Pages 255 – 300 by Heather Lanier.

Executive Session:

- Request for an executive session from Chairwoman Susan Glass.

- Motion made by Lanair Worsham, Jr. to enter into executive session at 8:06 p.m., and the second was made by Chip Davis.
- Executive session entered into at 8:07 p.m.
- Motion made by Lanair Worsham, Jr. to conclude executive session, and the second was made by Cader Cox. Executive session ended at 8:23 p.m.

Motion made by Cader Cox to adjourn at 8:23 p.m. Second made by Lanair Worsham, Jr.
All agreed. None opposed.

Meeting adjourned at 8:24p.m.

Respectfully Submitted,

Kelley C. Smith, Secretary
Westwood Board of Trustees