

**Camilla Schools, Inc. or
Westwood Board of Trustees
Meeting Minutes
April 20, 2022**

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

Absent: Lezlie Hay, Harrell Rackley, Laura Beth Tucker

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

Hunter Spence, made a motion to approve the March 2022 board meeting minutes and it was seconded by Brent Collins. All approve. Motion passed.

COMMITTEE REPORTS:

Headmaster's Report – Keith Croft:

- New family recruits –
 1. Conducted a conference and tour with 4 parents interested in attending next year. (5th & 6th grade, twin K3, and another K3). I also had a family from California that flew here on a Friday to visit (1st gr, 9th and 10th).
- 2022/23 Enrollment – K3 numbers are high and we may need to make staffing arrangements.
- Current COVID numbers -

As of 4/20/22 at 12 PM:

 - Active COVID cases – 0
 - Active quarantines – 0
 - Parking lot project – We received the latest bids from LRA and are planning to meet Wednesday of this week to discuss possible changes and future plans.
 - Interactive Panels (Smartboards) – These were supposed to arrive and installation begin during spring break. This process was delayed, but they have arrived since then. We are talking with Bloughtech about installing these. It may be in our best interest to wait until summer for the installation process. We ordered 20 and 10 of them have arrived.
 - Fun Run – This was held on April 18th and was very successful. Our students and guests seemed to enjoy this event after not having this for a couple of years.
 - Teacher Appreciation – Our teachers/staff members were honored during the week of March 28th – April 1st. We are so thankful for Jessica Adams and PTO for treating our teachers all the week and letting them know how much they are appreciated.
 - Camilla Police – Visited Westwood on March 29th to speak to our 8-12 grade students on the possible dangers associated with spring break. These officers warned our students of drinking and driving and other general safety ideas to ensure success.
 - Grandparent's Day – April 1st. We had a very good turnout and the weather cooperated very nicely. Our students performed well and we had several compliments indicating that our grandparents enjoyed their day. I was very impressed with this Westwood tradition.
 - Spring Break – Teachers and students were able to enjoy some time off for rest and relaxation from April 4-8th.

- Prom - was held Saturday April 16th @ Gin Creek. It was a lovely evening and our students and families seemed to enjoy this event. Special thanks goes out to the junior class families and students for the outstanding decorations and meal and for all those involved with the activities of the evening.
 - Region Track Meet – On April 13th, our track teams competed at Hugh Mills Stadium. Both our boys and girls teams were Region Runner-Ups. The State Track Meet will be held this weekend @ Strong Rock. Good luck to all!
 - Region Tennis Matches – On April 14th, our tennis teams competed in Bainbridge. Our boy's tennis team won the Region Championship and our girl's tennis team performed well and were Region Runner-ups.
- Individual winners were as follows: Brooks Tucker - Boys Singles Region Champion; Taylen Harris & TC Moye - Boys Doubles Region Champions; Railey Davis & Jacob Workman - Boys Doubles Region Runner-up; Vivi Collins & Hannah Glass - Girls Doubles Region Runner-up. Congratulations and good luck to all at State! State Individuals are April 19 & 20th. The State Team Finals will be held on April 26th in Macon.

Upcoming events

- Wildcat Invitational Golf Tourney Saturday @ 12:00 PM.
- Champs Program – April 28th @ 6:00 PM.
- Field Days – Elementary April 29th, MS/HS – May 5th (6-12th students dismissed after field day activities).
- MS Academic Assembly – May 9th, HS Academic Assembly May 10th (8:15 AM)
- Cap & Gown Walkthrough – May 9th @ 2:15 PM
- Spring Athletic assembly – May 12th @ 8:15 AM
- SR Honors Night – May 12th @ 7:00 PM (PTO to help with dinner)
- Jr High SGA Dance – May 13th 6-8 PM.
- Athletic Physicals – Rising 5th-12th grades May 12th (Times TBA)
- Senior Ride Around - May 18th (1:45 PM)
- Senior Slideshow – May 18th (following the ride around about 2:00 PM)
- There are four teacher's positions to fill; 2 in Middle School and 2 in High school

Curriculum Director – Dicksy Hinesley:

- Seniors are all in college except for one we are waiting to hear about
- Four students applied to UGA and three got in. Only one of the three is choosing to go to UGA.
- I'm asking student to let me know when they win scholarships so I can keep a record. They don't always let me know.
- I've been handling scholarships (specifically: Kiwanis, Lion's Club, Rotary, Grandparents, Matthew's Helping Hands, lots of local scholarships, etc.) Please buy tickets from Rhonda Hilliard to help fund the scholarship for a WW student through Matthew's Helping Hands! This is the first time Rhonda has done the scholarship since the pandemic started.
- Some teachers are doing paperwork to renew their teaching certificates. Keith and I will look at each teacher individually.
- Lots of spring testing has been going on for grades 1-8.
- Admissions Committee has been busy over the last few months.
- SAT rescheduling and proctoring. The last make-up date will be Tuesday, April 26, 2022.
- New Dual Enrollment students have been slow getting documents to me. I'll have a cut-off date next year. We also had a problem that many of the rising juniors wanting to do Dual Enrollment have not taken the SAT, only the PSAT. Colleges do not accept the PSAT. I'm addressing this

with future 10th grade classes in the fall meetings. I'm now waiting for the School Day SAT scores to come in before we can finalize plans for next fall.

- Academic awards will be coming up soon.
- The Scheduling Committee will meet next week to make plans for next year's schedule.
- Progress reports went out April 14.
- I have ordered the certificates for Academic Assembly

Chairman's Report – Susan Glass:

- Evaluated Strategic Plan with Keith-has been sent to Jenny Bostick
- Thank you notes for GOAL
- Survived prom
- Board doing a great job allowing the staff (Keith) handle (run) the school

Trustees' Committee/Alumni Relations – Heather Lanier:

Trustee Committee:

1) Thank you for your service on the WW Board of Trustees. I am grateful for your service.
2) I would like to select another in-service book for reading/study to begin for professional development starting this summer/new board year. (Trustee's committee charge is to provide Continuing Education of Trustees through Retreats and other Professional Development Opportunities.) So far I have received the suggestions of:

- 1) How to Win Friends and Influence People by Dale Carnegie.
- 2) In the Name of Jesus: Reflections on Christian Leadership by Henri Nouwen (Short.)
- 3) Canoeing the Mountains: Christian Leadership in Uncharted Territory by Tod Bolsinger (Based on Lewis and Clark expedition.)

Any others? Thoughts?

3) New board year retreat this summer. **Possible date of Friday, July 29, 2022? Anyone willing to host the board retreat?**

4) I have received a few names for consideration for future board positions from some members, but I would like to receive a name from at least each board member. **I have attached a WW family list for you to use in considering possible nominations. This list should be kept confidential and handled discreetly please.** Please submit any possible future board member names. Reminder of board positions that will need to be filled in the near future:

- Chip Davis 2022 (2nd term) (last child graduating 2022)
- Hunter Spence 2022 (1st term) (finishing Courtney Rubendall's term)
- Laura Beth Tucker 2023 (2nd term) (last child graduating 2023)
- Cader Cox 2023 (1st term)
- Susan Glass 2024 (2nd term) (last child graduating in 2023)
- Brent Collins 2026 (1st term) (last child graduating in 2023)

The trustee's committee will meet next month to be ready to offer a ballot in May for new membership.

As a reminder.....

Qualifications of Desired Board Members:

Currently in our by-laws. . . (pg. 1 of 7) "New members for the Board of Trustees are to be solicited from surrounding communities and must have resided locally for at least three (3) years. A Board member may be male or female, shall maintain confidentiality, and shall be of high moral character and have a belief in God." Previously, the Trustees Committee asked to recommend these additions to the by-laws: "A Board member may be male or female, shall maintain confidentiality, shall be of high moral character, have a belief in God, be willing to serve the school, shall be a Westwood ambassador, exhibit an optimistic and positive attitude, and shall possess professional attributes which can be utilized."

- **Alumni Committee:**

- 1) Alumni Committee sponsored golf tournament has been rescheduled for this weekend (4/23/22) at Tired Creek Golf Club in Cairo with reception and live auction to follow at 5:30 p.m. Please attend, if you are able to attend. Thank you to all of our sponsors. Thank you to everyone who has worked so hard for this event, particularly Paige Gilchrist and Amanda Heard. Hopefully, this will become an annual event.
- 2) Met with a reunion planning committee for classes of 86, 87, and 88 who are planning a reunion this fall. They want to plan it around the school calendar and homecoming and be able to offer a school tour, and, hopefully, a gift to the school. They are awaiting the date for homecoming to plan their reunion. I have asked for their help in helping in filling in spaces in alumni contact information.
- 3) I will plan an alumni committee meeting for next month (after the golf tournament) to begin planning for the fall and any future projects/ideas.
- **New Business:**
- **During softball, baseball, and track it has become clear that special needs, handicapped, mobility challenged, and/or elderly persons have great difficulty getting to our facilities. (There was an issue at a recent track meet.) Is there any way to assist in this issue? Perhaps a school golf cart available to help transport? (Possibly purchase a golf cart or rent an electric wheel chair)**

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

- Money given to state tennis players for food this week in Macon
- Working on creating a committee for next year
- Looking for some more fun raising ideas

Fundraising and GOAL – Lanair Worsham Jr:

- No report

Building and Grounds- Hunter Spence:

- Besides submitting the two drainage proposals, I have been working to get estimates for the baseball concession stand. After looking at it with Scott Sherman he recommended we needed to find a small contractor (with low overhead) or an individual who could do the repairs. It's not a big enough job that larger contractors would be interested in. However, it is a big enough job that it is not something that can be "knocked out" in a few afternoons by parents.
- Scott recommended Chris Purvis. I have called him and waiting to set up a time to meet with him. He also is going to give us a proposal for repairs to concrete in the courtyard.
- I have one other lead of a local person for the baseball concession stand but I want to wait and meet with Chris first before pursuing him.
- The lower school playset is still a work in progress. Chris was going to get with Bryan Sexton to see if he could make the panels we need. Also, Brent thought of Tim Maxwell as a person he would talk to and meet with about the panels. I do not have an update on whether or not if they have had a chance to talk and meet with them yet.
- Courtyard area is going to be a little difficult to resolve. I am having someone to look into the tripping issue.

Strategic Planning– Susan Glass/Keith Croft:

- Info sent to Jenny Bostick. She will let us know next steps

Finance/Grants-Laura Beth Tucker:

- Reports submitted for approval
- Motion made by Hunter Spence; Second by Lanier Worsham, Jr. All agreed

Grandparents –Lanair Worsham, Sr.:

- No report

PTO – Jessica Adams:

- Teacher Appreciation Week- PTO had a great time showing our staff how much they are appreciated!
- Provided refreshments after Grandparents Day program
- May 3- Teacher Appreciation lunch for staff
- Working with Keith to determine end of year project

Recruitment and Retention/Communications and Marketing – Christy Ward:

- Sport/Stem camp is planned for this summer.
- Need more NHS students to volunteer
- We have had a pretty good sign up so far but would like to see some more.

PTO Parent Representative/PAC – Kelley Smith:

- No report

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, May 18, at 7:00p.m.**

New Business:

Motion made by the finance committee to proceed with parking lot; motion was seconded by Hunter Spence. All agreed to proceed with the project. All money will be verified prior to proceeding.

Executive Session:

Motion made by Susan Glass to adjourn at 8:19 p.m. Second made by Hunter Spence. All agreed. None opposed.

Meeting adjourned at 8:20 p.m.

Respectfully Submitted,

Kelley C. Smith, Secretary
Westwood Board of Trustees