

**Camilla Schools, Inc. or
Westwood Board of Trustees
Meeting Minutes
June 21, 2023**

Present: Keith Croft, Christy Ward, Lanair Worsham Sr, Susan Glass, Hunter Spence, Kelley Smith, Kelley Joyner, Chris Nurmi, Lanair Worsham Jr, Brent Collins, Jessica Adams, Harold Rackley, Wade Shiver, Megan Williams, Heather Lanier, and Amanda Heard

Absent: Laura Beth Tucker, Cader Cox, and Harrell Rackley

Christy Ward called the meeting to order at 7:00 p.m. and Chris Nurmi opened with prayer. Hunter Spence, made a motion to approve the May 2023 board meeting minutes and it was seconded by Lanier Worsham, Jr. All approved. Motion passed.

COMMITTEE REPORTS:

Headmaster Report – Keith Croft

- New family recruits –I met with 4 families the week of June 5-8 and 4 of those 5 students are registered (K4, 7th, 4th and 10th grades). The other candidate is completing the registration requirements. I met with another parent on Thursday, June 15th as well (3rd grade). We have another potential family that is interested (K4) and will hopefully be meeting with them very soon. Thanks to Christy Ward for reaching back out to these families in an effort to recruit new students. We are still meeting with several families.
- Scheduling – We have met and have begun the scheduling process for FY 2023-24. We are beginning to look at class/curriculum needs as well as we prepare for the upcoming school year.
- Summer needs - We are working on summer building/classroom needs (carpet cleaning, A/C issues, room cleaning, etc.) and other maintenance issues that need to be completed before we begin next year's school term.
- Art class – We are looking at the possibility of adding art back into the elementary curriculum one day a week (much like we currently offer STEM classes to our students). We will keep you posted on this as we just began looking into this possibility. Susan has a list of donors that have helped to fund this in the past.
- Elementary Prayer group – I met with Jessica Adams and Megan Williams recently and we discussed the idea of involving our elementary students more in prayer/FCA type events monthly. These ladies had some very good ideas and we agree with them that this would be great additional activities for our younger students. We will update you later as plans develop further.
- Special thanks – Thanks to everyone for your diligence in assisting us in the 2022-23 school year! We feel that this school year was a very successful one and appreciate each and every one of you for serving in your respective areas. God watched over our school

and our families this year and we thank HIM for our safety and success. Please continue to pray for us as we trust in HIM to guide us into another successful year.

- 2022/23 School upgrades/repairs – Please see the attached list of several upgrades/repairs that were performed at Westwood this school year. This list is not all-inclusive, but I tried to keep up with most of these upgrades as we progressed through the school year. Thanks to several of you for your specific help in many of these!
-

Curriculum Director – Dicksy Hinesley:

- Graduation was successful
- Scholarship Total OFFERINGS for the Class of 2023
 - \$817,186.00
- This total does not include ANY HOPE or ZELL scholarships. With Zell and Hope added, it should be at one million dollars!
- Most of the money for these scholarships come from the colleges that have offered money to students to get them to come to their college. Not all of the scholarships were accepted as students chose to go to other colleges.
- GA Futures has been updated
- Setting up for new year
- Discussed faculty replacement
- Ordered supplies for K4

Chairman’s Report – Christy Ward:

- Thank you Susan for your guidance and all that you have done for the school
- Met with Keith to discuss upcoming school year
- Met with Amanda and Jessica to transition Jessica to new role on board
- Continuous talks with Susan for background information and learning my new roll
- Met with Dee to begin updating lab – by the end of summer

Finance/Grants-Harrell Rackley:

- No reports
- June & July will be discussed/voted on in July meeting

Trustees’ Committee/Alumni Relations – Heather Lanier:

- **Alumni:**
No report
- **Trustee’s Committee:**
We will vote during new business on the 3 new members

Fundraising and GOAL – Lanier Worsham Jr:

- No report

Booster Club – Kelley Joyner:

- 1-Working on booster passes to get to Melissa and Paige
- 2-Jessica suggested a give away at kick off banquet for ultimate fan gear

Building and Grounds- Hunter Spence:

- B&G members met out at the softball field to look and discuss a new concession stand and restrooms for the softball field. During our preliminary meeting we discussed building a structure that is similar to the one at the baseball field, except a little larger to accommodate restrooms. The baseball concession stand is 10’x10’. To start we discussed a 14’x14’ building. We are checking building codes to see what/if there are specific codes for the restrooms. Once we know that we will adjust accordingly. While we were there we located the septic tank for the existing building and power is in close proximity.
- Once we determine the size of the building we will start getting bids for the concrete pad, septic hook up, power, framing, etc.
- **This project will not be done prior to the softball season. B&G’s wants this done as quickly as possible but want it done correctly. If anyone has the time to focus on this all day, every day please feel free to let us know, you can have it!
- Summer repair list has been received (and continues to grow daily) and dispersed with B&G members. Our hope is to continue what we have been doing the previous years and complete items throughout the summer. That way the start of the year workday won’t be as miserable.
- Gutter blockage on the backside if the lower elementary building was found and debris removed.
- A bid for the repairs needed for the gutter and downspouts on the side of the auditorium was received. We are in the process to secure another bid.
- Like everyone else finding quality vendors and then getting them to come meet and submit an estimate has been a challenge.

Strategic Planning– Susan Glass/Jenny Bostick/Keith Croft/Christy Ward:

- Once again-we are struggling to find a time to meet at this time of the year. We are trying to finish

1. Amanda Heard	PAC Focus Group
2. LanairWorsham, Jr.	Board Focus Group
3. James Adams	Grandparents Focus Group
4. David Cooper	Community Focus Group
5. Mary Lou Simmons	Student Focus Group
6. Betsy Caldwell	Teacher Focus Group
7. Keith Croft	Administration Focus Group
8. Christy Ward	Alumni Focus Group
9. Susan Glass	Member
10. Jenny Bostick	Facilitator

Grandparents –LanierWorsham, Sr.:

- No report

PTO – Megan Williams:

- 8/5 First Work Day
- 8/7 Back to School-Teacher Luncheon

Communications and Marketing-R&R – Jessica Adams:

- Met with Mr Keith to brainstorm ideas for 2023/2024 school year
- Developing a marketing plan to advertise what we offer. First quarter we will focus on parental involvement and Christian beliefs (FCA, prayer groups, etc).
- New Family Orientation- July 31st at 6 p.m
- Running a new ad in Moultrie

By-Law Review- Christy Ward

- No Report

PTO Parent Representative/PAC – Amanda Heard:

- No report

Completed WW School Improvements 2022-23:

- New stall doors in the boy's locker room were installed
- The exterior door at Coach Fries' office was replaced
- Exterior cafeteria doors fixed
- AC in the cafeteria/lunchroom was fixed
- Replaced LED lighting in several rooms
- Security lights in the courtyard and the security light on the elementary side repaired
- Baseball field was upgraded (grass, mounds, etc.)
- Coach Fries cleaned out the baseball concession stand and upstairs
- Catwalk area over the cafeteria door repaired
- Blue stripes on the walls of the upper school were repainted
- Installed shot clocks for basketball
- Switched gym sides, put new signs in Gym/locker rooms
- New water fountain installed at lower elementary
- Auditorium roof leaks and ceiling tiles repaired
- Leaks at MS/HS ceilings repaired
- Planned, installed "blockades" for new parking lot construction
- New phones were installed finally!
- New TV at MS/HS commons area installed (per NHS)
- Set up boundaries, parking and portable lighting for basketball games
- Leaky water fountain repaired at lower elementary
- Leak from frozen pipe at lower elementary fixed
- Busted pipe at baseball field was repaired
- Leaking pipe in Mrs. Vereen's room repaired
- Toilets repaired at different areas

- Picked up trash from people parking in Mr. Charles Stripling's lot
- Lawn mower repaired and battery replaced
- Old van and golf cart was sold/removed from campus
- Leak in lady's restroom in kitchen was repaired
- Gutters/tin over cafeteria door repaired
- Toilet stall doors repaired in K building
- Gym floors were refinished
- Scraped/repared hs/ms floors at Christmas
- Replaced all filters in all buildings (minus Gym/weightroom)
- Locks on back doors at MS/HS area replaced
- Electrical outlet covers replaced in several areas
- WD40 sprayed on several squeaky doors around campus
- Moved load of dirt from parking lot to K3 playground to fill in holes
- Moved numerous leftover construction items to trash
- Sewer lines at K3 building were snaked due to clogs
- AC leak in gym was repaired
- Bad Thermostat in Cafeteria was replaced
- K3 room sink repaired (Broadway)
- PTO Workday – Numerous items completed (Trees, bushes trimmed, storage building cleaned up, mulch replaced in beds, etc.)
- Repainted elementary playground equipment (Thanks Jessica Adams!)
- New Parking lot was completed
- Moved all “drums”, cones, signs, etc., from parking lot construction areas
- Rocks were placed near the bus barn and at the new ditch near baseball field (Thanks Mr. Lanair and Lanair Jr.).
- Attempted repairs on kitchen food warmers, then a new one was purchased by the Grandparent's Club (Thanks!)
- Baseball concession stand and stairs repaired
- New shelters installed at baseball/softball fields (Thanks again to the Grandparent's club!)
- **Projects in progress or being considered:**
 - AC units in different areas need addressing
 - Removal of the music/art building
 - Plans for construction of a new concession stand at softball field
 - Repairs to the roof of the auditorium
 - Repair/replace playground equipment at elementary
 - Repair the ceiling in boy's locker rooms

Old Business:

- All committees please meet during the month. Committee chairs please forward committee reports to the board chair prior to our **next board meeting on Thursday, July 27th at 5:45 p.m.**

New Business:

Trustee's Committee:

Voted on the replacement of Susan Glass, Laura Beth Tucker, and Brent Collins.

Boyd Williamson will replace Susan Glass, Kelley Smith will replace Laura Beth Tucker, and David Griner will replace Brent Collins.

Executive Session:

Motion made to adjourn at 8:08 p.m by Christy Ward. Second made by Hunter Spence.
All agreed. None opposed.

Meeting adjourned at 8:09 p.m.

Respectfully Submitted,

Kelley C. Smith, Secretary
Westwood Board of Trustees