

Woodward Academy Parent Community Board Minutes

August 23, 2011

Present:

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|-------------------|----------------|--------------------|----------------|
| Ginnie Baskin | Colleen Gould | Ann Miller | Sarah Cavender |
| Michelle | Jennifer Gray | Amy Olson | Lee Conner |
| Bowden | Rachel Hart | Robbie Roberts | Chris Freer |
| Sheila Cornelius | Sherry Hart | Sheila Schifilliti | Bill Gorman |
| Barbara Coats | Vicki Hueber | Sabrina | Stuart Gulley |
| Karen Corbin | Lisa Jackson | Snowden | Bob Hawks |
| Meenaxi Dave | Cathy Lafar | Delee | Ron McCollum |
| Haynes Dooley | Lisa Mancuso | Sutherland | Dan Morris |
| Tammi Duncan | Amy Mattingly | Teri Taylor | Lin Pahl |
| Suzy Ellis | Pattie Mayer | Nina Valastro | Randy Stitt |
| Cheryl Freeman | Nija Meyer | Ginny Vaughn | |
| Valerie Gallagher | Christi Meyers | Sharon Williams | |

Call to order and Introductions:

- Suzy Ellis opens the meeting at 8:31am.
- Suzy asked that everyone introduce themselves and state your position

Comments:

Dr. Stuart Gulley, President

- Gave good report of our first full week of school and gave credence to the parent group and the mentor gatherings being helpful to all and well attended.
- 2,670 students as of today, slightly down from last year, there was a decline in primary school; not just for Woodward but state wide (possibly due to economy) Woodward North's decline in enrolment, possibly due to bit of competition in surrounding schools . Busey kids not replaced after it closed. We hired Crane Communications to do some Consulting/Marketing to help us determine a different way of marketing the lower school; to not change our name but working on our brand and maybe tagging us differently. (not changing Logo or Motto)
- Reminded us Mr. McCollum is retiring! We have begun the search for his replacement we have an advisory committee and head hunting firm working to have this person hired by year end. We have huge shoes to fill. We hope to have finalist by year end and many small groups will be able to meet them before we select our candidate.

Mr McCollum, Headmaster and Vice President of Academics

- Speaks of his retirement this time next year, and he reiterated that all went well the first week of school. We have 13 new lead instructors, Jacob Edmondson added to teach Art at Lower school. Jeff Meese resigned. IT devices will be added to most classrooms this year, handheld devices will also be allowed under teacher leadership and direction.

Chris Freer, Vice President of Student Life

- Student Life off to a great start, retreats and trainings have been on going over the summer. Peer helpers etc. Kudos to mentor group and parents who helped. Community Svc guidelines will be same as last year in regards to Academy wide fundraising for limiting them to the same : Boys and Girls, Taranova School and Atlanta Community food bank and each school can pick 2 things that they want to concentrate on each semester. Giving was up, and we want to increase hands on opportunities that will nurture service learning.
- Diversity training done by 60% of faculty hope to be complete for all by January.

- Bullying course attended by many faculty members, especially for MS. Lower school will have class in October.
- WA live launched with last year's Commencement-broadcast things at WA for all to see. The site can be found on 360. (Arts, athletics, etc.) Don't stay away from the events but add this to your ability to watch your kids or share with others.
- Dave Chandler retiring after 30 years.
- Question asked: Will WN be a part of WA Live? Yes, anyone who will film the events will be placed on WA LIVE!

Advancement Update - Mr Bob Hawks, Vice President for Advancement

- Thanked Haynes and Suzy for past and upcoming Leadership
- Nija has done a great job for our area too in keeping us informed about WN and the communication that she provides
- Good News despite economic challenges \$ 9 million new multi-year pledges/commitments and gifts increase
- Cash gifts received for all gives 4.9 million cash up from last year
- Woodward fund \$1.3 million 200 more donors that gave
- Thanks Lee Conner for IT support, less paper more emails, more efficient

Parent Community Accounting Issues - Sarah Cavender, Controller

- Banking issue and bills will come from her, statements will always be opened by her office first. Most of you deal with Cindy)
- If any issues with bank account with SunTrust her office know and they will handle; we have a great relationship (TIP- for treasures of each school Password must be changed every month

Institutional Technology - Lee Conner, Director of IT; Dan Morris, Database Administrator

- 2 Year project to WIFI all buildings, 360 will have some changes too!
- Launching the Parent Tech Connections so you can see what is going on your computer in reference to child's FB, etc. or any browser that has been used. Electronic payments for events, where are we with that? May not be possible with everyone having different accounts etc. This may not be cost effective especially with credit cards. Parent Social is the only one at this time.
- New Logo on site!
- Dan Morris introduces himself! He works with Lee and he is a Woodward Graduate!

Catering Services - Bill Gorman

- Everything goes through Lin, thank you Lin for always making our job easy. Carol is on assignment at WN. Emails will only be checked 2 times a day. (don't send to Food@Woodward-send to Lin) Appreciation Days must be planned with time allowed for us to accommodate you.
- Mr Gorman will also retire-per Mr McCollum

Facilities- Randy Stitt, Director

- Up keep of building, air condition and cleanliness etc.
- Each school will use the School Administrator instead of Lin for set ups. Lin will be handling more of large school events like Super Goober, Parent Community events she handles if not under specific school.
- Be specific of what you want, 5 tables with 5 chairs, DETAILS please!

Approval of Minutes from last meeting-Suzy Ellis

- Haynes Motioned to approve minutes from last meeting in May
- Properly seconded by Barbara Coats.

Report of the Treasurer- Barbara Coats

- We have 11 treasurers this year, money has been deposited into to each group's account, and she will bring statements to every meeting. (she has a pkg. for each treasurer will give to those who have not gotten already)
- New check books are to be used now.
- Submit to Barbara any changes to your budget as they occur per Suzy, this will allow us to wrap up yearend issues quicker.
- All 11 accounts are not given equal funding, dues and social fees come from Woodward for each Academic school for things like Teacher Appreciation, etc. In addition we fund the Mentor Program and Parent Connections Concession and consignment are money makers and are self-sustaining. The monies are distributed based on each school's enrollment. So when enrollment goes down so does the funding.

President's Report

Suzy Ellis introduces Lin Pahl at this time. Lin is our Liaison for the Parent Community and the Executive Assistant to Ron McCollum (Headmaster and VP for Academic Affairs), and Chris Freer (VP of Student Life).

- Lin Pahl
 - If you use forms when reserving room, this will help you muddle through what you need and keep you organized when you go to the school secretary.
 - If you are Committee-at-Large or Executive Board you go through Lin
 - Calendar info needs to be sent to Lin so that she can stay on top of any problems or conflicts, etc.
 - Articles for newsletters and website info must be submitted to Lin, too. (Must be approved by Headmaster's Office.)
 - Never contact the services yourself have Lin or your school Administrative Assistant do this for you. If you have a problem or concern that can't be addressed at the school level, then see Lin and/or Suzy. Make sure your sub-committees are aware of the chain of command also.
 - Google workshop will be offered in November opened to Parent Community Board first.
 - Order early, allow time for things to be done and not rushed. When there is a conflict, see Lin. Use the reservation form given out today (also found on the PC webpage under Resources. Be specific as to what you need; **be specific** as to where you want your things for an event to be placed/stored.
 - Always check back a week or so before to make sure everything you need is in order.
- Nija Meyer (WN)- Why Community VS Club the name change- Blue Ribbon results stated that the word Club felt alienating to many, new Logo represents all five schools, everyone involved. Message conveyed is that all parents, etc. are members.
- Video was made to be inclusive by Suzy with explanation of who we are now! Video has not been shown to many.
- With name changes there will be some charges incurred but anything with WAPC on them can still be used.
- Better LOGO can be gotten from Lin when printing info that you want a better image for printing.
- Valerie Gallagher is now new Treasurer she takes the place of Tony whose family did not come back this year. Suzy made a motion to accept Valerie as our new Treasurer and it was motioned and properly seconded, same done to remove Tony from the position.
- Badges are always to be worn when you are on CAMPUS! See Lin when you forget or loose.
- New badge for visitors the word VOID comes up after a day.
- Suzy E.-Remember to communicate especially to parents, hopeful that consistency will do that, a blast after every meeting will keep people abreast of current issues. Be sure they know to get things out in a timely manner. The minutes will be helpful. It was asked where will this info come from... individual schools will send what is relevant from this meeting and anything else that they may have coming up. Suzy will send some basics.

*** Reminder- Certain things like death notices are not to be sent out by your individual schools, let WA Administration communicate these type of things, be mindful of what you put in your news! Add on what things can be blast out to each school. Suzy will send out a few things and you add to what is specific to your school.

- Haynes says make sure you have a person to help build internet relationships with parents, this helps to answer questions and make parents feel that they have someone that they can ask and have a relationship with, that is why we need a letter every now and then.

Primary School Report - Amy Mattingly

- Mentor program a big hit and events were well attended this summer.
- Aug 11th Registration and Teacher Appreciation Lunch. First time all grades registered on same day. First time PC reps were in each Kindergarten classroom. The Parent volunteer sign up was quite successful, over 180 volunteers signed up.
- We began the school year with a strong leadership committee in place: All 28 leadership positions have been filled –with 14 being parents who had never held leadership positions before, 2 being new to Woodward.
- Hosted a new parent coffee on the first day of school very low turn-out. New Parent meeting scheduled for Aug. 31st.
- Parent night at PS Aug 31st (K and 2nd) and Sept 1st for (1st and 3rd). PC will be hosting a social hour prior to the classroom meetings.
- PS Tailgate party is Friday Sept. 9th at middle school courtyard.
- 2 Lunches for Parents of PS, k/1 on Sept 7th and 2/3on Sept 8th. Both at The Feed Store.

Lower School - Tammy Duncan-

- Upcoming events-Aug 30th Room Parent meeting should proceed as planned, All room parents positions have been filled and most chair assignments too. Lots of volunteer sign ups. Sept 2nd Lower School tailgate, 6th graders go on their camping trip in Sept, first faculty luncheon Sept 21st.

Middle School- Lisa Jackson

- Middle School Orientation- Good Start! Huge 7th grade class. 300 volunteers signed up.
- Tailgate coming up in October, will be meeting about that on Aug, 24th.
- Chairpersons for faculty luncheons to meet soon.

Upper School- Delee Sutherland

- All went well Kudos to Donna and Kathy and all their mentoring programs (scavenger hunt, bowling, etc) over the summer. Welcome back teacher Luncheon, ice cream social went well on first day of school with about 1200 students. Grade level coordinator meeting already done. Teacher ice cream social done on first Friday.
- Upcoming Events-parent counselling meetings... Sunday 8/28 upper school orientation.
- Amy Vassey and Delee had money left over and used it to purchase a refrigerator for Chapel; this will allow anyone who has a meeting there now have a faux kitchen with a sink and utensils, etc. to make life easier!

Woodward North - Nija Meyer

- Our Mentor Program has been receiving overwhelmingly positive feedback, with 3 highly successful events this past summer: Our Ice Cream Social and Scavenger Hunt in May (over 100 in attendance), our Bowling Event in early July (65 in attendance) and a Pool Party in late July (over 80 in attendance). New families are so happy with their transition that several are already wanting to be mentors themselves and return the favor.

- Registration Day was a success, with all our Parent Community Committees getting the volunteer coverage they need. Many of our committee chairs brought their laptops and had signups directly onto their computers, supporting our paperless goal.
- There has been further interest in Google Docs Training, from committee chairs who could not do it last year, and from room parents. We have a new committee, Parent Tech Talk, and they are working with Nneka to set GD training workshops in our new Mac lab.
- Super Goober Day still has some slots to go, but we will be dangling 2 carrots this year: Volunteers will be listed in a raffle and can win a front-of-the-school year-long parking spot, or 4 premium seats to a Hawks game. We will be playing it up at our Parent Orientation nights, this Tuesday and Thursday nights.
- Parent Orientation nights - The focus will be on curriculum, but we will take advantage of having a captive audience to review the role of our Parent Community and the different ways parents can get involved.
- We are gearing up for Race to Nowhere, the Parent Programming film being screened at WN on August 31st with a facilitated discussion by Dr. Freer.
- Our WN Tailgate at the Middle School Campus is September 23rd, so we will begin promoting that event in the next few months as well.
- Our Neighborhood Liaison program is entering year 2. This is a program where we have existing parents in each of WN's key neighborhoods help us to build awareness of our school, by hosting neighborhood coffees, sharing newsworthy events in their local publications, etc. We are gearing up this fall so we can begin generating excitement in time for Open House.
- Our Parent Community meetings will be in the same format as last year, where all of our meetings are open to the entire parent body, not just the "parent meetings." We have a great speaker lineup, beginning with Dr. Gulley on September 28 and ending with Mr. McCollum on March 28th. We are also working with Mr. Notestine on getting a panel of former WN students to come and speak at a meeting, and share their stories about the transition to middle school - everything from the bus to whatever.
- Lisa and Donna were recognized again in reference to the success of the MENTOR programs and how well it went they were not because they were meeting with some of their members for a breakfast meeting.

Goober Day is Oct 7th (Sharon Williams)

- The theme is Global Goobers.
- Carnival is for 1070 students comprised from 443 students at Lower school and 330 students at WN and 297 at Primary School plus their families and approx. 120 staff members.
- Bundle of tickets can be purchased.
- 6th graders t- shirts will be a different color again this year.
- Check website for details and order forms.
- T-shirt design passed around there is a new vendor.

Parent Programming – (Mira Moss unable to attend)

- Nina Valastro stated that there would be a broad array of themes this year: Achievement, Integrity, Inclusion, Student Stress and Balance, Global Academic Competitiveness, Parenting Strategies for Teens, Birth Order & Child Development, Organization & Study Skills, & Father/Daughter Relationships.
- Race to Nowhere Tuesday Aug 30th will be the first event 8:30 am to 11:00am in Gresham
- Neil White author of "In the Sanctuary of Outcast" will speak October 12th at The Lodge in Buckhead; there will be a cost since it is a luncheon.

Parent Social - Sonja Russ unable to attend baby due in days

- Her husband Ricardo reported the following: the that the date for our Parent Social is Feb 4, 2012 from 7-11pm and the Theme is "A Woodward Evening Under The Winter Stars" The Save the Date is coming soon.
- Regional Picnics to be scheduled later in the year.

Consignment Shop-Teri Taylor

- Skirts have been an issue (too short or too long) and we know the dress code.
- \$24,000.00 on first day opened.
- First check given to Barbara is \$42,175.00.
- Always more volunteers needed.

Concessions-Karen Corbin

- ½ capacity for scrimmage. As far as volunteers they had a few glitches with some equipment.
- Sept.7th first game so far we have 27 volunteers exact amount that we need.
- Popcorn can be ordered through Karen if needed.

Any other business:

- Delee offered chocolate syrup from ice cream social to any takers!

Meeting adjourned at 10:25am by Suzy Ellis after thanking everyone for there time.

Submitted by,

Cheryl Freeman
Parent Community Executive Board Secretary