Woodward Academy Parent Community

Parent Community Board Meeting Minutes: April 21st, 2015

Attendees:

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<tr>
<th>X Andrews, Rochelle</th>
<th>Khan, Panyavee</th>
<th>X Waddell, Andrew</th>
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<tr>
<td>Bowden, Michelle</td>
<td>Kumar, Kumudha</td>
<td>X Wheeler, Anna</td>
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<td>X Boxer, Caryn</td>
<td>Long, Catherine</td>
<td>Williams, Sharon</td>
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<td>Brown, Bettina</td>
<td>Macaulay, Antoinette</td>
<td>X Wurth, Pia Colon</td>
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<td>X Clapes, Diane</td>
<td>X Marshall, Alissa</td>
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<td>Corbin, Karen</td>
<td>X McDonald, Dawn</td>
<td>Gulley, Stuart</td>
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<td>X Craig, Mellissa</td>
<td>X Mednick, Kirsten</td>
<td>Spiller, Marcia Prewitt</td>
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<td>Early, Hazel</td>
<td>X O’Neil, Randy</td>
<td>X Freer, Chris</td>
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<td>Earwood, Diana</td>
<td>X Riviere, Gretchen</td>
<td>X Pahl, Lin</td>
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<td>X Erbrick, Vanessa</td>
<td>X Roberts, Robbie</td>
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<td>X Fernandez, Kristen</td>
<td>Robinson, LaKesha</td>
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<td>X Gorjala, Pramoda</td>
<td>X Robitscher, Linda</td>
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<td>X Hart, Rachel</td>
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<td>Hasen, Phyliss</td>
<td>X Rosenthal, Michelle</td>
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<td>X Jackson, Annie</td>
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<td>X Johnson, Marie</td>
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<td>Kelly Katz, Kathleen</td>
<td>X Thompson, Suzette</td>
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Call to Order
Rochelle Andrews called the meeting to order at 8:34 a.m.

Comments

Dr. Chris Freer, Vice President and Dean for Student Life
- Woodward is of course part of NAIS which helps hold us accountable on ways to continually improve out practices here at the school. Every 5 years we have an accreditation visit and every division has a separate visit. We do this for other NAIS schools as well.
- Student life is robust and thriving. The Jesse Draper Boys and Girls Club annual Walk-A-Thon was a success. Since 1995, this Walk-a-Thon has celebrated this group of young people and the safe haven that the Boys and Girls Club provides to learn and grow after school. In that time, we have raised over $560,000 dollars.
- Another very important program that we will hear more about is the Horizon Program. This is a 6-8 week summer learning program in its 4th year. Many of our Woodward upper school kids take time to help other kids in the area with academics and swimming. The mission of giving back is one of the biggest lessons learned for the Woodward volunteers.
- The Sustainability Council will celebrate upcoming Earth Day and continue to focus on how we use our resources. This includes not only our food but our heating and cooling, the materials we use in the construction of our new buildings, recycling, etc.
- This is a busy time for our seniors with senior week coming up. This includes College Day where they get to wear their college shirts, decade’s day, and Last Blast which is a huge celebration of their lives here at Woodward Academy.
- At this time we would like to recognize the Leadership of the Parent Community Board:
  - Bettina Brown, Exec. Board Parliamentarian
  - Andrew Waddell, Executive Board Treasurer
  - Robbie Roberts, Exec. Board Secretary
  - Rochelle Andrews, Executive Board President
**Institutional Technology**, Lee Conner, Director of Auxiliary Services

- We are gearing up for Summer Camps. We expect to exceed last year’s enrollment of over 1300. Our Camps are open to the public and we encourage new parents to please sign up their new students which helps them familiarize themselves with the WA campus.

**Horizons School**, Jessica Parsons, Director for the Horizons Program at WA.

- We are transforming lives at Mount Olive elementary school and other schools. This 6-8 week summer program has affected our upper school students as well. We have 23 upper school volunteers. Our little ones look at them like they are super heroes. There are 5 sites in Atlanta that make up the Regional Model. There are 44 in the entire country. This is a K-8 Summer program where the students learn to read in 6 weeks. There is also a swim coach to teach swimming lessons every day.

**Woodward Fund**, Andrew Sullivan, WA Governing Board Member, 2014-2015 Woodward Fund Chair, Strategic Fundraising Committee, Chair

- We need your help. Our goal is $1,825,000.00. We are $176,000.00 short. We have a month to reach our goal. Our parent participation is one of the lowest in years at 44%
- 71% of the Parent Community Board as contribute to date
- 100% of the faculty and staff have contributed
- 90% of other Woodward employees
- 3% of the Total Operating Budget is from the Woodward Fund.
- We currently have challenge match of up to $135,000. Participation is key to success and we are open to suggestions on how to increase participation.

**Approval of Minutes**

- Bettina Brown moved to approve minutes for March 14th, 2015.
- Properly seconded by Phyllis Hasen.
- Minutes were approved.

**Report of the Treasurer- Andrew Waddell**

- Accounts receivable and balances have been sent out.
- Each school division should make sure they have sufficient funds to cover their budgets for the remainder of the year. We are trying to estimate where we will end the year. The guideline for budgeting should be not to exceed the dollars per student estimate, though we will not know final enrollment numbers until August.

**President’s Report- Rochelle Andrews**

- Rochelle asked current Board members vote to approve all of the parent board 2015-2016 nominees.
- Candidates are approved and the motion was seconded by Bettina Brown.
- The next Board meeting will the Transition Breakfast on May 13th, location TBD. Rochelle encouraged everyone to please attend.

**Welcoming Committee- Anna Wheeler**

- Welcoming Committee Scheduled Events:
  - **Primary School**
    - **Shadow Day – 1st-3rd grades**
      - May 6, 10:15-12:00pm
    - **New Parent Orientation**
      - Sunday, May 17th from 5:00pm – 8:00pm
      - For All Parents of New Students
- **Play Date at Woodward Academy Primary School**
  Wednesday, June 3rd from 9:00am-10:30am
  For All New Primary School Students

- **Registration Day**
  Monday, August 10th
  Pre-K, K, and 1st Grade from 8:00am - 11:30am
  1st and 3rd Grades from 12:30 am - 3:30pm
  For All Primary School Students and Parents

- **New Parent Coffee**
  Wednesday, August 12th 8:30am – 10:00am
  For All Parents of New Students

### Lower School
- **Bowling**
  May 16 11:00am-1:00pm
- **Ice Cream Social**

### Middle School
- June 2 6:00am-8:00am
- August 6 4:00pm-5:30pm

### Upper School
- **New Student Social**
  May 28 6:00pm-8:00pm
- **Orientation Day King of Pops**
  Aug 11th
- **Ice Cream Social & Consignment Shopping**
  Aug 4 7:00pm-8:30pm

### Concessions - Teri Taylor for Karen Corbin
- No report

### Consignment Shop - Teri Taylor
- Sales are slow this time of year.
- Currently have 25% off sale on select items till April 15th.
- Consignment Shop will be happy to be open for new families in conjunction with Welcoming Committee events. New students can meet existing students and learn more about uniforms. This is also a good way to find more volunteers. Anna Wheeler offered to copy Consignment Shop on communications relating to dates for new family events.

### Parent Programming - Suzette Thompson reporting for Caryn Boxer
- We had a great year!
- We had eight speakers on topics ranging from learning differences of boys to parenting values to social networking ins and outs to college readiness.
- There were a total of 9 Love and Logic courses this year:
  - A 6-session parenting the Love and Logic Way basic course at both Main and WN campus in the fall. Two sessions of the Love and Logic: Digging Deeper course at the Main campus in the fall.
  - Three Digging Deeper courses on the main campus in the spring.
  - Two Digging Deeper courses at WN this spring.
Communications

- The WN weekly newsletter continues to be sent.
- The PS most recently sent out their April monthly newsletter. I recommend that board members go to the PS PC web page to see some examples of these. It is a great model for an inviting and school-oriented parent newsletter.
- All the PC web pages were reviewed and were updated as needed in March.
- Our most recent Presidents Newsletter was sent to all Woodward Academy Parents in March.
- We have some recent new photos on the PC Facebook page. Please send more to be posted.

Parent Social- Rachel Hart

- 2015 Honors Banquet receptions dates are
  - May 14th – 9th Grade
  - May 13th – 10th Grade
  - May 14th – 11th grade
- Will place order for the flowers, balloons and begin to pull items needs for the tables today from storage. New signs have been ordered.
- Only 3-4 volunteer are needed for each reception so if anyone would like to sign up please see me afterwards.

Super Goober Day- Pia Colon Wurth

- Kirsten Mednick is the next Super Goober Day Chair.

Primary School- Randy O'Neil for Mellissa Craig

- March 27th - Admissions Event at PS - The Admissions Department hosted an event for Primary School prospective parents and requested a few volunteers from the PC to serve as Parent Ambassadors to greet, meet and mingle with prospective parents. We had about 20 PC volunteers to come out. Prospective parents really appreciated the hospitality.

- April 16th – Big Night Out – Our BNO Committee (Rhonda Smith, Cristina Anderson and Jessie Hood) did a fabulous job planning and executing our annual Big Night Out event. There were over 600 attendees at the event. This year we had a sports theme entitled All Star Bash. Children and parents came dressed in sports attire and uniforms, which included but were not limited to team jerseys, dance attire and baseball uniforms. Dining Services catered the event with food fitting for a sporting event. We had carnival games, a Wii station, a photo booth, a cheering exhibition by our Lower School cheerleader and varies other exciting stations. Our Upper School students acquired volunteer hours by manning the various stations during the event. A great time was had by all.

- April 16th – Sunshine Club Presentation - The Committee recognized Primary School employees (teachers/admin/specials/facilities) with birthdays in April. Kumudha led the effort again and arranged a table in the Art Gallery with balloons and fitting themes. We put the names of those being honored in neon lights on a LED board and each honoree is received his/her own boxed cupcake from Gigi’s labeled with their name to ensure that each feels special on their birthday.

Upcoming events include:
- April 16th - PS Dance Concert – present flowers to dance instructor
- April 30th - TA luncheon (Sponsored by PK and K families)
- April 30th - End of Year Collection letter to be distributed
- May 4th-8th - PS Faculty Appreciation Week - providing snacks
- May 8th - Spring Fling and Field Day
Lower School- LaKesha Robinson for Phyliss Hasen
On Thursday and Friday, April 16th and 17th, the Lower School had its first dance recital under the direction of the new Lower School Dance Teacher, Dawn Axam. The Parent Community provided flowers for Dawn and her two assistance, but most importantly, her creativity with contemporary dancing and including thoughts from each student really made this special.

We have a crazy four weeks coming up… …

- **Friday, April 24th** – 5th Grade Social in the Lower School Cafeteria; 6th Grade Social in the Middle School Cafeteria

- **Friday, April 24th** – The Parent Community will host a Parent Social for the parents of the 5th and 6th grade students at The Feed Store, which is located at 3841 Main Street in College Park from 6:45 to 8:45 PM. H’orderves will be served and a cash bar will be available. I hope that all of the 5th and 6th grade parents will join us. I have attached the link to the restaurant just in case someone would like to take a look at the menu. [http://thefeedstorerestaurant.com/](http://thefeedstorerestaurant.com/)

- **Tuesday, May 5th** – Its Cinco de Mayo and Woodward will celebrate during lunch with decorations and music and some special sweet surprises. If you would like to help. Please contact Randi Zelcer at Randiz02@gmail.com. I have also attached a link to the volunteer sign-up form. [http://www.signupgenius.com/go/10c0449a9aa2ba57-cinco](http://www.signupgenius.com/go/10c0449a9aa2ba57-cinco)

- **Wednesday, May 6th** – Our last Teacher Appreciation Lunch of the year. If you would like to assist please contact Laura Shir at laurashir@gmail.com or Brantley Abrams at abramsji@comcast.net

- **Tuesday, May 12th** – Orchestra Concert beginning at 1:30

- **Wednesday, May 13th** – 4th & 5th grade chorus, ensemble and Honor Chorus at 1:30 at Gresham

- **Thursday, May 14th** – 5th/6th Grade Bands and Honors Band Concert at 12:30pm

- **Thursday, May 14th** – 6th Gr. Chorus, Honors Chorus & Hand bell Concert at 2:00pm at Gresham

- **Wednesday, May 20th** – 6th Grade Honors Reception at 6:30 pm

- **Thursday, May 21st** – Lower School Field Day beginning at 8:30am. We will need over 40 volunteers to make this event run smoothly. The kids always look forward to this fun day and we would love your help. I have attached a sign-up sheet below but if you would like to help please contact either jstrobel@tmico.com or Debby Verner at lisini@aol.com [http://www.signupgenius.com/go/10c0449a9aa2ba57-lower](http://www.signupgenius.com/go/10c0449a9aa2ba57-lower)

- **Friday, May 22nd** – We will celebrate the 6th Graders last day in the Lower School. Anyone that would love to help plan this event is welcome. Please contact Phyliss Hasen with any questions at phasen3@gmail.com / [http://www.signupgenius.com/go/10c0449a9aa2ba57-6thgraders](http://www.signupgenius.com/go/10c0449a9aa2ba57-6thgraders)

Middle School- Michelle Bowden
• **April 14th - Teacher Appreciation Lunch**
  o Spring sandwiches and salads. Teachers loved and appreciated.

• **April 23rd – MS Parent Social**
  o Was scheduled for the St. Regis. Fortunately we had a great response from parents. Unfortunately we had to move to a different room and there was going to be a $2,500 food and beverage fee. They also requested WA pay for the initial drink due to waiter flow issues.
  o The event has been moved to The Pig and The Pint in College Park. The establishment has been extremely accommodating and the budget is within our means for an estimated 70+ people.

**Upcoming Events:**
- May 5th – Dessert Bar
- May 14th - 8th Grade Ice Cream Social
- May 18th – 7th Grade Ice Cream Social
- May 19th – 21 – Exam Biscuits served

**Upper School - Linda Robitscher**
- **April 30** - Our last April activity is a big one for our graduation seniors: Thursday night. April 30 is Woodward's annual "Last Blast" event for our seniors. We will kick the night off with a cookout outside on the lawn of the Tyler Brown Student Ctr., there will be a student/faculty softball game and lots music and fun. The seniors’ then roll into the Last Blast carnival, an ice cream social and they spend the night in the gyms. We follow up on Friday morning with chicefila biscuit breakfast and send them home. It is a very special and super fun event that every senior class looks forward to! Volunteers needed.

- **May 11** - Just after graduation, when the rest of the 9-11 graders are missing our graduated seniors, we’ll have the King of Pops at the upper school campus in the bull ring area. We hope this perks the students up!

- **May 15** - Diane, Annie and I will host the last Teacher Appreciation luncheon. We will host this luncheon in Richardson Hall and we hope it will be a nice time to thank our teachers one more time before they head in to the stressful exam period and as well as a summer-send-off.

- **May 19** - Our Spring Exam Treat Day is for all students taking an exam that day. We’ll be handing out cookies and smiles to get them through the week!

**Woodward North - Michelle Rosenthal for Alissa Marshall**
- **Get Air - March 27th** - First time we had this event...huge success... both Adults and kids had a great time.

- Final WNPC meeting - April 2nd - featured Parent Programming guest speaker, Kimbrell Teegarden. She made a great presentation on the challenges families face in today's world.

- **Room Parent Meeting - April 10th** - We had a very productive meeting to collaborate on planning for the year end parties.

- **Faculty Appreciation Dessert Spread - April 17th** - Featured a chocolate fountain with yummy dippers, and a nice spread of homemade treats brought in by volunteer parents.

- **WNPC Volunteer Appreciation Lunch - May 1st** - We will be having our appreciation lunch at a
Persian restaurant near the school. We will have a private room and we will be personalizing chocolate bar labels for a small gift.

- **Ice Cream Trucks - May 11th**: We will be having two ice cream trucks after lunch for all grades to come out and pick a frozen treat.

- **Uniform Resale - May 12th**: Set up a “store” in our Arts Center where families sign up to sell used clothes and many other families, including our new families, come to buy. Great opportunity for families to start their wardrobes for the next year at great prices.

- **Field Day - May 15th**: Olympic field day - While it’s not a PC event, many parents are very involved in its planning and implementation. Suzette Thompson has partnered with our Coaches on the planning of all of the events (timing and scheduling) and then many parents will volunteer to help run a concession stand including drinks, popcorn, snacks and then items that Cathy Weaver sends us from the Campus Store.

- **End of year parties - Last week in May**: We have booked inflatables from Astro Jump for the grades to share.
  - Our 6th Grade party is a special one - full day at St. Ives country club. Rachel Hart is working hard on those details. She has also been collecting pictures from 47 students along with some video of each student so that she can produce an amazing keepsake of their years at WN. That will be shown at our 6th grade farewell assembly on May 14th.

- **Live Surveys**: We have been conducting “Live Surveys” with parents to gather feedback on WNPC events for the families as well as the faculty so that Michelle and her team have information to begin planning for the ’15/’16 school years.

**Comments - Rochelle Andrews, Parent Community President**
- Rochelle thanked Board members for their time and for all that they do for the Academy.

**Meeting Adjourned at 10:15 a.m.**

Respectfully submitted,

Robbie Roberts
Executive Board Secretary
Woodward Academy Parent Community