

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**ACADEMIC COMMITTEE**  
**November 6, 2023**



These minutes are for informational purposes only.

**PRESENT:** Folkerts, Chandler; Gronski, Melany; Harten, Michael; Mendoza, Christopher; Munroe, Heather; Musko, Jason; Nguyen, Cang—alt.; Paquette, Philippa; Rich, Matthew; Samborowski, Len; Sandford, Chris; Staples, Eli; Ten Eyck, Beth; VanderSwaagh, Shannon; Walley, David; Woodland, Julie;  
**ABSENT WITH NOTIFICATION:** Larrow, Jeff; Young, Scott

**1. Call to Order**

The meeting was called to order by Committee Chair Paquette at 5:30 p.m.

**2. Community Participation – None.**

**3. Secretary's Report—Minutes of October 10, 2023**

**MOTION:** (Sandford/Nguyen) To approve the minutes of October 10, 2023. All voted Yes except Len Samborowski, who abstained. Motion passes.

**4. Evaluations—Staff and Paras**

Dean of Students Beth Ten Eyck and BCBA Christopher Mendoza were tasked with improving the evaluation process for staff and paraprofessionals. The team provided an overview of the revised evaluation forms that will be piloted this year. Target changes to the staff evaluation form will include more conversation about growth areas via a writing prompt (fewer meaningless numbers) to achieve greater consistency. Paraprofessionals will be evaluated similarly, with better questions, organized into applicable categories. Teacher feedback about the para experience in the classroom will be included. Paras will use their time at the end of the school day (until 3:00 p.m.) to attend staff meetings and meet with teachers and administration. Efforts are being made to show appreciation to these valued staff members through greater collaboration and opportunities to increase compensation. Sample evaluation forms were provided. The team will meet again at the end of the year to assess any significant added workload for administration.

**5. Evaluations—Faculty**

Dean of Academics Dr. Michael Harten and Associate Head of School Holly Singleton provided an overview of the new 2024 teacher evaluation program (TEVAL) being rolled out this year. While quite detailed, highlights included (1) mathematical ratings are no longer required; (2) goals are based on growth rather than outcomes; (3) the evaluation process can differentiate between the various roles, responsibilities, and levels of experience of teachers; (4) the school's professional development and evaluation committee (PDEC) has greater freedom and autonomy to differentiate the parameters for observations. The handouts discussed included: (1) Professional Growth Goal Overview for 2023-2024; (2) Professional Growth Form for 2023-2024; and (3) Professional Growth Reflection Form J for 2023-2024.

**6. BOT Member Visits—Update**

This item was tabled until a future meeting.

**7. AI—Review Questions and Establish Priorities**

Discussion ensued when the group considered Academic Committee student member Chandler Folkerts' feedback on artificial intelligence from various students alongside Dr. Harten's list of questions generated by the committee at an earlier meeting. Questions/*comments* included:

1. How can we prepare students effectively to use AI in different fields/careers? *significant student support for this*
2. How do we use AI to help differentiate instruction? *significant staff support for this*
3. How do we use AI to improve teacher and staff efficiency? *significant staff support for this*
4. What is the actual impact of AI in the classroom? *data collection could be challenging*
5. How do we balance AI's benefits and detriments in crafting effective policy/guidelines? *Forward to the Governance Committee.*
6. How do we ensure that AI is used as a pathway to learning, not a substitute for learning? *Forward to the Governance Committee.*

**8. Other** – None.

**9. Adjournment**

**MOTION:** (Musko/Gronski) To adjourn the meeting at 6:29 p.m.  
Unanimous

Respectfully submitted,

*Julie Woodland*

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Board Clerk

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*