

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
June 15, 2021



These minutes are for
informational purposes only.

PRESENT: Asikainen, Samantha (7:40); Beckwith, Martha; Blackmer, Robert; Child, Barbara; Duvall, Nancy (C); Frankhouser, Hans (W); Higgins, Edwin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); McGinn, Walter; Morse, David; Paquette, Philippa; Rhyhart, Hans (7:30); Samborowski, Len; Swenson, Christine; Trivella, Joan; Tuttle, Brent (P)

ADMINISTRATION: Bottone, Adam; Harten, Michael; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Susi, Michael; Woodland, Julie

ABSENT WITH NOTIFICATION: Bentley, Cary; Carabeau, Garry; Young, Scott

GUESTS: Wendy Bradley

1. Call to Order

The meeting was called to order by President Swenson at 7:00 p.m.

2. Community Participation – None.

3. Secretary's Report

a. Minutes of March 16, 2021

b. Minutes of April 5, 2021

c. Minutes of April 17, 2021

MOTION: (Higgins/Child) To approve the minutes of March 16, 2021. All voted Yes except Hans Frankhouser, who abstained. Motion passes.

MOTION: (Higgins/Child) To approve the minutes of April 5, 2021.

Unanimous

MOTION: (Higgins/Child) To approve the minutes of April 17, 2021. All voted Yes except Bob Blackmer, who abstained. Motion passes.

4. Board Reports

a. President's Report

i. Correspondence

Head of School Sandford reviewed the packet's correspondence, highlighting letters sent to all the Boards of Education in our sending towns regarding the end of the year; letters congratulating students and staff who were awarded Head of School or Academy Champion awards; a letter congratulating the new principal of New Milford High School, Greg Shugrue; several letters of condolence; a thank you letter to Eric Chalupka for work he did for the Covenant Shelter; a letter to the Woodstock Board of Education regarding the expiring Academy contract; letters thanking the members of The Academy's hiring committee; award letters to the B Club, Student Climate Activists, FRESH, and Earthsave from CAS; a letter congratulating the new president of Nichols College, Glenn Sulmassy; a thank you letter to Roseland Cottage for hosting the Pink House Teas; a thank you letter to E.F. Wood (Hans Frankhouser) for donating landscaping mulch; various letters of thanks to several long-term substitutes/para professionals; resignation acknowledgement letters written to various employees; and letters to Board members Jim Bellerose, Keith Atchinson and Kevin Johnston written by Board Secretary, Philippa Paquette.

ii. Governance Committee

President Swenson announced that Ed Higgins, Walter McGinn, and Jeff Larrow stepped forward to form the new ad hoc Governance Committee. The group is expected to take feedback from the

Board's self-assessment to form an action plan and lead the September Retreat. It is hoped a three-year plan might be developed.

iii. Nominating Committee Report

Nominating Committee Chair Paul Kelly described the recent meeting of his committee when Dr. Melissa Perkins-Banas was interviewed as a Trustee of the Sending Towns (Brooklyn) and Mr. Eric Quinn was interviewed as a Trustee of the Community. The Nominating Committee unanimously agreed to recommend both candidates for approval by the full Board.

MOTION: (Kelly/Tuttle) To approve the addition of Dr. Melissa Perkins-Banas and Mr. Eric Quinn to the Board of Trustees. Unanimous

b. Committee Reports—questions/discussion on reports provided in packet

There were no questions or comments about the minutes included in the packet.

5. Woodstock Academy Administration Reports

a. Associate Head of School for Finance and Operations Report

i. 2020-2021—Budget Update

Associate Head of School for Finance and Operations Mike Susi provided a summary revenue and expense report, saying The Academy had just received preliminary notice that its PPE loan had been forgiven. On the revenue side, real estate and grant funds increased despite international funds decreasing. On the expense side, transportation and food service figures were lower than expected while the professional development line item exceeded expectation.

ii. Academy Building Project Update

1.) Financing Options

Associate Head of School for Finance and Operations Mike Susi reviewed the financing options for the Academy Building Renovation Project, noting the Executive, Buildings & Grounds, and Finance Committees all selected Option A. Under Option A, the Academy Building will be open for student use in fall 2021 and renovations will be conducted during spring/fall 2022 and spring 2023—reopening in fall 2023. A lender has been secured and favorable rates are expected. Buildings & Grounds Committee Chair Bob Blackmer and the school's attorney collaborated to make several small changes to the language.

2.) Financing Resolution

A resolution, *Financing Authorization for a School Building Project* was reviewed (attached below).

3.) B&G Resolution

A resolution, *Academy Building Project Building Committee* was reviewed (attached below).

MOTION: (Morse/McGinn) To adopt the resolution regarding Financing Authorization for a School Building Project as discussed on June 15, 2021. All voted Yes except Len Samborowski, who abstained. Motion passes.

MOTION: (Child/Larrow) To adopt the resolution regarding Academy Building Project Building Committee as discussed on June 15, 2021. All voted Yes except Len Samborowski, who abstained. Motion passes.

iii. Other

iv. Board questions/discussion

b. Associate Head of School Report

i. Year-end Update

Associate Head of School Holly Singleton provided an overview of the achievements of the school, students, faculty, and staff for the end of the year. President Swenson thanked the team and praised the high success rate of students despite so many challenges. She said graduation was tremendous and it was

wonderful to see so many happy students. Associate Head of School Holly Singleton's full report is attached below.

ii. STEAM Presentation

Dean of Academics Dr. Michael Harten and Family, Career, and Technology Department Chair Adam Bottone provided a presentation about the SPIROL Steam Center, highlighting the significant improvements to Beatson Makerspace and the Engineering Lab. The features of the math lab, the physics lab, and the fine arts classrooms were also detailed. An impressive list of the number of students impacted and the types of classes they've taken over the past four years was provided. The projected cost of the SPIROL STEAM center was approximately \$400,000. To date, SPIROL has donated over \$362,000. Fundraising efforts continue, and it is hoped current students will mature and donate to help future students. A new staff person was recently hired to help facilitate the use and planning of the space. The Board was invited tour the space with the administration and representatives of SPIROL on Thursday, June 17 at 2:00 p.m. The Trustees of the Sending Towns planned to share the slides from the presentation with their Boards of Education.

iii. Other

iv. Board questions/discussion

c. Associate Head of School for Advancement

i. Development Update

1.) Giving Update

Associate Head of School for Advancement Jon Sturdevant provided an overview of the fundraising efforts during 2020-2021, encouraging each Trustee to make a donation at any level prior to June 30, 2021 to achieve 100% Trustee participation in annual giving for the fourth year in a row. He still hopes to meet with all Trustees about the Inspire150 campaign.

2.) Golf Tournament (August 11th at 10 a.m.)

The annual golf tournament has been sold out for months and new sponsors have stepped forward to participate. It should be a fun and exciting day.

3.) Alumni Weekend (October 1st & 2nd)

Alumni weekend plans include a concert, a banquet, and much more. The new, 3-dimensional centaur sculpture will be revealed over Alumni weekend.

ii. Other

iii. Board questions/discussion

d. Head of School Report

i. College Data from the Class of 2021

Head of School Sandford provided a handout which detailed the very impressive range of schools nearly 70 (unnamed) students from the class of 2021 applied to, received answers from, and ultimately selected for college. Mr. Sandford pointed out that beyond COVID, challenges for this year's class included an over 50% increase in applications for the most competitive colleges. More domestic students have been applying to international colleges—a new trend.

ii. Enrollment Update

Head of School Sandford reviewed a current enrollment report provided by Assistant Head of School for Enrollment Amy Favreau. Despite the travel limitations imposed by COVID, the enrollment department has been very busy processing applications for day students, sending town students, residential students (for the general program), along with residential students for the prep basketball and prep soccer programs.

Newly represented countries include Bermuda, Costa Rica, and Croatia. Discussion included ongoing visa issues and difficulties students are having getting flights.

iii. Approve Policies (Second Read)

Head of School Sandford reviewed each of the policies in the packet explaining the reasons behind any proposed edits, noting they have all been reviewed by CABB and the attorney as well as endorsed by the Policy Committee and the Executive Committee as first reads.

MOTION: (Child/Samborowski) To approve the policies listed below as presented.

- 3240.1 – Tuition Fees – Special Education

- 6000 – Role in Instruction
- 6114 – Emergencies and Disaster Preparedness
- 6141.323 – Acceptable Use of Computer Network
- 6162.51 – Survey of Students
- 6171 – Special Education

Unanimous

iv. Other

v. Board questions/discussion

6. Other Items – None.

MOTION: (Higgins/Paquette) To add an additional “Community Participation” as item 6.a.

Unanimous

6. a. Community Participation

Wendy Bradley of Woodstock introduced herself as a parent of a junior at The Academy. She shared how impressed she has been with The Academy’s programs and outstanding teachers, saying communication and transparency is vital, and how much she appreciates the work being done for students.

7. Executive Session

a. Personnel Matters: LOA Request, Job Description Changes, Head of School’s Review and Contract

MOTION: (Samborowski/Tuttle) To enter into Executive Session to discuss various Personnel matters, inviting Head of School Sandford and Julie Woodland to attend, at 8:29 p.m.

Unanimous

Executive Session began at 8:31 p.m., after the excluded attendees departed.

Head of School Sandford left the meeting at 8:55 p.m.

The meeting returned to regular session at 9:46 p.m.

8. Possible Action Based on Executive Session

MOTION: (Samborowski/Morse) To approve the leave of absence for the employee discussed in Executive Session under FMLA.

Unanimous

MOTION: (Samborowski/Tuttle) To add the proposed changes to the job descriptions as discussed in Executive Session.

Unanimous

MOTION: (Trivella/Kelly) To accept the Head of School’s contract as discussed in Executive Session.

Unanimous

9. Adjournment

MOTION: (Frankhouser/Higgins) To adjourn the meeting at 9:48 p.m.

Unanimous

Respectfully submitted,

Julie Woodland

Julie Woodland
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.

**RESOLUTION REGARDING
FINANCING AUTHORIZATION FOR A SCHOOL BUILDING PROJECT**

WHEREAS, The Academy Board of Trustees Board (“Board”) has discussed a school building project to possibly begin as early as in July 2021 known as the The Academy Building project (“Project”).

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby formally approves the Project and specifically authorizes the Finance Committee of the Board and the Head of School to obtain a construction loan of up to \$7,000,000 to finance the Project. The Board further authorizes the Finance Committee to approve a construction loan as recommended by the Head

of School. In addition, if a construction loan is approved by the Finance Committee the Board hereby authorizes the Treasurer and Assistant Treasurer to execute any applicable and necessary construction loan documents on behalf of the Board.

**RESOLUTION REGARDING
ACADEMY BUILDING PROJECT BUILDING COMMITTEE**

WHEREAS, The Academy Board of Trustees Board (“Board”) has approved a school building project to possibly begin as early July 2021 known as the Academy Building project (“Project”); and

WHEREAS, the Board is authorized to appoint a building committee for building and construction projects and is permitted to authorize said building committee to oversee: preparation of schematic drawings and outline specifications for the Project; construction of the Project; contracts with contractors and others on behalf of the Board for the Project; and approval of design and construction expenditures.

NOW, THEREFORE, BE IT RESOLVED THAT:

The Board hereby appoints its Building and Grounds committee as the school building committee for the Project. This committee shall be known as The Academy Building Committee (the "Building Committee"). The Building Committee is hereby confirmed and authorized to serve as the building committee provided for in this Resolution. The Building Committee's duties shall be as follows:

(a) Initial Duties:

Plan development. The Building Committee shall:

- (1) Oversee the selection of architectural and/or engineering firm(s) to prepare schematic and final plans, including structural plans, professional estimating service, drawings and specifications, cost estimates and preparation of bid documents and contract documents. The Building Committee shall oversee negotiations of a contract to be entered into by The Academy and said firm(s).
- (2) Have the authority to approve and retain special Project counsel as presented to the Building Committee by the Head of School.

(b) Once Project funds are received and set aside in a separate account:

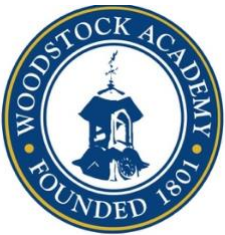
- (1) Oversee the completion of bid documents and contract documents. The Building Committee shall oversee the process of putting the Project out to bid and award the contract and/or parts of the contract to the qualified successful bidder(s) in accordance with applicable law. The Building Committee shall oversee the construction contract(s) to be entered into by the Head of School, as approved by the Building Committee.
- (2) The Building Committee shall oversee the scheduling and ordering of tasks related to the

planning and construction of the Project.

(c) Final Phase - Continuation, and completion of construction.

The Building Committee shall:

- (1) Award the architectural contract for administrative services during the construction phase.
- (2) Authorize the start of construction.
- (3) Oversee the monitoring of the construction process to include meetings with the architect, project manager and construction contractor as necessary to resolve any differences.
- (4) Coordinate communication between the Building Committee, the Board, and the Head of School to keep all parties up to date on developments.
- (5) Oversee the process of change orders, making certain that any increase in the cost involved in any change order is within the amount appropriated for the Project.
- (6) Oversee the monitoring of the preparation by the architect of a list of items which are not fully completed (punch list) or which require further attention when the architect has certified that the project is substantially complete. The Building Committee shall oversee a process that ensures such items are completed properly and promptly.
- (7) Oversee the review of the certification by the architect that construction has been completed in full compliance with contract documents or review the list of items which are not yet satisfactorily completed.
- (8) Grant authority to the Head of School to release funds which had been withheld or designate those funds to be withheld pending completion of any unfinished work or for any other appropriate reason.
- (9) Grant authority to the Head of School to release funds, obtain and pay checks and/or funds from the account for the Project. Said checks shall be signed by an Officer of the Board.



June Updates from the Associate Head of School

School Updates

- Graduation Rate: 98.6% (279 Seniors, 4 delayed graduates)
- Instructional Summary for 2020-2021: 178 instructional days (126 eLearning days; 52 in-person days)

School Achievements

- WA ranks #10 in the state for the most ECE credit hours taken by students.

- The Math Team placed 3rd in all six of its competitions this season and qualified for the state meet. Additionally, 3 of the team members were named as the top 15 scorers in the league.
- Four clubs were recognized with a CT 2021 Challenge to Educational Citizenship Award: the B Club, the EarthSave Community Garden, Student Climate Activists, and FRESH.
- Unified Sports won the 2021 Mike Savage Teammate Award.
- The girls' golf team were State Champions this year!
- Over April break, Science National Honor Society and EarthSave competed in a "trash-off." By the end of vacation, they had collectively picked up 63 bags of trash in the community! EarthSave had the highest per-member percentage.
- WA received a \$20,000 grant (written by Vicki Despres) to offer an Extended School Year program to our special education population.

Student Achievements

- Sarah Lucas (W) was accepted into the CT All State Band for tuba.
- Cormac Nielson (W), Vincent Tocci (W), and Rockwell Valentine (W) were accepted to the CT All State Music Festival!
- Hans Rhyhart (W) was accepted into the Congress-Bundestag Youth Exchange, a year-long opportunity to study abroad through AFS (American Field Service). The student was one of 50 individuals selected to participate in this global program!
- Ainslie Tschamler (W) won the 2021 Congressional Art Award!
- Jai Abrams (W) won 2nd Place in the Connecticut Technology Student Association's Engineering CAD Competition.
- Mia Dang (tuition) finished as the top golfer in the CIAC.
- Guerin Favreau (W) received the CHSCA Hobey Baker Character Award (Hockey award).
- Connecticut Association of Schools 2021 Art Award Winners were Rockwell Valentine (W) for performing arts and Mallory Tyimok (P) for visual arts.
- Emma Heimgartner (B) was selected as The Academy's first Poet Laureate.

Faculty & Staff Achievements

- Chris Sandford was featured in the article, "Principal Confidential – People, Places, & Pedagogy" in the winter issue of the UConn Early College Experience Magazine. The article can be found at this address: https://magazine.ece.uconn.edu/wp-content/uploads/sites/2429/2021/03/2021-Winter_ECEmagazine.pdf.
- Meghan Mizak was selected as an AP English Composition Reader this June.
- *Jig Gets Lost*, a book that Rachael Budd illustrated, was published this spring.
- Rich Garceau earned his 250th career coaching victory in May.