

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**POLICY COMMITTEE**  
**September 13, 2023**



These minutes are for  
informational purposes only.

**PRESENT:** Carabeau, Garry; Cording, Leisl; Samborowski, Leonard; Sandford, Chris; Woodland, Julie

**ABSENT WITH NOTIFICATION:** Bentley, Cary; Higgins, Ed; Rich, Matthew

**1. Call to Order**

The meeting was called to order by Chairman Carabeau at 6:35 p.m.

**2. Community Participation – None.**

**3. Secretary’s Report—Minutes of January 11, 2023**

**MOTION:** (Samborowski/Cording) To approve the minutes of January 11, 2023.

Unanimous

**4. Policies— Revised/Updated**

- a. 2100.5 – Administrative Staff Organization and Lines of Responsibilities
- b. 3416 – Audit
- c. 4112.5 – Security Check/Fingerprinting
- d. 4117.5 – Termination of Employment
- e. 4121 – Substitute Teachers
- f. 4218 – Criminal History Record Information
- g. 5125 – Student Records

For each policy above, Head of School Sandford provided background information related to any suggested edits. Discussion ensued. Some minor edits were suggested.

**5. Policies— Reviewed**

- a. 3514 – Use of The Woodstock Academy-Owned Materials

A brief discussion ensued. No additional edits were offered.

**MOTION:** (Samborowski/Cording) To accept any revisions as discussed above, sending these policies to the Executive Committee for a first read, followed by the full Board (second read).

Unanimous

**6. Other**

A brief discussion ensued about the process of policy adoption and review.

**7. Adjournment**

**MOTION:** (Cording/Samborowski/) To adjourn the meeting at 6:59 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.*