

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
POLICY COMMITTEE
March 11, 2020



These minutes are for
informational purposes only.

PRESENT: Bellerose, Jim; Child, Barbara; Higgins, Ed; Samborowski, Leonard; Sandford, Chris; Woodland, Julie
ABSENT WITH NOTIFICATION: Carabeau, Garry

1. Call to Order

The meeting was called to order by Vice Chairman Samborowski at 6:32 p.m.

2. Welcome New Members

Len Samborowski was welcomed by the other members.

3. Community Participation – None.

4. Secretary's Report—Minutes of September 11, 2019

MOTION: (Bellerose/Samborowski) To approve the minutes of September 11, 2019. All voted Yes except Higgins, who abstained. Motion Passes.

5. Discuss Committee Charter

Committee members agreed to review the Committee Charter at home and discuss it at the next meeting.

6. Policies—To Review

Head of School Sandford provided Policies a.-j. (below) for review by the Policy Committee. No changes were recommended by the administration and the committee reviewed each policy.

- a. 3110 – Budget Planning
- b. 3240.1 – Tuition Fees—Special Education
- c. 3324.1 – Contracts
- d. 3516 – Safe and Secure School Facilities, Equipment, and Grounds
- e. 3524.1 – Pesticide Application
- f. 4111.1 – Affirmative Action
- g. 4112 – Provisions/Process of Administrative Negotiated Contracts
- h. 4112.5 – Security Check/Fingerprinting
- i. 4112.6 – Personnel Records
- j. 4152.6 – Family and Medical Leave Act

MOTION: (Higgins/Bellerose) To approve Policies a.-j. (above) as acceptable after review.
Unanimous

7. Policies – To Update

Head of School Sandford provided Policies a.-f. (below) for review, with suggested edits to the packet in red font.

a. 3515 – Community Use of Academic Facilities

The suggested edits were intended to help with profitability when outside groups rent Academy space and to create more uniform standards for renters.

MOTION: (Child/Bellerose) To present *Policy 3515 – Community Use of Academic Facilities* as edited to the full Board as a first read. Unanimous

b. 3516 – Audit

The Board of Trustees recommends the Corporation approve the previous year’s audit at the annual meeting each August.

MOTION: (Higgins/Bellerose) To present *Policy 3516 – Audit* as edited to the full Board as a first read.
Unanimous

c. 4118.231 – Electronic Mail and Monitoring

Two changes were suggested.

MOTION: (Higgins/Child) To present *Policy 4118.231 – Electronic Mail and Monitoring* as edited to the full Board as a first read.
Unanimous

d. 4118.24 – Staff/Student Non-Fraternization

A requirement from our insurance company has brought focus to having a comprehensive policy for people who volunteer at the school, and in what capacity people volunteer. The difficulty of implementing these procedures was discussed. One additional edit was suggested.

MOTION: (Bellerose/Higgins) To present *Policy 4118.24 – Staff/Student Non-Fraternization* as edited to the full Board as a first read.
Unanimous

e. 5131.911 – Bullying

Although the draft under consideration came from CABE, an anti-bullying policy already exists in the student handbook. It was agreed to compare and contrast both before the Policy Committee reviews Policy 5131.911 again.

MOTION: (Samborowski/Higgins) To table *Policy 5131.911 – Bullying* and review it at the next meeting.
Unanimous

f. 5145.124 – Breathalyzer Testing

The suggested changes came from the school’s attorney, who requested greater clarity with regard to location of testing.

MOTION: (Higgins/Child) To present *Policy 5145.124 – Breathalyzer Testing* as edited to the full Board as a first read.
Unanimous

8. Other

Head of School Sandford recommended the committee consider conferring the title of Staff Emerita to English teacher Jamie Shaw, who plans to retire in June 2020. The group praised her many years of distinguished service.

MOTION: (Child/Higgins) To confer the title of Staff Emerita to English teacher Jamie Shaw.
Unanimous

9. Community Participation – None.

10. Adjournment

MOTION: (Bellerose/Child) 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.