

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
October 20, 2020



These minutes are for
informational purposes only.

PRESENT: Asikainen, Samantha; Atchinson, Keith (B); Beckwith, Martha; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Frankhouser, Hans (W); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); McGinn, Walter; Morse, David; Paquette, Philippa; Rhynhart, Hans; Samborowski, Len; Swenson, Christine; Trivella, Joan; Tuttle, Brent (P)

ADMINISTRATION: Favreau, Amy; Harten, Michael; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Susi, Michael; Woodland, Julie

ABSENT WITH NOTIFICATION: Bellerose, James; Child, Barbara; Duvall, Nancy (C); Young, Scott

GUESTS: Noah Salsich

1. Call to Order

The meeting was called to order by President Swenson at 7:02 p.m.

2. Head of School Recognition

Head of School Sandford recognized the following people with the:

- Head of School award for September—EarthSave Club members (Alexandra Vaida, Heather Schofield, Samuel Massey, Mia Ruggeri, Harriet Majek, Ashley Guillot, Grace Gronski, Clayton Singleton, Marco Maluf, Riley Chapius, Ethan Bove, Jackson Dias and Gillian Price) for their work in the community garden which provided fresh produce to area families over the summer and fall.
- Head of School Award for October—Sara Cotillo for her positivity on South Campus.
- “Academy Champion” for October—Lauren Churchill for her achievements, talents and positive energy.

3. Student Council Report

President of Student Council, Noah Salsich described various recent and upcoming Student Council events, including: the Freshman Social (via Teams); beginning a new Facebook page to share news about upcoming events to a wider audience; a blood drive; campus tours for freshmen; and information about this year’s Trick or Treat Street which has eight clubs participating. Local children and families are very excited to attend.

4. Community Participation – None.

5. Secretary’s Report – Minutes of September 15, 2020

MOTION: (Trivella/Tuttle) To approve the minutes of September 15, 2020.

Unanimous

6. Board Reports

a. President’s Report

i. Correspondence

Head of School Sandford highlighted various pieces of correspondence, including a letter to the Woodstock Public Schools about an oversight on a tuition payment, letters to various award winners, a letter the Assessor for the Town of Woodstock about various Academy properties, a letter from Philippa Paquette to the faculty on behalf of the BOT, a congratulations letter to Karin Hughes for receiving her special education certification, a parent letter about remote learning, a letter from CAFE moving a resolution from the BOT forward, a letter from Canterbury extending their contract with WA through February of 2025, and a letter to Leslie Holland creating an English honor society named

for her late husband, Robert Holland. Head of School Sandford added that Mrs. Holland donated several of Bob's books to be given to student inductees.

ii. BOT Self-Evaluation Process/Consultant

President Swenson suggested the Board consider hiring a consultant to help facilitate the self-evaluation process to get good results without burdening the administration excessively. All members present liked the idea and President Swenson agreed to do the first interviews with prospective consultants and make her recommendations to the Board.

iii. Revised Head of School Evaluation Form

President Swenson reviewed a sample Head of School Evaluation form with the Board, suggesting that the more comprehensive evaluation only be done every other year. Discussion ensued. Several suggestions were made to edit certain category titles and to avoid using a numeric rating system. It was suggested this new format might help generate better quality feedback. It was agreed to try the abbreviated evaluation this year and evaluate it next year.

b. Committee Reports—Chairs summarize reports provided in packet

No comments or questions were made.

7. 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 Susi reviewed the revenue and expense handout, saying there were no surprises. There were no questions.

ii. Audit Update

Associate Head of School for Finance and Operations Susi expects the auditors to attend Finance Committee meetings in November and December and the full Board should be able to review the audit at its January meeting.

iii. Other

iv. Board questions/discussion

b. Associate Head of School Report

i. October Update

Associate Head of School Holly Singleton reviewed her "October Updates" handout, highlighting The Academy's designation as a Special Olympics Unified Champion School, the creation of the Robert Holland National English Honor Society and the Linda Stedman Chapter of the RHO KAPPA National Social Studies Honor Society. She congratulated the winners of The Academy's Model U.N. team, the students who received the National Rural & Small-Town Recognition of Excellence from the College Board and the seven Academy students who were awarded CAPSS awards for this year.

ii. Other

iii. Board questions/discussion

c. Associate Head of School for Advancement

i. Approve Foundation Priority List

Associate Head of School for Advancement Jon Sturdevant reviewed his list of

current

fundraising priorities for The Academy provided additional detail, answering questions throughout his presentation. The fundraising focus for the next several years will be on the Academy Building.

MOTION: (Carabeau/Trivella) To approve the fundraising priorities as presented.

Unanimous

ii. Annual Giving Day on October 27, 2020

Associate Head of School for Advancement Jon Sturdevant urged the Board to participate in the upcoming Giving Day on October 27, 2020. He mentioned that people making gifts over \$50 will receive a special thank you gift.

iii. Other

iv. Board questions/discussion

d. Head of School Report

i. Next Phase AIM

Head and School Sandford and Associate Head of School Holly Singleton presented the survey data that gave rise to the next phase of The Academy's AIM (Adjustable Instruction Model) and a proposed academic schedule for students to begin in the second quarter. Students will have the option to attend in-person classes on either Monday or Tuesday followed by three days of virtual instruction. Priority students will have the option to attend on both Monday and Tuesday. Associate Head of School Singleton offered additional detail about start/end times, passing times, lunch schedules, and meeting the social and emotional needs of students. Comparisons were made to the academic programs in other schools and districts. Questions were asked and answered. Trustee Paul Kelly thanked the administration for their hard work, saying, "The Academy got it right." Additional discussion included various closing scenarios, contact tracing, how best to use common space safely and athletics.

ii. Approve Revised BOT Calendar

The Board of Trustees calendar for 2020-2021 was adjusted at the request of the Board.

MOTION: (Livernois/Higgins) To approve the 2020-2021 Board of Trustees Calendar as presented.

Unanimous

iii. Endorse Theory of Action 2020-2021

Head and School Sandford presented the 2020-2021 Theory of Action. Several questions were asked and answered.

MOTION: (Blackmer/Tuttle) To approve the 2020-2021 Theory of Action as presented.

Unanimous

iv. Other

v. Board questions/discussion

8. Other Items – None.

9. Executive Session—Legal

MOTION: (Carabeau/Trivella) To enter into Executive Session to discuss Legal matters, inviting Head of School Sandford, Holly Singleton, Jon Sturdevant, Mike Susi, Amy Favreau, Michael Harten and Julie Woodland to attend at 8:33 p.m. Unanimous

The meeting returned to regular session at 8:51 p.m.

10. Possible Action Based on Executive Session – None.

11. Adjournment

MOTION: (Frankhouser/Beckwith) To adjourn the meeting at 8:52 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.