

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
September 15, 2020



These minutes are for
informational purposes only.

PRESENT: Asikainen, Samantha; Atchinson, Keith (B); Beckwith, Martha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Duvall, Nancy (C); Frankhouser, Hans (W); Higgins, Edwin; 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); Young, Scot
ADMINISTRATION: Favreau, Amy; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Susi, Michael; Woodland, Julie

1. Call to Order

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

2. Discussion: Governance Meeting Structure

In response to a Board request to develop a more suitable meeting structure to support greater overall participation and more diverse membership, Head of School Sandford presented a leadership whitepaper recommending adjustments to the governance meeting structure. Specific recommendations included (1) continuing to offer virtual meeting options and to increase technology capacity and (2) to consider adjusting the meeting schedule to facilitate a more diverse Board membership which could be better aligned with the student population. Board discussion ensued, and the Board supported continuing to offer in-person and online meeting options along with technology, sound, and improvements to the space inside the Fireside Room (soon to be the Barbara Child Conference Room). Discussion continued about changes to the frequency and types of Board meetings to be held each year, in order to create an environment which might support greater diversity of membership. President Swenson asked for individual feedback from each member present. After discussion, it was agreed:

- To hold five (5) full Board meetings each year, one of which would be the Annual Meeting in August, as required by the bylaws
- Subcommittees to meet as regularly scheduled
- The Executive Committee to schedule monthly meetings
- At least one full Board meeting to be a mandatory weekend retreat with activities following the meeting
- Subcommittee Chairs to present a verbal update on committee activities during the Committee Reports section of the Board agenda
- Subcommittee agendas will be shared with all Board members to encourage greater participation across committees.
- In one year, the Board will assess these changes and make any necessary adjustments.

3. Discussion: HOS Review Process

Head of School Sandford provided the 2020-2021 Leadership Theory of Action. The Theory of Action is created from his self-evaluation and the Board's list of successes / areas of focus from his review. Board discussion ensued about the process and forms used during the Head of School's review. A wide variety of comments and suggestions were shared. After discussion, it was agreed:

- To consider alternating a year of comprehensive review with a year of abbreviated review which would include any suggested course corrections.
- The Board would be provided with a copy of the book the administrative team discussed over the summer, *The Person You Mean to Be*, by Dolly Chugh.

- The Executive Committee will be charged with making any revisions to the review form and/or review process. Possible revisions may include a suggested rating (numeric or other) to accompany any feedback.
- Board Secretary Paquette was asked to craft a letter thanking teachers for their extra effort during this challenging time.
- A facilitator should be selected to coordinate a Board of Trustees self-evaluation at the February BOT Retreat. A remote component should be in place to ensure 100% Board participation.

4. Other Items – None.

5. Possible Executive Session – None.

6. Adjournment

MOTION: (Child/Carabeau) To adjourn the meeting at 8:42 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.