

**MINUTES OF THE ANNUAL MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Loos Center, South Campus
August 18, 2020
7:00 p.m.**



These minutes are for informational purposes only.

PRESENT: Asikainen, Samantha (7:32); Atchinson, Keith; Beckwith, Martha; Bellerose, James; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Duvall, Nancy (C); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; McGinn, Walter; Morse, David; Paquette, Philippa; Rhynhart, Hans; Samborowski, Len; Swenson, Christine; Trivella, Joan; Young, Scott

ADMINISTRATION: Chalupka, Eric; Favreau, Amy; Favreau, Brad; Harten, Michael; Hughes, Karin; Rigney, John; Rohan, Janet; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Susi, Michael; Woodland, Julie

ABSENT WITH NOTIFICATION: Bentley, Cary; Frankhouser, Hans (W); Livernois, Jay (Ex-Officio); Teed, David; Tuttle, Brent (P)

1. Call to Order

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

2. Community Participation – None.

3. Board and Foundation Term Recommendations

a. Term Renewal – Trustees of the Corporation

MOTION: (Kelly/Samborowski) To move to renew the appointment of Samantha Asikainen as a Trustee of the Corporation to a six-year term which ends in 2026.

Unanimous

MOTION: (Kelly/Samborowski) To move to renew the appointment of Scott Young as a Trustee of the Corporation to a six-year term which ends in 2026.

Unanimous

b. Term Appointment – Slate of Officers for Board of Trustees for 2020-2021

Assistant Treasurer Paul Kelly stated that David Teed had discussed stepping down as Treasurer after 23 years on the Board some time ago. He was happy to welcome Joan Trivella as the new Board Treasurer. The Board planned to write Mr. Teed a formal letter of appreciation.

MOTION: (Kelly/Blackmer) To move to accept the slate of officers for The Board of Trustees for the 2020-2021 school year, as presented.

President	Christine Swenson
Vice-President	Edwin Higgins
Secretary	Philippa Paquette
Assistant Secretary	Barbara Child
Treasurer	Joan Trivella
Assistant Treasurer	Paul Kelly

Unanimous

MOTION: (Kelly/Child) To move to appoint the President of the Alumni Association, Jay Livernois, as an Ex-Officio member of The Woodstock Academy Board of Trustees for the 2020-2021 year.

Unanimous

c. Term Renewal – WA Foundation Directors

MOTION: (Kelly/Samborowski) To move that the Board of Trustees accept the term renewals of Paul Kelly and Ed Higgins as Foundation Directors; terms of which shall expire in 2023.

Unanimous

d. Term Renewal – WA Foundation Officers

The Directors of The Foundation will vote through an electronic consensus vote to accept the following slate of officers of The Woodstock Academy Foundation for the 2020-2021 year by their next meeting and report the results to the BOT.

President	Martha Beckwith
Vice-President	Phillip Willis
Treasurer	Paul Kelly
Secretary	Christine Swenson

4. Board Reports

a. Secretary's Report

i. Minutes of Annual Meeting of August 20, 2019

MOTION: (Child/McGinn) To move to approve the Minutes of the Annual Meeting of August 20, 2019. All members voted Yes except David Morse, who abstained. Motion passes.

ii. Minutes of Regular Meeting of June 16, 2020

MOTION: (Blackmer/Johnston) To move to approve the Minutes of the Regular Meeting of June 16, 2020.

Unanimous

b. President's Report

i. Correspondence—Head of School Sandford provided an overview of the pieces of correspondence included in the packet. Correspondence included letters welcoming students and families back to school, letters acknowledging resignations, various retirement letters, letters of congratulations, assorted incoming and outgoing thank you letters, and letters awarding several employees the title of employee/staff emeritus/emerita. Woodstock's Water Pollution Control Authority was notified The Academy has decided not to install a flow meter at this time.

ii. Board of Trustees Retreat—Tuesday, September 15, 2020

The meeting will begin at 7:00 p.m.

iii. Trustees Recognition

President Swenson informed the Board that Barbara Child was beginning her 50th year as a Trustee, and she is the longest serving Board member. Mrs. Child humbly professed that her service has been an honor and she “has gotten more out of the experience than she put in.” The Board expressed their appreciation.

iv. Representation on Bracken Library Board

Philippa Paquette's offer to be the Board of Trustees representative on the Bracken Library Board was gratefully accepted by the group.

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

There was no discussion 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 Susi reviewed a budget summary handout which had recently been presented to the Finance Committee. This year is expected to be challenging considering the uncertain tuition numbers and ongoing eLearning. Since there is no way to know how long this will last, revenue and expense numbers will be subject to ongoing adjustment. There were no questions.

ii. Summer Projects Update

Associate Head of School for Finance and Operations Susi stated summer work included projects in the Bowen Building, work on the boilers, improvements to the gym on South Campus, and maintenance on the filtration aspects of the water treatment systems.

iii. 2019-2020 Audit Update

Associate Head of School for Finance and Operations Susi said the auditors have been working hard but will probably need more information before they are finished.

iv. Other – None.

v. Board questions/discussion – None.

b. Associate Head of School Report

i. Beginning of School Year Report

Associate Head of School Singleton announced The Academy is starting the year with eLearning planned for Mondays, Tuesdays, Thursdays and Fridays. On Wednesdays, office hours, extra help, interventions, special events, counseling, testing, clubs/activities and sports will be offered. The current goal is to work toward having 300 students on campus. Other highlights included a return to “normal” grading/late policy, an advisory focus on social emotional wellbeing, completed updates in the student/employee handbooks, and specific scheduling details. The Academy is fully staffed, and 1,063 students are enrolled at this time. Mrs. Singleton congratulated Rockwell Valentine for his acceptance into the 2020 National Association of Music Education’s All National Honor Jazz Ensemble which makes him one of the five best trumpet players in the U.S. President Swenson thanked the administration and staff for doing a tremendous job under challenging circumstances.

ii. Assistant Head of School for South Campus—Residential Program Report

Assistant Head of School for South Campus Rigney described the various plans created by the Residential Life Task Force in conjunction with the state and local department of health guidelines. The concept of “family pods” was described, along with creatively phased plans for social interaction and regular COVID testing. Despite various travel restrictions/challenges, boarding students and families are excited to get back to campus.

iii. Other – None.

iv. Board questions/discussion – None.

c. Associate Head of School for Advancement

i. Golf Tournament Update

Associate Head of School for Advancement Jon Sturdevant reported the recent golf tournament was a fantastic experience despite managing a 100-degree heat index all day. Nearly 150 golfers participated, and it raised just under \$25K. Brad Favreau was thanked for his hard work coordinating the tournament.

ii. Fundraising Update

Last year, \$1,724,560 was raised through a variety of gifts and commitments. As the InSpire150 campaign launches, it is hoped stakeholders from a broad cross section of our community will support the project with planned gifts and donations. The new website will feature an online giving page. Academy Giving Day has been set for Tuesday, October 27 and will focus on first-time donors. An InSpire150 video highlighting the significance of the project and plans to restore the Academy Building was enjoyed by the group.

iii. Board questions/discussion – None.

d. Assistant Head of School for Enrollment

i. 2020-2021 Enrollment Report

Associate Head of School for Enrollment Amy Favreau said she has received 130 tuition deposits, 117 of which are from boarding students. Crossing the borders is still troublesome for some students. Despite that, 60 international students are expected to arrive for the fall semester and another 20 students should arrive by January. Students in the Liaoyuan partnership program were

able to attend online summer school classes (taught from here at nighttime), and online courses are being developed for students who want an Academy education but are unwilling/unable to travel. August 31 will be the first “intake day” for new students, with more to be scheduled.

ii. Recruitment Goals

Mrs. Favreau hopes to grow the boarding program to over 150 students for fall 2021-2022. With restricted travel, virtual recruiting fairs and virtual tours are becoming more popular.

iii. Other – None.

iv. Board questions/discussion – None.

e. **Head of School Report**

i. 2019-2020 Annual Report

Head of School Sandford provided a copy of the Annual Report to the Board for their information and reference.

ii. Organizational Chart and Staffing Update

Due to previous staffing reductions, the organizational chart and personnel list provided to the Board represents the fewest number of employees since Mr. Sandford began at The Academy.

iii. Theory of Action

Discussion about this year’s Theory of Action was tabled. Possible Board endorsement will occur at a future meeting.

iv. Other

v. Board questions/discussion – Brief discussion included creative ways to help international students cross the borders to arrive at The Academy.

6. Other Items – None.

7. Community Participation – None.

8. Adjournment

MOTION: (Morse/Paquette) To adjourn the meeting at 7:46 p.m.

Unanimous

Respectfully submitted,

Julie Woodland

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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.