



THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
NOTICE OF MEETING

POLICY COMMITTEE
AGENDA

Date: Wednesday, January 9, 2019
Time: 7:00 p.m.
Location: Fireside Room - South Campus

1. Call to Order
2. Citizen's Participation
3. Secretary's Report – Minutes of May 9, 2018
4. Policies – New
 - a. 3453- School Activity Funds
5. Policies – Updated
 - a. 0050 – Code of Ethics
 - b. 0100 – Mission Statement
 - c. 0200 – Educational Purposes, Goals and Objectives
 - d. 1120 – Public Participation at Board Meetings
 - e. 5141.3 – Health Assessments and Immunizations
 - f. 5141.4 – Reporting of Child Abuse
6. Other
7. Citizen's Participation
8. Adjournment

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.

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Policy Committee
May 9, 2018



These minutes are
informational only.

PRESENT: S. Asikainen, J. Bellerose, G. Carabeau, B. Child, E. Higgins, C. Sandford.

ABSENT EXCUSED: J. Musumeci.

1. Call to Order

The meeting was called to order at 6:27 p.m.

2. Citizen's Participation

3. Secretary's Report – January 16, 2018.

Motion: (Higgins/Bellerose) To approve the Minutes of January 16, 2018.

Unanimous

4. Policies – New/Update

a. 6162.51 Survey of Students

Head of School Sandford reviewed the policy and answered questions.

b. 6171 Special Education

Head of School Sandford reviewed the policy and answered questions.

Motion: (Child/Asikainen) To recommend approval of policies 6162.51 and 6171 as presented.

Unanimous

5. Discussion involving homebound tutoring

Reviewed new laws and regulations concerning homebound tutoring and possible policy changes.

6. Other – None.

7. Citizen's Participation – None.

8. Adjournment

Motion: (Child/Bellerose) To adjourn at 7:05 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

The mission of The Woodstock Academy is to prepare all students for a lifetime of learning by providing academic rigor, a safe environment, and a diversity of educational experiences which will foster a sense of respect for self and others, and will encourage active investment in family, school, community, and the world.

Business and Non-Instructional Operations

School Activity Funds

The Head of School or his/her designee may establish school activity funds to handle such funds of schools and school organizations as the Head of School or his/her designee may determine to be in the best interest of The Academy.

Only those outside organizations which are aligned with the mission and vision of The Academy, as determined and approved by the Head of School or his/her designee, shall be allowed to operate a school activity fund. Only those such approved activity funds shall be eligible to use The Woodstock Academy state DRS or federal IRS designation, all non-approved organizations must have their own state DRS or federal IRS designation. Any non-approved organization may not use The Academy name or any logo's in their fundraising.

Any approved Academy School Activity Fund must be operated within The Academy accounting system and all receipts and disbursements must be recorded and approved through the accounting system following all Academy policies and procedures.

If any activity account is dormant for 3 years, is no longer in alignment with The Academy's mission, or there is a violation of Academy policies and procedures, the Head of School or his/her designee, shall consider the account closed and any remaining funds transferred to the Annual Fund of the Foundation or another activity account as determined by the Head of School or his/her designee.

The control of school funds and funds of any school organizations shall remain in the name of The Academy and be under the ultimate control of the Head of School

The accounts of any school activity fund shall be considered Academy accounts and shall be audited by the auditor in the same manner as all other Academy accounts.

Legal Reference: Conn. Gen. Stat. §10-237.

Policy Adopted:

The Woodstock Academy
Woodstock, Connecticut

Mission-Goals-Objectives

Code of Ethics

The Woodstock Academy Board of Trustees is the guardian of the Academy's mission. As such, Trustees accept a unique community trust to act ethically and responsibly, to protect the Academy as an independent school, and advance the strategic goals of the institution.

Board Responsibilities:

- The Board adopts a clear statement of the school's mission, vision, and strategic goals, and establishes policies and plans consistent with this statement.
- The Board reviews and maintains appropriate bylaws that conform to legal requirements, including duties of loyalty, obedience, and care.
- The Board keeps accurate records of its meetings, committees, and policies and communicates decisions widely, while keeping its deliberations confidential.
- The Board composition reflects the strategic expertise, resources, and perspectives (past, present, future) needed to achieve the mission and strategic objectives of the school.
- The Board works to ensure all its members are actively involved in the work of the Board and its committees.
- The Board selects, supports, nurtures, evaluates, terminates, and sets appropriate compensation for the Head of School.
- As leader of the school community, the Board engages proactively with the Head of School in cultivating and maintaining good relations with school constituents as well as the broader community.

Trustee Responsibilities:

- Mission & Strategic Focus
 - Actively supports and promotes the school's mission, goals, and policy positions;
 - Is knowledgeable about the school's mission and goals and represents them appropriately within the community; and
 - Focuses on long-range and strategic issues.
- Leadership & Governance
 - Stays fully informed by attending meetings regularly, coming to meetings well prepared, and participating fully in all matters;
 - Does not become involved directly in specific management, personnel, or curricular issues;
 - Accepts board decisions, once a decision has been made, the board speaks as one voice; and
 - Is committed to a program of professional development that includes annual new trustee orientation, ongoing trustee education and evaluation, and board leadership succession planning.
- Ethics & Conflict of Interest
 - Acts ethically in the best interest of the institution;
 - Keeps all Board deliberations confidential;
 - Takes care to separate the interests of the school from the specific needs of a particular child or constituency; and
 - Guards against conflict of interest, whether personal or business related.
- Financial Planning & Development

- Has fiduciary responsibility to the school for sound financial management;
 - Has accountability for the financial stability and the financial future of the institution;
 - Participates actively in strategic financial planning, preservation of capital assets and endowments, oversight operating budgets, and participating actively in fund raising; and
 - Contributes to the development program of the school, including strategic planning and financial support, and active involvement in annual and capital giving.
- Delegation to the Head of School
 - Supports the school and its head and demonstrates that support within the community; and
 - Has the obligation to bring issues to the Head of School, or to the board chair, and must refrain from responding to a situation individually, authority is vested in the board as a whole.

Ex-officio Trustees of the Sending Town Responsibilities:

~~Sending district representatives~~ **Trustees from this class** on the Board of Trustees accept all responsibilities of trustee membership. As a representative of the sending district board of education, they have the additional responsibility to serve as a conduit for information-sharing, communication, and problem-solving between The Academy and the sending district board of education.

Board/Head of School Partnership

The Board supports and nurtures a strong partnership with the Head of School. This begins with understanding how the roles differ and what steps Boards can take to support the Head in leading and managing the school. Together:

- The Board and Head articulate the school's mission and vision;
- Share responsibilities for planning, reviewing, and evaluating current plans;
- Remain aware of areas where lines of responsibility blur and maintain open communication to help determine when joint presence and decision-making are most appropriate; and
- Present a united front on all positions to the board, the school, and the larger community.

Role of the Board ~~Chair~~ President

The ~~Chair~~ **President** takes the lead in areas of board leadership and management. The ~~Chair~~ **President** and Head of School model a leadership relationship in action.

- The ~~Chair~~ **President**
 - Speaks for the board unless the task is delegated to someone else for a specific purpose. The ~~chair~~ **President** is wise to let the Head of School speak on behalf of the school on most occasions;
 - Serves as the leader and the manager of the Board and ensures that:
 - Agendas for board and committee meetings are developed in consultation with the Head of School;
 - Proper research, deliberation, and discussion are allowed on all issues as appropriate;
 - Leads the process for evaluating the Head of School;
 - Ensures that trustee orientation, annual board self-assessment, and evaluation of the ~~Chair~~ **President** occur; and
 - Consults regularly with the Head of School to provide counsel, acts as a private critic, and public advocate.
 - Organizes the board in the most effective way to conduct its business.
 - Involves his/her successor in discussions to ensure smooth leadership transition.
 - Accepts the responsibility as board disciplinarian and counsel's counterproductive trustees off the board.

- Role of the Head
 - The responsibilities of the Head of School is generally stated in the contract and amplified in goal setting. The Head of School, serving as CEO of the institution **The Academy**, is the professional, institutional, and educational leader of the school, takes the lead in curriculum, program and staffing, hiring and dismissal, school operations, and authorized to oversee all administration;
 - The Head of School works with the Board and staff to implement board policies;
 - The Head of School has complete authority for faculty, staff, and student selection, evaluation, and dismissal;
 - The Head of School keeps the Board informed about decisions in all these areas **pertaining to faculty and staff dismissal; and**
 - The Head of School is responsible, along with the ~~Financial Officer~~ **Associate Head of School for Fiance and Operations** and the Treasurer of the Board, for developing and monitoring the organization's budget.

Illustration of Board/Head Partnership

Governance { <ul style="list-style-type: none"> Policy & Bylaws Financial Plan Development Mission & Strategic Plan Conflict of Interest Delegation to Head 	Board's Decisions Head's Advice
Partnership { <ul style="list-style-type: none"> Head Evaluation Financial Mgmt Employment Contracts Public Relations Admissions & Enrollment 	Shared Decisions
Operational { <ul style="list-style-type: none"> Program & Staffing Systems & Operations Staff Hiring & Dismissal Student Admit & Dismissal 	Board's Advice Head's Decisions

Adopted from A Guide to Effective Governance for Independent School Boards NAIS 2007 Trustee Handbook, National Association of Independent Schools

Approved: February 15, 2011
 Modified:

The Woodstock Academy
 Woodstock, Connecticut

Mission-Goals-Objectives

Mission Statement

~~The mission of The Woodstock Academy is to prepare all students for a lifetime of learning by providing academic rigor, a safe environment, and a diversity of educational experiences which will foster a sense of respect for self and others, and will encourage active investment in family, school, community, and the world.~~

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.

Approved: April 24, 2007

Modified:

The Woodstock Academy
Woodstock, Connecticut

Mission-Goals-Objectives

Educational Purposes, Goals and Objectives

The Woodstock Academy is an independent, four-year, non-selective, co-educational secondary school serving the towns of Woodstock, Eastford, Brooklyn, Union, Canterbury and Pomfret. The Academy also welcomes tuition students from other area towns, **other states** and around the world.

The primary purpose of The Academy is to create an educational environment which fosters fundamental skills, critical and creative thinking, questioning, practical problem solving, active learning and social awareness.

Goals and Objectives

Goal One: Motivation to Learn: Students must be motivated to learn. The Woodstock Academy students will respond to the high expectations of their parents, teachers, and school administrators and to their own inherent need to grow and develop as individuals by:

- Developing self-understanding and a positive self-concept.
- Understanding and striving to fulfill their own personal aspirations.
- Developing positive feelings of self-worth which contribute to responsible behavior, personal growth, health and safety.

Goal Two: Mastery of the Basic Skills: Proficiency in the basic skills is essential for acquiring knowledge and for success in our society. The Woodstock Academy students will:

- Learn to communicate effectively.
- Read with understanding.
- Acquire knowledge of and ability in mathematics.
- Demonstrate decision-making skills.
- Explore, develop, and express their own uniqueness and creativity.

Goal Three: Acquisition of Knowledge: Acquiring knowledge leads to full realization of individual potential and contributes to responsible citizenship. The Woodstock Academy students will:

- Acquire the knowledge of science and technology, mathematics, social studies.
- Acquire an understanding an appreciation of the values and the intellectual and artistic achievements of their culture and other cultures.

Goal Four: Competence in Life Skills: As adults, students will be challenged to function successfully in multiple roles, as a citizen, family member, parent, worker and consumer. The Woodstock Academy students who complete secondary level studies will:

- Demonstrate an ability to make informed career choices.
- Understand the responsibilities of family membership and parenthood.
- Demonstrate the skills, knowledge and competencies required for success in meaningful employment.
- Be qualified to enter post-secondary education.

Goal Five: Understanding Society's Values: To be responsible citizens and contribute to positive change, students must understand and respect the diversity of society. The Woodstock Academy students will:

- Respect and appreciate diversity.
- Understand the inherent strengths in a pluralistic society.
- Understand and respond to the vital need for order under law.
- Demonstrate the ability to undertake the responsibilities of citizenship to live in harmony with the environment and to practice conservation of natural resources.
- Respect the humanity they share with other people and develop interpersonal skills.

Approved: June 21, 2016

Modified:

The Woodstock Academy
Woodstock, Connecticut

Community Relations

Public Participation at Board of Trustees Meetings

The regular and special meetings of The Woodstock Academy Board of Trustees are open to the public and representatives of the press except that a part of any meeting may be designated an executive session as provided by law.

The Trustees welcome participation of interested organizations and individuals. Advance announcement of all regular and special meetings of the Board of Trustees is made through the posting of the agenda on The Academy's website, **and** sending it to sending towns ~~for posting and notification of local media~~. A reasonable fee shall be charged to any person or organization requesting advance announcements of meetings and agenda backup materials.

Participation by the general public at regular meetings of matters before The Woodstock Academy Board of Trustees shall be so designated on the agenda as citizen's participation or when authorized by the Trustees. Public participation shall be subject to the provisions enumerated below. On issues that appear to arouse strong public interest, the Board of Trustees should, whenever possible, schedule a special meeting limited to that subject. In order to limit or close debate on any subject, a majority vote of those members of the Board of Trustees in attendance will be required.

- Everyone is requested to address the President for recognition.
- Each speaker must state his/her name and address.
- All speakers must observe rules of common etiquette. Personalities are not to be injected. Anyone violating this rule will be denied the floor. Unless waived by the President or a majority of the Trustees, each speaker shall limit his/her remarks to three (3) minutes.
- A speaker will not be recognized for a second time unless time remains after all have been heard. Speakers are requested to avoid repetition.
- Each speaker must concern himself/herself with the topic under discussion. Anyone digressing from the topic will be ruled out of order.
- A speaker in violation of these rules may be ejected from the room and, for this purpose, an officer of the law will be present at all meetings which threaten to become contentious.
- Following each vote on a motion, the President will announce the decision of the Board of Trustees and announce its import.
- Proper attribution must be cited on any material to be distributed by a member of the public. No anonymous material may be distributed.
- It is requested that no one read lengthy statements. Written statements and materials should be made available in advance for distribution to the members of the Board of Trustees.
- Speakers shall state their positions on the subject being discussed. Those who have questions shall, whenever possible, submit them in writing in advance of the meeting.
- No boisterous conduct shall be permitted at any Board of Trustees' meeting. Persistence in boisterous conduct shall be grounds for summary termination by the President of that person's privilege of address. If necessary, the Board of Trustees' President may clear the room so that the Trustees may continue the meeting. Only matters appearing on the agenda may be considered in such a session. Duly accredited representatives of the press or other news media, except those participating in the disturbance, shall be allowed to attend such session.
- No oral presentation shall include charges or complaints against any employed of The Academy, regardless of whether or not the employee is identified in the presentation by name or by another reference which tends to identify. All charges or complaints against employees shall be submitted to The Academy Board of Trustees under provisions of the Trustees' policy as set forth in policy 1312 of this manual.

President's Responsibility

The President of the Board of Trustees shall inform the public when the public participation section of the agenda is reached. The President shall remind the public of the following:

- This is the only regular time a member of the public may address the Trustees.
- If the press is present and any statements made may be quoted in the newspaper.
- That sensitive matters involving charges or complaints against personnel or The Academy shall be handled in executive session unless requested otherwise by the person charged.
- Complaints against personnel are to be submitted in writing and signed by the complainant prior to any oral presentation.

Legal Reference: Connecticut General Statutes

1-21 Meetings of government agencies to be public.

1-21a Broadcasting or photographing meetings.

1-21b Smoking in public meetings in rooms of public building prohibited.

1-21c Mailing of notice of meetings to persons filing written request. Fees.

1-21f Regular meetings to be held pursuant to regulation.

1-21h Conduct of meetings.

1-21i Denial of access to public records or meetings.

10-238 Petition for hearing by Board of Trustees.

Policy Adopted: August 25, 1992

Policy Updated: May 20, 2014

Policy Updated:

The Woodstock Academy
Woodstock, Connecticut

Students

Health Assessments and Immunizations

The Woodstock Academy Board of Trustees recognizes the importance of periodic health assessments, **including oral health assessments**, for all students according to state health regulations.

To determine health status of students, facilitate the removal of ~~handicaps~~ **disabilities** to learning and find out whether some special adaptation of The Academy program may be necessary, the Board of Trustees ~~may request~~ **requires** that students have health assessments. No record of any student medical assessment may be open to the public.

The Board of Trustees adheres to those state regulations that pertain to school immunizations and health assessments, **including oral assessments**. It is the policy of the Board of Trustees to ensure that all enrolled students are adequately immunized against communicable diseases. The Board may deny continued attendance at The Academy for any student who fails to obtain the health assessments required under C.G.S. 10-206, as may be periodically amended.

Parents wishing their children exempted or excused from health assessments ~~may~~ **must** request such exemption to the Head of School in writing. This request must be **officially acknowledged by a notary public or judge, and** signed by the parent or guardian. ~~Out-of-country tuition~~ **Boarding** students may not be afforded the exemption.

It is the responsibility of the Head of School or his/her designee to insure that each student enrolled has been adequately immunized and has fulfilled the required health assessments. The ~~school nurse(s)~~ **Director of Health Services** shall check and document immunizations and health assessments on all students enrolled and report the status to the Head of School or his/her designee. The ~~school nurse(s)~~ **Director of Health Services** shall also contact parents or guardians to make them aware if immunizations and/or health assessments are insufficient or not up-to-date. The ~~school nurse(s)~~ **Director of Health Services** will maintain in good order the immunization and health assessment records of each student enrolled.

Students matriculating at The Academy who were born or have been living in countries with high rates of tuberculosis (TB) and entering school in Connecticut for the first time should receive either TST (tuberculin skin test) or IGRA (interferon-gamma release assay). Any individual found to be positive must have an appropriate medical management plan developed in accordance with The Academy's Medical Advisor. All other students should be tested if they meet any of the risk factors for TB infection.

The Head of School or his/her designee, shall request that students have an oral health assessment prior to enrolling in grade 9 or 10.

Any annual reporting requirements mandated by law and/or regulations will be reported following the procedures established by the appropriate agency.

Policy Adopted: August 25, 1992

Policy Updated: April 28, 2015

Policy Updated:

The Woodstock Academy
Woodstock, Connecticut

Students

Reporting of Child Abuse

The Board of Trustees (Board) recognizes its legal and ethical obligations in the reporting of suspected child abuse and neglect. Any person applying for employment at The Academy shall submit to a record check of the Department of Children and Families Child Abuse and Neglect Registry before the person may be hired. Mandated reporters include all school employees, specifically ~~Superintendent~~ **Head of School**, administrators, teachers, substitute teachers, ~~guidance~~ **school** counselors, school paraprofessionals, coaches of intramural and interscholastic athletics, as well as licensed nurses, physicians, psychologists, **licensed behavior analysts** and social workers either employed by The Woodstock Academy, or any other person who, in the performance of his or her duties, has regular contact with students and who provides services to or on behalf of students enrolled at The Academy. Such individual(s) who have reasonable cause to suspect or believe that a child has been abused, neglected or placed in imminent risk of serious harm, is required to report such abuse and/or neglect or risk.

A mandated reporter's suspicions may be based on factors including, but not limited to, observations, allegations, facts by a child, victim or third party.

A mandated reporter shall make an oral report, by telephone or in person, to the Department Children and Families (DCF) as soon as possible, but no later than twelve (12) hours after the reporter has reasonable cause to suspect the child has been abused or neglected. In addition, the mandated reporter shall inform the Associate Head of School or his/her designee that he/she will be making a report. Not later than forty-eight (48) hours of making the oral report, the mandated reporter shall file a written report with DCF.

~~Connecticut General Statutes 17a-101, as amended by Public Act 02-138, 11-93 and 14-186, requires that any Academy personnel who suspects child abuse must report it to the Department of Children and Families and the Head of School or his/her designee as soon as possible but no later than 12 hours followed within 48 hours by a written report to the Department of Children and Families.~~

Failure to report suspecting abuse and/or neglect of children will result in disciplinary action up to and including termination.

Legal Reference:

Connecticut General Statutes

10-220a In-service training. Professional development committees. Institutes for educators. Cooperating teacher program, regulations (as amended by PA 11-93)

10-221d Criminal history records check of school personnel. Fingerprinting. Termination or dismissal (as amended by PA 11-93)

17a-28 Definitions. Confidentiality of and access to records; exceptions. Procedure for aggrieved persons. Regulations (as amended by PA 11-93)

17a-101 Protection of children from abuse. Reports required of certain professional persons. When child may be removed from surroundings without court order. (as amended by PA 96-246, PA 00-220, PA 02-106, PA 03-168, PA 09-242, PA 11-93, PA 14-186, **PA 15-205, PA 18-15 and PA 18-17**)

17a-101a Report of abuse or neglect by mandated reports. (as amended by PA 02-106, PA 11-93, **PA 15-205, PA 18-15 and PA 18-17**)

17a-102 Report of danger of abuse. (as amended by PA 02-106)

17a-106 Cooperation in relation to prevention, identification and treatment of child abuse/neglect.

10-151 Teacher Tenure Act

P.A. 11-93 An Act Concerning the Response of School Districts and the Departments of Education and Children and Families to Reports of Child Abuse and Neglect and the Identification of Foster Children in a School District

P.A. 14-186 An Act Concerning the Department of Children and Families and the Protection of Children

Policy Adopted: August 25, 1992

Policy Updated: June 23, 2015

Policy Updated:

The Woodstock Academy
Woodstock, Connecticut