

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
June 16, 2020



These minutes are for informational purposes only.

**PRESENT:** Atchinson, Keith (B); Asikainen, Samantha (7:12); Beckwith, Martha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Duvall, Nancy (C); Johnston, Kevin; Kelly, Paul; McGinn, Walter; Morse, David; Paquette, Philippa; Rhynhart, Hans; Samborowski, Len; Swenson, Christine; Teed, David; Trivella, Joan; Tuttle, Brent (P); Young, Scott  
**ADMINISTRATION:** Favreau, Amy; Guillot, William; Harten, Michael; Rigney, John; Sandford, Chris; Saucier, Bobbie-Jo; Singleton, Holly; Sturdevant, Jon; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Frankhouser, Hans (W); Higgins, Edwin; Larrow, Jeff; Livernois, Jay

**1. Call to Order**

The meeting was called to order by President Swenson at 7:03 p.m.

**2. Community Participation – None.**

**3. Secretary's Report—Minutes of March 17, 2020**

**MOTION:** (Tuttle/Child) To approve the minutes of March 17, 2020.

Unanimous

**4. Board Reports**

**a. President's Report**

*i. Correspondence*

President Swenson reviewed the packet of correspondence, highlighting thank you letters to administrators for graduation efforts, Head of School awards for the year and for June, scholarship awards for seniors, resignations/retirements/reductions, letters thanking The Academy, and a letter to the Sterling Public Schools that offered more information as they consider The Academy for their students.

*ii. Consider Candidates for Staff Emeritus*

President Swenson recommended that Retirees Jamie Shaw (1988-2020) and James Cournoyer (1993-2020) be considered for the title of Employee Emeritus/a because of their long and exemplary service and significant contributions to The Woodstock Academy community.

**MOTION:** (Morse/Paquette) To confer the honorary title of Employee Emeritus/a to Jamie Shaw and James Cournoyer.

Unanimous

**b. Committee Reports—**There were no questions about the reports provided in packet.

**5. Woodstock Academy Administration Reports**

**a. Associate Head of School for Finance and Operations Report**

*i. 2019-2020—Budget Update*

Interim Associate Head of School Bill Guillot presented a revenue and expense report to the Board, commenting that revenue numbers have trended ahead of the budget this year. On the expense side, the insurance line items were favorable this year.

*ii. Facility Projects Update*

An upcoming site visit will hopefully lead to approval of tax credits on the Academy Building project. Work continues toward upgrading the outdoor lighting on North Campus.

*iii. Other – None.*

*iv. Board questions/discussion – None.*

**b. Associate Head of School Report**

*i. June Update*

Associate Head of School Holly Singleton reviewed her June Update handout. Highlights included:

- The graduation rate for 2020 was 99.6%.
- The Academy received a \$62K grant for public access TV.
- Rebecca Jarvis (W) was a Science National Honor Society scholarship winner.
- Clayton Singleton (E) received a Silver Award in the *Connecticut Student Writers Magazine* contest.
- The Woodstock Academy Teacher of the Year and Staff Person of the Year were awarded to all WA employees for their work during eLearning.
- Kelly Danielson was a featured teacher in the NEATE Winter 2020 Newsletter.
- Holly Singleton was a finalist in the 2020 CAS High School Principal of the Year.
- Val May's article about using the HHMI BioInteractive website during distance learning was published.

ii. Other – None.

iii. Board questions/discussion – None.

**c. Associate Head of School for Advancement**

i. Giving Update

Associate Head of School for Advancement Jon Sturdevant described the new website which will be live by late summer. It will be more user friendly and more admissions focused. Registrations are continuing to arrive for the WA Annual Golf Tournament on August 12. Board members were encouraged to make an annual donation to the Foundation before June 30 to ensure 100% Board participation in annual giving. He offered to help with any questions.

ii. Other – None.

iii. Board questions/discussion – None.

**d. Assistant Head of School for Enrollment**

i. Enrollment Update

Assistant Head of School for Enrollment Amy Favreau provided an enrollment update. At this time, she has enrolled 114 tuition students, 14 of which are day students. Sixty-five students will need to cross a border and most offices that can process an F-1 Visa are currently closed; any open offices take between four days to four weeks to process applications. Available information is uncertain and contradictory, and she is watching developments in higher education closely. Mrs. Favreau is committed to flexibility on arrival times and method of study for students from all over the world; various learning scenarios blend online and in-person learning. Based on various enrollment level scenarios, Head of School Sandford described how the 2020-2021 budget would be impacted.

ii. Other – None.

iii. Board questions/discussion – None.

**e. Head of School Report**

i. Reopening Task Force Whitepaper

Head of School Sandford and Associate Head of School Singleton presented the Reopening Task Force Whitepaper which included participating members, recommendations, conditions for reopening, changes in teaching practice, and sample schedules. It also addressed proposals and expected challenges to delivering instruction, technology, social distancing/cleaning/safety protocols, lunch service, use of non-classroom space, employee work expectations and student support. A list of references was attached. Board discussion ensued. Among other topics, questions were asked/answered about sports, onboarding new students, COVID testing/protocols, ventilation, transportation, summer school, and faculty staffing.

ii. Residential Life Reopening Whitepaper

Head of School Sandford, Assistant Head of School for South Campus John Rigney, and Director of Health Services Bobbie-Jo Saucier presented the Residential Life Reopening Whitepaper to the Board. The report provided recommendations and addressed challenges in the health services department which included the repopulation and screening of students, reducing the risk of

infection, monitoring and quarantining. It made suggestions to address potential problems in the residence halls including living arrangements, wing and dormitory lounges, and cleaning policies. Lastly, the report offered potential modifications to dining halls and food services which included dining hall tables/spacing, meal schedules, sanitizing surfaces, orientation and various student activities. A list of references was attached. Board discussion ensued. Among other topics, questions were asked/answered about pre-arrival/pre-screening of students, PPE, family pods/units within Residential Life, use of “public space,” and creative/safe student activities.

iii. College Acceptance Report

Head of School Sandford’s College Acceptance Report handout represented a sampling of the college acceptances, rejections, and final college selections for The Academy’s Class of 2020. Questions were asked and answered.

iv. Diversity/Inclusion/Equity Plan

Head of School Sandford described The Academy’s plans for developing a comprehensive Diversity/Inclusion/Equity Plan which will be presented to the Board in a whitepaper format with action steps in the fall. It is mandatory for faculty and staff to participate in making these changes. Dr. Harten said department heads are already reviewing curriculum and creating changes. Conversations are taking place about microaggressions. Various proposals will funnel through Board committees such as Student Life and/or the Academic Committee.

v. 2020-2021 Budget Update

This topic was previously addressed during the enrollment update, as various enrollment scenarios were described.

vi. Other – None.

vii. Board questions/discussion – None.

**6. Other Items**

Head of School Sandford updated the Trustees about the “sister school” concept discussed previously, saying a contract is being crafted with an agent to manage the project and we have several possible schools to choose from. As soon as more details are available, they will be shared with the Executive Committee.

More information was shared about the upcoming filming of a Hallmark movie. Among other locations, The Academy’s North and South campuses will be used for scenes in the movie, as well as some students possibly being cast as singers or members of a marching band.

**7. Executive Session—Head of School’s Review and Compensation**

**MOTION:** (Trivella/Tuttle) To enter into Executive Session to discuss the Head of School’s Review and Compensation, inviting all BOT members present and Julie Woodland to attend at 8:44 p.m.

Unanimous

The meeting returned to regular session at 10:06 p.m.

**8. Possible Action Based on Executive Session**

**MOTION:** (Morse/Asikainen) To extend the contract of the Head of School for an additional year and to adjust his total compensation as discussed in Executive Session.

Unanimous

**9. Adjournment**

**MOTION:** (Paquette/McGinn) To adjourn the meeting at 10:07 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.*