

MINUTES OF THE MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
November 19, 2019



These minutes are for  
informational purposes only.

**PRESENT:** Asikainen, Samantha; Beckwith, Martha; Carabeau, Garry; Child, Barbara; Duvall, Nancy (C); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio, 7:08); McGinn, Walter; Morse, David; Musumeci, Joseph; Rhynhart, Hans; Samborowski, Len; Swenson, Christine; Teed, David; Trivella, Joan; Tuttle, Brent (P); Young, Scott  
**ADMINISTRATION:** Favreau, Amy; Guillot, William; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Bellerose, James; Bentley, Cary; Blackmer, Robert; Frankhouser, Hans (W); Paquette, Philippa  
**GUESTS:** Holly Dearborn; Brooke Nagel; Caroline, James and Sheila Frost; Linda, Kelly and Dan St. Laurent

### 1. Call to order

The meeting was called to order by President Swenson at 7:01 p.m.

### 2. Head of School Recognition—November Honorees

Associate Head of School Singleton read the following passages about the honorees:

**Caroline Frost, Grade 12 (Brooklyn)** *Caroline Frost is an exceptionally hard-working student. She is humble and kind and never hesitates to share her ideas in class. As a peer tutor in Spanish 4 ECE class, she is exemplary. Without any prompting, she assists the students in class. She is very patient and encouraging. She also has made a lot of effort to help with one of our new students from Peru who is currently learning English. Mrs. Thibodeau is extremely grateful for Caroline's contributions to the students in their class. It is a better place because of Caroline's efforts.*

*Caroline is very involved in the Spanish National Honor Society, where she offers tutoring to students studying Spanish. She also is very involved in FRESH. This year, Caroline planned FRESH's first community activity, which was pumpkin painting and decorating South Campus. Besides being fun, the activity was designed to help bring together local day students with student residents of South Campus. Caroline was also involved in FRESH's annual spaghetti dinner and auction fundraiser; this year they raised \$4500.*

*Quite simply, I believe Mrs. Riendeau, Caroline's math teacher, said it best: "When you consider everything, Caroline is simply an amazing young woman!" Thank you, Caroline, for the many ways you have made a positive and lasting difference within The Academy Community.*

**Linda St. Laurent, Grade 12 (Brooklyn)** *When you ask any teacher about Linda, they always say the same two things: She is an amazing student and an even more amazing person. She is kind. She is thoughtful. She wants to make sure everyone feels included and good about themselves. Time and time again, you can see Linda reaching out to others to offer help, a smile, and friendship. In the classroom, she gives her full effort to everything she does. She enriches class discussions, she sets high personal and academic standards for herself, and she is guided by a strong sense of personal responsibility.*

*In calculus class, Mr. Tyler praises her as a role model for other students. "When other students have trouble with math, I wish I could show them how Linda handles the challenges of my calculus class. She asks for help and practices, practices, practices until she gets it. It is clear that the grit and determination she brings to the soccer field permeate to every aspect of her life."*

*As noted by Mr. Telford, Linda's creative writing teacher, "In all dynamics of our school community, she is gracious and kind to peers and staff alike. She is welcoming to and accepting of all, and she sets an example for others through her actions."*

*The Academy is very lucky to have you, Linda, as such an inspirational part of its community.*

Each student was presented with a plaque and a picture was taken with the Head of School.

### **3. Student Council Report**

President of Student Council, Brooke Nagel described various recent and upcoming Student Council events such as the Fall Foliage Fling, Winter Dance, and Blood Drive scheduled for November 25. (Student clubs have an opportunity to earn a \$250 blood drive participation prize.)

### **4. Community Participation – None.**

### **5. Secretary's Report—Minutes of October 15, 2019**

**MOTION:** (Carabeau/Tuttle) To approve the minutes of October 15, 2019. All voted Yes except Morse, Young and Larrow, who abstained. Motion Carries.

### **6. Board Reports**

#### **a. President's Report**

i. Correspondence—President Swenson reviewed the packet of correspondence. There were no questions.

ii. Resolution—Academy Building Project

**MOTION:** (Tuttle/Carabeau) To empower and authorize Christine Swenson to execute and deliver a contract with the State of Connecticut on behalf of The Woodstock Academy Corporation for the Academy Building Project.

Unanimous

**b. Committee Reports**—President Swenson presented the packet of committee reports. There were no questions.

### **7. Woodstock Academy Administration Reports**

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

i. 2019-2020—Budget Update

Interim Associate Head of School for Finance and Operations Guillot gave an overview of the Revenue and Expense reports provided while answering various clarification questions.

ii. Other

Head of School Sandford updated the Board about the search for a new person to fill the Associate Head of School for Finance and Operations position. Following paper screening, first interviews and tours, the Finance Committee will interview candidates. The Executive Committee will review the job description and employment contract. Administration hopes to have a new person in place by March or April 2020.

iii. Board questions/discussion – None.

#### **b. Associate Head of School Report**

i. November Update

Associate Head of School Singleton presented her November Updates handout (attached), Highlighting various accomplishments and upcoming events.

ii. Other – None.

iii. Board questions/discussion – None.

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

i. Fundraising Priority Update

Associate Head of School for Advancement Sturdevant provided an overview of current fundraising priorities as of November 19, 2019. There were no questions.

**MOTION:** (Samborowski/Johnston) To endorse the fundraising priorities as presented for The Woodstock Academy.

Unanimous

ii. Other

Other topics included an upcoming alumni basketball event; the annual holiday party; Foundation planned giving continuing to move forward; Loos Center concert programming; plans for the first traveling exhibit at The Gallery; and plan specifics about the upcoming trip to China.

iii. Board questions/discussion – None.

**d. Head of School Report**

i. 2020-2021—Calendars (BOT, Academic, Residential Life)

Head of School Sandford provided a brief overview of the three proposed calendars, mentioning the reasoning behind moving the April 2021 vacation up one week.

**MOTION:** (Larrow/Morse) To accept the 2020-2021 calendars as presented.

Unanimous

ii. Approve Policies—Second Read

Head of School Sandford reviewed each policy in the packet in order to provide any rationale or to answer any questions. Small edits were made to Policy 5145.12.

**MOTION:** (Carabeau/Tuttle) To accept the policies (listed below) as presented.

- 3292 – Investments
- 3240 – Tuition Fees
- 3280 – Gifts, Grants and Bequests
- 4111 – Recruitment and Selection
- 5000 – Role of Student Policies
- 5110.1 – Student Enrollment and Disenrollment
- 5131.7 – Weapons and Dangerous Instruments
- 5141.7 – Concussions
- 5145.12 – Search and Seizure

Unanimous

iii. 2019-2020 Enrollment Presentation

Assistant Head of School for Enrollment Favreau provided a comprehensive written and oral enrollment update to the Board, explaining our current status and projected opportunities within various international and domestic markets. Board questions were asked and answered. Head of School Sandford thanked Ms. Favreau for the hard work of her entire department to manage enrollment numbers and program profitability.

iv. Other

Head of School Sandford reminded the Board about the upcoming holiday party and said that the December Board meeting has been cancelled.

v. Board questions/discussion – None.

**8. Other Items**

- Len Samborowski encouraged the group to attend The Great Gatsby Gala being held at the Thompson Speedway Restaurant on November 30.
- Joan Trivella told the group the motion to pass the Board's proposed resolution failed, probably because the CABA members present didn't understand it. She would like the Board to try again.
- Joe Musumeci offered to share the two books he purchased at the CABA convention with other Board members.

**9. Executive Session—Legal**

No Executive Session was required.

**10. Possible Action Based on Executive Session – N/A**

**11. Community Participation – None.**

**12. Adjournment**

**MOTION:** (Johnston/Young) To adjourn the meeting at 8:17 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.*

# November Updates from the Associate Head of School

What is Happening...

## School Programs:

- The Hill Singers were again invited to perform at the Governor's Mansion on December 6<sup>th</sup>.
- The Woodstock Academy Culinary program defeated Killingly High School in a school cupcake competition. The winning team included: Zoe Marshall (E), Justin McGroary (W), and Makenzie Czmyr (B).
- The Math Team finished in THIRD PLACE at this month's competition! This is our highest finish to date ☺
- WA Gives Back had 75 students participate in the annual clean-up of the Palmer Arboretum.

## Student Achievements

- The following students received 17 total awards at three Model U.N. Conferences: **At Washington University** – Kaily LaChapelle (W), Honorable Mention; and Julia Schad (P), Outstanding Delegate. **At the University of Connecticut** – Julia Schad (P), Best Delegate; Ashley Nunes (W), Best Delegate; Alex Vaida (W), Best Delegate; Hannah Darigan (W), Most Improved Delegate; Gabby Garbutt (B), Most Improved Delegate; Aeden Noel (W), Betty Hanson Nominee for Best at Conference; and Ethan Bove (W), Betty Hanson Nominee for Best at Conference. **At McGill University** – Kaily LaChapelle (W), Honorable Mention; Sam Massey (W), Honorable Mention; Sophia Rakovan (C), Honorable Mention; Julia Schad (P), Diplomatic Finesse Award; Nathan Becher (B), Diplomatic Finesse Award; Austen LeDonne (W), Diplomatic Advocacy; Alyssa Arends (B), Award for Leadership & Civility; and Riley Chapuis (W), Book Award for Outstanding Portrayal of Knowledge.
- 14 students were inducted into the Tri-M Music Honor Society.
- On Thursday, 27 students will be inducted into the Scholar-Athlete Honor Society.

## Staff and Faculty:

- Lauren Churchill gave an inspirational presentation at LEARN for the Southeastern Connecticut Music Professional Development Day on teaching music for students with special needs.

## Upcoming Events

- 11/21 – WA Gives Back: The Sequel, 2:30 PM
- 11/21 – Scholar Athlete Honor Society Induction, 6:30 PM, Bates Auditorium
- 11/22 – Powder Puff game, 3:00 PM, South Campus Turf Field
- 11/23 – Alumni & Friends Basketball Tip-Off Tournament, noon to 3:30 PM, Mohegan Sun
- 11/25 – Blood Drive, 8:00 AM-1:00 PM
- 11/25 – Fall Sports Awards Night, 6:00 PM, Bates Auditorium
- 11/27– 11/30 – Homework-Free Weekend
- 11/30 – Luke Leaders: Great Gatsby Gala 6:00-10:00 PM, Thompson Speedway  
\$30 Tickets at [www.lukeleaders1248.com](http://www.lukeleaders1248.com)
- 12/06 – NHS Leadership Workshops for students in grades 5-9
- 12/19 – Winter Concert, The Loos Center, 6:30 PM