

**MINUTES OF THE ANNUAL MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
Student Commons, North Campus  
August 20, 2019  
7:00 p.m.**



These minutes are for informational purposes only.

**PRESENT:** Beckwith, Martha ; Bellerose, James; Bentley, Cary; Blackmer, Robert; Child, Barbara; Duvall, Nancy (C) (at 7:18); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Musumeci, Joseph; Paquette, Philippa; Rhynhart, Hans; Swenson, Christine; Teed, David; Trivella, Joan; Tuttle, Brent (P)

**ADMINISTRATION:** Favreau, Brad; Favreau, Amy; Guillot, William; Harten, Michael; Rigney, John; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Woodland, Julie

**ABSENT WITH NOTIFICATION:** Asikainen, Samantha; Carabeau, Garry; Frankhouser, Hans (W); Morse, David; Young, Scott

**GUESTS:** Megan Bard Morse

**1. Call to Order**

The meeting was called to order by President Swenson at 7:02 p.m.

**2. Community Participation** – As the only non-Academy attendee, Megan Bard Morse said hello to the group.

**3. Board and Foundation Term Recommendations**

**a. Term Renewal – Alumni Trustees**

**MOTION:** (Kelly/Teed) To move to renew the appointment of Christine Swenson as a Trustee of the Community for a six-year term which ends on 2025.

Unanimous

**b. Term Appointment – Alumni Trustees**

**MOTION:** (Kelly/Musumeci) 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 2019-2020 year.

All voted Yes except Jay Livernois, who abstained. Motion carries.

**c. Term Renewal – Slate of Officers for Board of Trustees for 2019-2020**

**MOTION:** (Kelly/Child) To move to accept the slate of officers for The Board of Trustees for the 2019-2020 school year, as presented.

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

Unanimous

**d. Term Renewal – WA Foundation Directors**

**MOTION:** (Kelly/Musumeci) To move that the President of The Board of Trustees cast one ballot on behalf of The Board of Trustees to accept the term appointments/renewals of the Foundation Directors as presented, whose terms shall expire in 2022.

- Benjamin Harrison
- Christine Swenson
- Adam Troy
- Phillip Willis
- Scott Young

Unanimous

**e. 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 2019-2020 year by their next meeting and report the results to the BOT.

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

Unanimous

**4. Board Reports**

**a. Secretary’s Report**

i. Minutes of Annual Meeting of August 21, 2018

**MOTION:** (Higgins/Larrow) To move to approve the Minutes of the Annual Meeting of August 21, 2018.  
Unanimous

ii. Minutes of Regular Meeting of June 18, 2019

**MOTION:** (Marmat/Tuttle) To move to approve the Minutes of the Regular Meeting of June 18, 2019.  
Unanimous

**b. President’s Report**

i. Correspondence—President Swenson reviewed the pieces of correspondence included in the packet.

ii. Trustee/Staff Reception—Wednesday, August 28, 2019

The group was reminded to RSVP and attend.

iii. Board of Trustees Retreat—Saturday, September 14, 2019

Foundation members have been invited to join the BOT at this retreat.

iv. CABE Convention and Resolution Proposal

Joe Musumeci explained how the resolution came to be created. Head of School Sandford explained that without BOT endorsement, CABE cannot move forward with the resolution.

**MOTION:** (Musumeci/Trivella) To move to ratify the attached resolution to be presented to CABE.  
Unanimous

**MOTION:** (Teed/Child) To move to designate Joe Musumeci as the BOT representative to the CABE convention.  
Unanimous

**c. Committee Reports**—questions/discussion on reports provided in packet  
There were no questions about the minutes included in the 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 for Finance and Operations Guillot reviewed a handout on the budget. Questions were asked and answered.

#### **ii. Roofing and Underground Storage Tanks Update**

Interim Associate Head of School for Finance and Operations Guillot reported all the above ground storage tanks are functional; software on the boilers allows Jason Gerum to track each of them; landscaping is still needed where the underground tanks were removed. Other than the Academy building, all roofing projects are complete. The Academy building roof needs serious work to stabilize it.

#### **iii. Capital Projects Update**

Interim Associate Head of School for Finance and Operations Guillot described the projects completed over the summer. The science room renovation included new furniture and flooring. The Bowen hallway renovation exposed beautiful old brick, new sheetrock covered old windows, and benches were added. A new yoga studio was created in the Hyde building with new flooring and new lights. A103 was transformed with new furniture, flooring, and fresh paint. The gym on South campus has new paint and only awaits fresh decals. Head of School Sandford explained that yoga space has been in great demand—classes are held during every block, and afterschool yoga and/or meditation classes are now in the planning stage.

#### **iv. 2018-2019 Audit Update**

Interim Associate Head of School for Finance and Operations Guillot said the auditors have been working for months gathering information for FY 18-19 by using the new software.

#### **v. Other – None.**

#### **vi. 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 open for business. She reported we were fully staffed until today, when a teacher resigned. She said we have a group of capable, intelligent new teachers joining our already high quality, inspiring veteran teachers. At this time there are 1140 students: 295 (grade 9), 261 (grade 10), 277 (grade 11), and 292 (grade 12). Mrs. Singleton explained the changes to Academy fundraising at the Woodstock Fair. Student exchange programs with Spain and Senegal are on target for this fall. Upcoming events include Family Night on 9/12, the Out of Darkness Walk on 9/22, and the Academic Convocation on 9/25. The suicide prevention speaker during professional development on 8/19 was funded by money raised during last year's Out of Darkness Walk.

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

Assistant Head of School for South Campus Rigney reported that although there has been some turnover in the residential life program, this year's staff is strong and excited for a great year.

#### **iii. Other – None.**

#### **iv. Board questions/discussion – None.**

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

#### **i. Loos Center for the Arts Update**

Associate Head of School for Advancement Sturdevant said demo in the Loos Center has begun and the facility will be ready for the Winter Concert. Everyone is looking forward to in-house and outside spring concerts, particularly the spring production of the Wizard of Oz.

#### **ii. Homecoming 2019**

Homecoming events over the first weekend in October include a pep rally, athletic events, a gallery opening featuring over 25 alumni artists, the annual Shin Dig at the farm, campus tours, the 1969

reunion, and the alumni banquet. There will also be a special presentation of portraits that highlight several people who made a great impact on The Academy.

iii. Golf Tournament Update

The recent golf tournament had beautiful weather and great participation. It was extremely successful, raising over \$25K.

iv. Fundraising Update

A draft of the Annual Report was included in the packet. Over 5.8 million dollars was secured in gifts this past year. The process of transferring funds to the Foundation will likely be completed by month end.

v. Board questions/discussion

Jay Livernois said he was glad to see key people, such as Allan Walker Sr., Bill Bentley, and the Wymans being honored through portraits.

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

i. 2019-2020 Enrollment Report

Associate Head of School for Enrollment Favreau told the group is has been a big summer for unexpected growth in local enrollment and sending towns have been kept informed. The boarding program still has space, and although there are fewer students this year, the average price paid per student has increased. She has seen increases in student numbers from Europe, Spain, and Vietnam. The number of local day students has risen from 4 to 12. This jump is suspected to be (in part) from Kerri Nagle helping these students transition in and our new “express application process.” The group was encouraged to meet new families on Thursday’s move-in day.

ii. Recruitment Goals

Mrs. Favreau hopes to keep making headway into non-Chinese markets to continue growing a diverse boarding population. Future markets include Russia and the Ukraine. The summer tours for incoming ninth graders were very successful. Eighth graders from all sending towns will visit campus on October 8, if any BOT members want to attend events that day.

iii. Other – None.

iv. Board questions/discussion – Several questions were asked and answered.

**e. Head of School Report**

i. 2018-2019 Annual Report

Head of School Sandford described the various components of the annual report. As it was still a draft, the Board was encouraged to point out any possible errors.

ii. Organizational Chart and Staffing Update

An organizational chart provided in the packet was reviewed.

iii. Theory of Action

A draft of this year’s Theory of Action was provided and will need to be endorsed at the October BOT meeting. The Board was asked to read and provide any suggestions or edits before then.

iv. Facilities Study Update

The Buildings and Grounds Committee is working to create a timeline with associated costs based on the now-complete Facilities Study. Their suggestions for project priorities will be sent to the Finance Committee for funding planning. Head of School Sandford said the biggest issue identified was the rehabilitation and preservation of the Academy building. Issues include water damage around the spire, problems associated with old windows, heating/cooling/air circulation, and work needed on the old stage in A200. These repairs will likely be funded through grant money, fundraising efforts, and tuition revenue. Renovating the Academy building is expected to cost 2-3 million dollars.

v. Other

President Swenson reminded the Board that funding for routine repairs and extraordinary repairs is part of ongoing discussions about establishing a tuition number that combines a fully-loaded tuition number with a capitol project cost  
vi. Board questions/discussion – None.

**6. Other Items** – None.

**7. Community Participation** – Megan Bard Morse asked about the method by which sending town BOEs will establish their BOT representation in an election year. Head of School Sandford explained the process and said a letter was being drafted to send to all sending towns on this topic.

**8. Adjournment**

**MOTION:** (Child/Tuttle) To adjourn the meeting at 8:12 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.*