

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
June 18, 2019



These minutes are for  
informational purposes only.

**PRESENT:** Asikainen, Samantha; Beckwith, Martha; Bentley, Cary; Blackmer, Robert (7:06); Frankhouser, Hans (W); Higgins, Edwin; Johnston, Kevin ; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Musumeci, Joseph (7:08); Paquette, Philippa; Tuttle, Brent (P)

**ADMINISTRATION:** Guillot, William; Rigney, John; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Woodland, Julie

**ABSENT WITH NOTIFICATION:** Bellerose, James; Carabeau, Garry; Child, Barbara; Davis, Cliff; Duvall, Nancy (C); Morse, David; Swenson, Christine ; Teed, David; Trivella, Joan (B); Young, Scott

**1. Call to order**

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

**2. Community Participation – None.**

**3. Secretary's Report—Minutes of May 21, 2019**

**MOTION:** (Johnston/Paquette) To approve the Minutes of May 21, 2019.

Unanimous

**MOTION:** (Johnston/Tuttle) To add *Nominating Committee Recommendations and Possible Action* as item #4. c.

Unanimous

**4. Board Reports**

**a. President's Report**

- i. **Correspondence**—Head of School Sandford reviewed the correspondence included in the packet. He highlighted the grant award letter from the E. E. Ford Foundation and said the grant money is to be used for travel and experiential learning. It is hoped the required matching funds will be donated. When the data is available, he will respond to the Town of Eastford's letter requesting information. Mr. Sandford wishes Carlee Drummer from QVCC all the best in her new position.
- ii. **September Retreat**—The retreat on Saturday, September 14 will include BOT and Foundation members, and will go from 8:00 a.m. until about 12:30 p.m. The itinerary will include breakfast, a 90-minute planned giving presentation and a tour of both campuses.

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

Academic Committee Chair Philippa Paquette encouraged Trustees to attend Academy classes in the coming year by making arrangements in advance with Dr. Harten. Jay Livernois mentioned that he taught a cooking class and shadowed the Head of School this past year.

**c. Nominating Committee Recommendations and Possible Action**

Nominating Committee Chair Paul Kelly provided a recap of his last meeting. The committee interviewed Hans Rhynhart and recommends Hans begin serving the remainder of David Field's term. The committee also recommends that Joan Trivella begin serving as a Trustee of the Community. Other expired positions and openings will be addressed at the Annual Meeting in August.

**MOTION:** (McGinn/Kelly) To appoint Hans Rhynhart as a Trustee of the Corporation for a six-year term ending in August 2025 and to appoint Joan Trivella as a Trustee of the Community for a six-year term ending in August 2025.

Unanimous

**5. Woodstock Academy Administration Reports**

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

- i. **2018-2019—Budget Update**—Interim Associate Head of School for Finance and Operations Guillot reviewed the summary revenue and expense reports, noting that monitoring and adjusting are ongoing. Questions were asked and answered.
- ii. **Facility Projects Update**—Interim Associate Head of School for Finance and Operations Guillot provided an update about the roofs and underground storage tanks projects. The Bowen building has already been stripped and the underground tank project continues. Contracts, insurance, and the weather are all being monitored and adjusted as needed. We recently locked into a good price for heating oil.
- iv. **Other** – None.
- v. **Board questions/discussion** – None.

**b. Associate Head of School Report**

- i. **June Update**—Associate Head of School Singleton reviewed her June Updates handout (attached below). She said *The Deep End* contains QR codes which can take readers to musical compositions and videos created by students. Mrs. Singleton stated that Academy summer camps still have a few spots open and celebrated our newest Faculty and Staff of the Year—Melany Gronski (Faculty) and Traci Nelson (Staff). Jason Musko had perfect attendance in the 18-19 school year.
- 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 our recently awarded grant from the Edward E. Ford Foundation and hopes to apply for an additional grant in the future. A draft version of the Annual Giving Report for 2018-2019 was reviewed. Trustees were urged to participate in the annual giving drive for 2018-2019 before June 30 so 100% BOT participation would be realized again this year.
- ii. **Loos Center for the Arts Update**—A structural engineer has been helping with the demolition and installation of the rigging, lighting, sound, and more at the Loos Center for the Arts. The Buildings and Grounds committee recently toured the facility and work will begin immediately following the Coast Guard concert. Mrs. Loos is happy to have received so much positive feedback and gratitude from the community and is pleased to honor her late husband in this manner.
- iii. **Other**—Planning for the WA Annual Golf Tournament is well underway, and organizers are seeking sponsorships at all levels. It will feature 25-36 foursomes. Alumni weekend kicks off with a gallery event on Friday, October 4. The Alumni Banquet will be held on Saturday, October 5 in the atrium of the Loos Center for the Arts. Twenty-five of the one hundred banquet tickets have already been sold. The Foundation has raised over \$10,128,000 over the last four years.
- iv. **Board questions/discussion** – None.

**d. Head of School Report**

- i. **College Acceptance Report**—Head of School Sandford answered questions about the College Acceptance report included in the packet. The report includes a cross-section of students who voluntarily updated their information on their Naviance account.
- ii. **2019-2020 Budget Update**—Further adjustments have been made to the 2019-2020 budget to reflect the actual number of tuition students currently enrolled as well to other categories as hard numbers have become available. Like all independent schools, we have seen a drop in the number of international boarding students, particularly from China, and will need to make adjustments. Discussion ensued about recruiting students from all over the world, reductions made to athletics and staff, and what the next several months will probably look like with regard to enrollment. The Board thanked Mr. Sandford, Mrs. Singleton, Mr. Guillot, Mr. Sturdevant, and Mr. Rigney for their extraordinary efforts, leadership, planning and commitment to The Academy.
- iii. **Other** – None.
- iv. **Board questions/discussion** – None.

**6. Executive Session**

**a. Personnel**

**b. Head of School Review**

**MOTION:** (Asikainen/Larrow) Following a 10-minute recess, to enter into Executive Session at 8:16 p.m. for the purpose of discussing Personnel and the Head of School Review, inviting Head of School Sandford to attend.  
Unanimous

Head of School Sandford exited Executive Session at 8:32 p.m.

The meeting returned from Executive Session at 9:09 p.m.

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

**MOTION:** (Musumeci/Asikainen) To accept the application for extended maternity leave.  
Unanimous

**MOTION:** (Tuttle/McGinn) To accept the administrative contracts as written.  
All voted Yes except Paquette, who abstained. Motion carries.

**8. Other Items – None.**

**9. Community Participation – None.**

**10. Adjournment**

**MOTION:** (Larrow/Tuttle) To adjourn the meeting at 9:10 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.*



## June Updates from the Associate Head of School

### What's Happening...

#### School Programs:

- Summer Camps: Model UN (9 kids), Forensics (8 kids), STEM (10 kids) Speed & Agility (12 kids), Los Puentes (8 kids), Volleyball (12 kids) Kids Cooking (18 kids)

#### Student Achievements

- 100% Graduation for the Class of 2019.
- The following students were selected to attend the Rotary Youth Leadership Program at Springfield College: Sam Massey (W), Emily McClure (W), and Joey Ignacio (B).
- The following students were selected to attend Girls/Boys State: David May (P), Doug Newton (B), Tristan Monahan (W), Alyssa Arends (B), Abby Kruger (P), and Avery Jones (U).
- Aidan Morin (B) was selected to attend the Future Law Enforcement Youth Academy at Yale University.

#### Staff and Faculty:

- Melany Gronski has been selected as the 2019-2020 Teacher of the Year.
- Traci Charlton Nelson, '86, was selected as the 2019-2020 Staff of the Year.
- Jason Musko was recognized for Perfect Attendance for the 2019-2020 school year.

### Upcoming Events...

06/29 – The United States Coast Guard Band concert, The Center, 6:00 PM  
(<http://wacenterforthearts.org>; use code USCGB2019)

08/14 – Centaur Classic Golf Tournament, 10:00 AM, Quinntisset Country Club

08/20 – Annual Meeting of the Foundation, 6:00 PM, Student Commons