



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES NOTICE OF MEETING

AGENDA

Date: Tuesday, May 21, 2019
Time: 7:00 p.m.
Location: Student Commons - North Campus

1. Call to Order
2. Head of School Recognition—April and May Honorees
3. Community Participation (3/5 minutes/participant)
4. Secretary's Report—Minutes of March 19, 2019 and April 23, 2019 (Attachment 1)
5. Student Council Report
6. Board Reports
 - a. President's Report
 - i. Correspondence (Attachment 2)
 - ii. Fall Retreat Date and Location (Attachment 3)
 - b. Committee Reports - questions/discussion on reports provided in packet (Attachment 4)
7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - i. 2018-2019—Budget Update (Attachment 5)
 - ii. Facility Project Update (Attachment 6)
 - iii. Approve Scholarships (Attachment 7)
 - iv. Select Auditor (Attachment 8)
 - v. Other
 - vi. Board questions/discussion
 - b. Associate Head of School Report
 - i. April and May Updates (Attachment 9)
 - ii. End of Year Memo
 - iii. Other
 - iv. Board questions/discussion
 - c. Associate Head of School for Advancement
 - i. Giving and Event Updates
 - ii. Other
 - iii. Board questions/discussion
 - d. Head of School Report
 - i. New and Revised Policies—Second Reads (Attachment 10)
 - 3453 – School Activity Funds
 - 0100 – Mission Statement
 - 0200 – Educational Purposes, Goals and Objectives
 - 1120 – Public Participation at Board Meetings
 - 5141.3 – Health Assessments and Immunizations
 - 5141.4 – Reporting of Child Abuse
 - 0050 – Trustee Roles and Responsibilities
 - ii. Staff Emeritus (Attachment 11)
 - iii. Other
 - iv. Board questions/discussion

8. Executive Session
 - a. Legal Correspondence
 - b. Personnel Update
9. Possible Action Based on Executive Session
10. Other Items
11. Community Participation (3/5 minutes/participant)
12. 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.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 1

4. Secretary's Report—[Minutes of March 19, 2019](#)

Suggested Motion:

I move to accept the Minutes of March 19, 2019 as presented.

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



These minutes are for
informational purposes only.

PRESENT: Asikainen, Samantha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Davis, Cliff; Duvall, Nancy (C); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Morse, David; Musumeci, Joseph; Paquette, Philippa; Swenson, Christine; Teed, David; Tuttle, Brent (P); Young, Scott

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

ABSENT WITH NOTIFICATION: Beckwith, Martha; Frankhouser, Hans (W); Trivella, Joan (B)

ABSENT: Field, David

GUESTS: Meg Ritau; Ame Tsamaase and family; Waverly Dombkowski and family; Charlie Super; Sara Harkness; Sara Dziedzic

1. Call to order

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

2. Head of School Recognition—March Honorees

Associate Head of School, Holly Singleton described the character and contributions that lead to the selection of Ame Tsamaase and Waverly Dombkowski as Head of School Award winners in March.

Ame Tsamaase (12, Pomfret)—Accomplished. Poised. Engaged. Transformative. These are some of the words used by Ame's teachers to describe her role and impact on The Academy community. She is a focused young woman with a wealth of strengths and talents, who takes everything she does seriously. Ame has been a Writing Centaur tutor for two years. She has used her learned skills in the Honors Writing Center Theory and Practice course that she took and her experience as a writing center intern to create a website called "African Mentor." Particularly interested in helping students in Botswana, it provides free tutoring on writing skills to peers across the globe who cannot afford tutors. She has volunteered 50 hours in a medical clinic in Botswana. In 2017, she also had her nonfiction piece, "Broken Crayons Still Color," published in the Connecticut Student Writers Magazine. She is also writing a chapter of a book with a professor from UCONN. Most recently, Ame has been selected by the Society for Psychological Anthropology to present her research, "Femicide and Sexual Violence in Southern Africa: Perspectives of the Youth in Botswana," at their conference in New Mexico in April. She is the youngest person selected to present at the conference this year. Ms. Danielson, Ame's English teacher, had these words to say about her: "Ame is ALWAYS respectful of everyone, is well-spoken, and a good thinker. She is not a show off, but she is impressive when she voices her ideas. She is willing to work hard and push herself to succeed. She's an amazing role model for the other students in the room." Congratulations, Ame, on your recent accolades and thank you for your many contributions to The Academy.

Waverly Dombkowski (12, Canterbury)—I would like to introduce you to an unknown gem of Woodstock Academy. Waverly Dombkowski, has a genuine heart of gold and is one of the most helpful, caring, and upbeat students at The Academy. When speaking with her teachers, they all used words like kind, amazing, patient, conscientious, and motivated, to describe her. If you were to look into the true heart of the school, you would see Waverly there making sure the life-blood was getting to all places and people so that programs ran smoothly, and students were well cared for. Waverly is very active in both the Writing Centaur and Model UN. Regarding her work in the Writing Centaur, Dr. Harten had this to say: "Her patience, kindness, and empathy make her an

ideal tutor. She was also one of the Writing Centaur tutors who volunteered at Brooklyn Middle School's after-school homework club." She has been a great addition to our tutor team this year. As a member of the WA Model UN, Waverly has been an exemplary ambassador of The Academy. Receiving several delegate awards throughout the competition season, Waverly was one of the seven members to attend the National Model UN conference in New York. And in case you didn't hear – they won! For the first time in the history of the program, The Academy was awarded the highest recognition of the event, the Award of Distinction. In recognition for her hard work and efforts, Waverly was selected to address the United Nations the following day! When WA hosts its own conference next month, Waverly will hold the position of Secretary General. As if that is not enough, Waverly will also be a student leader for the human rights conference coming up in April which boasts the CT attorney general, William Tong, as its keynote speaker. Waverly has coordinated all contact with each attending human rights group, organized all student leaders, and will be the reason why this inaugural conference is a great success. Waverly is most certainly an amazing student, but she is also an amazing human being. As stated by her counselor, Mrs. Champany, "Waverly will make a difference in this world because people matter to her and helping others is an integral part of her life." Thank you, Waverly for all the good that you've done for The Academy Community throughout your four years! You are a gem!

3. Community Participation – None.

4. Secretary's Report—Minutes of February 26, 2019

MOTION: (Morse/Musumeci) To approve the Minutes of February 26, 2019.

All voted Yes except C. Davis, J. Larrow, and S. Asikainen, who abstained. Motion carries.

5. Student Council Report

Student Council President, Meg Ritzau, told the Board about the Dining for a Cause event being held on Tuesday, March 26 from 5-9 p.m. at the Crossings restaurant. Proceeds will benefit WA librarian Deb Sharpe's daughter, Lily, in her fight against cancer. Student Council is planning a presentation for Administration that includes student feedback about the A200 renovation project.

6. Board Reports

a. President's Report

i. Correspondence

President Swenson reviewed the pieces of correspondence included in the packet. There were no questions.

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

There were no comments or questions.

7. Woodstock Academy Administration Reports

a. Associate Head of School for Finance and Operations Report

i. 2018-2019—Budget Update

Interim Associate Head of School Guillot reviewed the year-to-date reports for encumbrances and revenues, noting this is the type of report the full Board would be receiving going forward. More in-depth analysis will occur at the Finance Committee level. After brief discussion, it was agreed that future reports would include some sort of (very approximated) numbers to allow the Board to assess variances within year-to-date numbers.

ii. Roofing and Underground Storage Tanks Update

Interim Associate Head of School Guillot stated the roofing project is under contract, and work is on track to begin around June 17. The under-ground/above-ground storage tank project has been awarded to MTR, LLC of Tolland, CT. Like the roofs, work will begin

around June 17 on North followed by South Campus. Both contractors have met and do not foresee a problem with materials storage or work space.

iii. Other – None.

iv. Board questions/discussion – None.

b. Associate Head of School Report

i. March Update

Associate Head of School Singleton reviewed all the academic, musical and athletic accomplishments over the previous month, along with the many individuals and teams to be celebrated. The many exciting upcoming events were listed. Given the rapid approach of spring, Mrs. Singleton announced the projected end-of-the-year dates for students, faculty & staff in her handout.

ii. Other – None.

iii. Board questions/discussion – None.

c. Head of School Report

i. Transferring Scholarships to Foundation

As part of the Theory of Action in his annual review, Head of School Sandford is facilitating the movement of endowment, scholarship, and special gift funds to the Foundation (which was created for this purpose). Among other things, discussion included the potential for donors to receive a statement about their funds and ongoing work with professional fund management companies. It was noted that Endowment and Special Gifts funds can be moved immediately; Scholarship funds to be moved after owner notification. Jeff Larrow requested a copy of the investment policy statement.

MOTION: (Musumeci/Tuttle) To transfer the Endowment, Scholarship, and Special Gifts funds to the Foundation, as endorsed by the Executive and Finance Committees.

All voted Yes except J. Larrow, who abstained. Motion carries.

ii. New and Revised Policies—First Reads

3453 – School Activity Funds

0100 – Mission Statement

0200 – Educational Purposes, Goals and Objectives

1120 – Public Participation at Board Meetings

5141.3 – Health Assessments and Immunizations

5141.4 – Reporting of Child Abuse

Head of School Sandford described the content and reason for all proposed changes to the BOT Policies listed above—most of which were the result of changes to state law or minor but necessary changes to specific language. Discussion about Policy 3453, School Activity Funds, necessitates further research and may require some additional edits before the next meeting/second read.

iii. Staff Evaluation Presentation

Assistant Head of School for South Campus, John Rigney and Associate Head of School, Holly Singleton described the methodology and theory behind the evaluation systems used for various employee groups such as teaching faculty, administration, student/educator support specialists, department chairs, non-certified staff, residential life staff, and coaches. Evaluation system ratings, scoring rubrics, and future steps were presented. Head of School Sandford planned to send a summary how certified staff (as a group) scored to the Board.

iv. Other – None.

v. Board questions/discussion – None.

8. Other Items

Joe Musumeci and Jay Livernois presented their analysis of the pros and cons of the BOT continuing its membership with CAFE. Comments during Board discussion included the political value of lobbying with our membership (when CAFE is able to take a stand); the breadth of CAFE offerings vs. BOT utilization; and training opportunities for BOT members. Cliff Davis noted the BOT has already supported continued CAFE membership by approving the line item that funds it within the budget. The Board agreed to continue further discussion when Joan Trivella was present since she is the Regional (Area) Director of CAFE.

9. Citizen's Participation – None.

10. Adjournment

MOTION: (Davis/Morse) To adjourn the meeting at 8:35 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.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

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ATTACHMENT 2

- 6. Board Reports
 - a. President's Report
 - i. Correspondence



April 10, 2019

Irene Askitis
716 Allen Hill Road
Brooklyn, CT 06234

Dear Irene:

It is with great pleasure that I inform you that you have been chosen to receive the April Head of School's Award. This award is based on commitment to The Woodstock Academy and our community, trustworthiness and respect for peers and staff, as well as leadership and dedication. A student must also be in good standing and maintain good or improving grades by passing all classes and be in good disciplinary standing.

You will be presented with your award at the May 21, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by May 17, 2019.

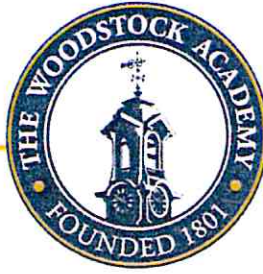
The Academy is very fortunate to have you as a member of its community, and we are extremely proud of your accomplishments. Congratulations!

Sincerely,

Christopher Sandford
Head of School

Cc. Patricia Buell, Superintendent, Brooklyn Public Schools
The Woodstock Academy Board of Trustees

*Congratulations!
Thank you for your
leadership!*



April 10, 2019

Cedric Bilica
181 Boston Turnpike
Pomfret Center, CT 06259

Dear Cedric:

It is with great pleasure that I inform you that you have been chosen to receive the April Head of School's Award. This award is based on commitment to The Woodstock Academy and our community, trustworthiness and respect for peers and staff, as well as leadership and dedication. A student must also be in good standing and maintain good or improving grades by passing all classes and be in good disciplinary standing.

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The Academy is very fortunate to have you as a member of its community, and we are extremely proud of your accomplishments. Congratulations!

Sincerely,

Christopher Sandford
Head of School

Cc. Stephen Cullinan, Superintendent, Pomfret Public Schools
The Woodstock Academy Board of Trustees

*Congratulations and
thank you for
your leadership!*



April 10, 2019

Michael Bilica
181 Boston Turnpike
Pomfret Center, CT 06259

Dear Michael:

It is with great pleasure that I inform you that you have been chosen to receive the April Head of School's Award. This award is based on commitment to The Woodstock Academy and our community, trustworthiness and respect for peers and staff, as well as leadership and dedication. A student must also be in good standing and maintain good or improving grades by passing all classes and be in good disciplinary standing.

You will be presented with your award at the May 21, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by May 17, 2019.

The Academy is very fortunate to have you as a member of its community, and we are extremely proud of your accomplishments. Congratulations!

Sincerely,

Christopher Sandford
Head of School

Cc. Stephen Cullinan, Superintendent, Pomfret Public Schools
The Woodstock Academy Board of Trustees

*Congratulations!
Thank you for making
The Academy a
better place!*



April 18, 2019

Mr. Greg Smith and Family
321 E. Quassett Road
Woodstock, CT 06281

Dear Mr. Smith:

Greg + Robin
On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your mother, Rebecca Taylor.

To honor her memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for students interested in improving their writing skills who attend The Academy.

We will continue to keep your family in our thoughts and prayers.

Sincerely,

Christopher J. Sandford
Head of School

Cc: Board of Trustees



April 18, 2019

Woodstock Board of Education
Woodstock Public Schools
147A Route 169
Woodstock, CT 06281

Dear Members of the Woodstock Board of Education:

On behalf of the Board of Trustees and our entire Academy community, thank you for taking the time to visit our school on April 12. Amy Favreau and I were delighted to have the chance to share the types of facilities we have on campus with all of you. We were proud to highlight some of the specific aspects of our programs that set us apart and create additional opportunities for our students.

We greatly value you as an educational partner and would be thrilled to offer you a similar experience anytime in the future. Should any additional questions come up, please don't hesitate to reach out and ask.

Sincerely,

Christopher Sandford
Head of School

Cc. Viktor Toth, Superintendent, Woodstock Public Schools
The Woodstock Academy Board of Trustees



April 22, 2019

Steve Davis
Director of Diversity and Community Relations
Pomfret School
398 Pomfret Street
Pomfret Center, CT 06259

Dear Mr. Davis: *Steve:*

Congratulations on your upcoming retirement! I have enjoyed working with you over the last many years, on both a professional and personal level. Your efforts on behalf of The Pomfret School and the Virginia Eaton Multicultural Resource Center's students have been profound, and you will certainly be missed.

Best wishes for many pleasant days ahead as you begin this next exciting phase of your life.

Sincerely,

Christopher Sanford
Head of School

Cc: Board of Trustees

*My door will
always be open.
Thank you for your
friendship.*



April 26, 2019

Derek May
Emergency Preparedness Coordinator
5 Haven Road
Pomfret Center, CT 06259

Dear Derek:

On behalf of the entire Woodstock Academy community, I want to congratulate you for being recognized as the 2018 Emergency Management Director of the Year by the Northeast States Emergency Consortium. Your hard work touches families living in towns throughout our area, and your award is well deserved.

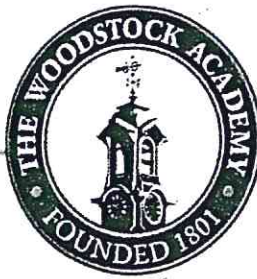
The Academy shares your dream of a community where large numbers of local citizens are willing and able to come together to help their neighbors in times of need. It is our hope the Fire Technology class at The Academy will play an important role in making that vision a reality in our area.

Community safety is a necessary and important part of a healthy school climate, and your partnership has made The Academy a better place to learn and grow. We offer our best wishes to you.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees



April 26, 2019

McKenna Gagnon
131 Cooney Road
Pomfret Center, CT 06259

Dear Ms. Gagnon:

McKenna:

On behalf of our entire Woodstock Academy Community, I offer congratulations on your selection for the Young American Award. This award will be presented at the Evening of Champions, sponsored by the Connecticut Rivers Council, at 6:00 PM on Thursday, May 23, 2019, at the UConn Alumni Center, 2384 Alumni Drive, Storrs, CT 06269.

This award, presented to a young person who has achieved excellence, shown outstanding leadership, or noteworthy service to the community, reflects your commitment and dedication to The Academy and greater community. Your efforts to volunteer for clubs and your church illustrate your dedication to helping others and making things better than when you found them.

The Academy is proud of you. We are indeed fortunate to have you as part of our community.

Congratulations!

Sincerely,

Christopher Sanford
Head of School

CS:jw

Congratulations!

Cc. Stephen Cullinan, Superintendent, Pomfret Public Schools
Valerie Champany, Counseling Office
The Woodstock Academy Board of Trustees

4.29-19

To The Woodstock Academy
Administrative Team and
The Board of Trustees,

Thank you for the donation in my
mother's name to the Woodstock
Academy Foundation. Mom was
a member of our family since 1980,
and loved our school. Thank you
all for the difference you make.
Sincerely, Greg & Robin



May 1, 2019

Katherine Harrington
4 Sanda Circle
Pomfret Center, CT 06259

Dear Katherine:

Please accept my heartfelt congratulations for obtaining the honor of Salutatorian of The Woodstock Academy Class of 2019. Your academic achievements are truly remarkable.

I would like to invite you, as the class Salutatorian, to a graduation tradition of the Annual Recognition Luncheon with the Putnam Rotary Club. The luncheon will be on Tuesday, June 11, 2019, at 12:00 p.m. at The Inn at Woodstock Hill, Woodstock, CT. You should be prepared to speak briefly about your future plans, and a group photo will be taken at the conclusion of the luncheon. Please notify Mrs. Woodland, of my office, of your acceptance of this invitation.

The Woodstock Academy will continue to need the leadership and sense of higher good that you have demonstrated. It is my hope that, as an alumnus, you will remain connected to The Academy and share the leadership and sense of higher good that you have demonstrated in your years here. We are fortunate to have students such as you.

Congratulations!

Sincerely,

Christopher J. Sandford
Head of School

CS:jw

Cc: Stephen Cullinan, Superintendent Pomfret Public Schools
Counseling Office

*Congratulations on!
your success!
we are proud of you!*



May 1, 2019

Margaret Ritzau
156 Mason Hill Road
Dayville, CT 06241

Dear Margaret:

Please accept my heartfelt congratulations for obtaining the honor of Valedictorian of The Woodstock Academy Class of 2019. I would like to express my admiration for your accomplishments during your career at The Academy. I encourage you to continue the effort and habit of excellence that you have developed.

I would like to invite you, as the class Valedictorian, to a graduation tradition of the Annual Recognition Luncheon with the Putnam Rotary Club. The luncheon will be on Tuesday, June 11, 2019, at 12:00 p.m. at The Inn at Woodstock Hill, Woodstock, CT. You should be prepared to speak briefly about your future plans and a group photo will be taken at the conclusion of the luncheon. Please notify Mrs. Woodland, of my office, of your acceptance of this invitation.

I have every confidence in your future. It is my hope that, as an alumnus, you will remain connected to The Woodstock Academy and share the leadership and sense of higher good that you have demonstrated in your four years here. We are indeed fortunate to have students such as you.

Congratulations!

Sincerely,

Christopher J. Sandford
Head of School

CS:jw

*Congratulations.
We are very proud
of you.*

Cc: Counseling Office

T H E E D W A R D E . F O R D F O U N D A T I O N

May 2, 2019



Mr. Christopher Sandford
Head of School
The Woodstock Academy
57 Academy Road
Woodstock, CT 06281

Dear Chris,

Many, many thanks to you, Jon, your colleagues and the students for the gracious and warm welcome I received at The Academy yesterday. It was a treat to see the school in action, to tour both campuses and to get a much fuller picture of the community. I regret that it didn't work out for us to have a drink on Wednesday night but such is the nature of my road life.

I'll look forward to presenting the Woodstock Academy proposal to the EE Ford Board in about a month. If we have any questions between now and then, I'll be in touch. You can feel free to do the same in return. You can expect to hear from me sometime before the end of that first week in June.

Best wishes for a smooth and successful conclusion to the school year.

With kind regards, I am,

Sincerely yours,

Chris,

Thanks for a
great visit!

A handwritten signature in blue ink, appearing to be "Chris".


John C. Gulla
Executive Director



May 7, 2019

Mr. Trent Peters
57 Academy Road
Woodstock, CT 06281

Dear Mr. Peters:

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your grandfather, Robert Miller.

To honor his memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for students interested in pursuing opportunities in higher education who attend The Academy.

We will continue to keep your family in our thoughts and prayers.

Sincerely,

Christopher J. Sandford
Head of School

Sorry for your loss!

Cc: Board of Trustees



May 7, 2019

Ms. Crista Peters
57 Academy Road
Woodstock, CT 06281

Dear Ms. Peters: *Crista*

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your father, Robert Miller.

To honor his memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for students interested in pursuing opportunities in higher education who attend The Academy.

We will continue to keep your family in our thoughts and prayers.

Sincerely,

Christopher J. Sandford
Head of School

Sorry for your loss.

Cc: Board of Trustees



May 7, 2019

Ms. Danielle Duquette
57 Academy Road
Woodstock, CT 06281

Dear Ms. Duquette,

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your grandfather, Louis Godzik, Jr.

To honor his memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for students interested in improving their social studies skills who attend The Academy.

We will continue to keep your family in our thoughts and prayers.

Sincerely,

Christopher J. Sandford
Head of School

Cc: Board of Trustees



May 7, 2019

Mr. Matthew Godzik
57 Academy Road
Woodstock, CT 06281

Dear Mr. Godzik: 

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your father, Louis Godzik, Jr.

To honor his memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for students interested in improving their computer science skills who attend The Academy.

We will continue to keep your family in our thoughts and prayers.

Sincerely,



Christopher J. Sandford
Head of School

Cc: Board of Trustees



May 9, 2019

Brooklyn Board of Education
Brooklyn Public Schools
119 Gorman Road
Brooklyn, CT 06234-1805

Dear Members of the Brooklyn Board of Education:

I hope this letter finds you well.

As you know, The Academy values the relationships it has with all of its community partners. With a sensitivity to the budget realities in each of our sending towns, The Academy has made every effort to keep tuition rates (per student cost) as low as possible for many years. In fact, since the 2009-2010 school year, the total amount of revenue we have received from our sending towns has only increased by \$287,996. While this has impacted each town differently based on individual enrollment numbers, The Academy has consistently provided an exceptional educational experience at an extremely low per-pupil tuition rate.

We were able to achieve this benefit to our partners over the past nine years through a combination of creating other revenue sources (boarding program), vigorous fundraising, grant applications, and deferring some important maintenance and facilities upgrades. While we have raised funds or received grants for over \$3,000,000 worth of facility upgrades, many of the higher-priced upgrades were ineligible and thus put off. These projects include mandated removal of underground fuel storage tanks and roof replacements. As a result, the tuition rate for the 2019-2020 school year includes these much-needed facility projects.

At the request of several First Selectmen from our sending towns, a meeting was held on February 21, 2019 to discuss the projects and our facility plans moving forward. At the meeting, many of the First Selectmen requested that The Academy separate the facility portion from this year's total tuition bill and charge the Town Government budget rather than the Board of Education budget for that portion. As we are finalizing plans for the 2019-2020 school year, we are formally requesting you inform us as to how you would like to receive your bill from The Academy this year. Shall we send one bill for the total tuition amount to the Board of Education? Or, shall we send the facility fee portion of the bill to the Town and the balance of the bill to the Board of Education? The first tuition bill is sent on or around July 1, and we want to bill according to your wishes.

As we have offered in the past, please let us know if at any time you would like any of our representatives to visit your meetings or if you would like to schedule a tour of The Academy. Your partnership is important to us, and we are honored to have your students attend The Academy.

Sincerely,

Christopher J. Sandford
Head of School

Cc. Patricia Buell, Superintendent, Brooklyn Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Canterbury Board of Education
Canterbury Public Schools
45 Westminster Road
Canterbury, CT 06331

Dear Members of the Canterbury Board of Education:

I hope this letter finds you well.

As you know, The Academy values the relationships it has with all of its community partners. With a sensitivity to the budget realities in each of our sending towns, The Academy has made every effort to keep tuition rates (per student cost) as low as possible for many years. In fact, since the 2009-2010 school year, the total amount of revenue we have received from our sending towns has only increased by \$287,996. While this has impacted each town differently based on individual enrollment numbers, The Academy has consistently provided an exceptional educational experience at an extremely low per-pupil tuition rate.

We were able to achieve this benefit to our partners over the past nine years through a combination of creating other revenue sources (boarding program), vigorous fundraising, grant applications, and deferring some important maintenance and facilities upgrades. While we have raised funds or received grants for over \$3,000,000 worth of facility upgrades, many of the higher-priced upgrades were ineligible and thus put off. These projects include mandated removal of underground fuel storage tanks and roof replacements. As a result, the tuition rate for the 2019-2020 school year includes these much-needed facility projects.

At the request of several First Selectmen from our sending towns, a meeting was held on February 21, 2019 to discuss the projects and our facility plans moving forward. At the meeting, many of the First Selectmen requested that The Academy separate the facility portion from this year's total tuition bill and charge the Town Government budget rather than the Board of Education budget for that portion. As we are finalizing plans for the 2019-2020 school year, we are formally requesting you inform us as to how you would like to receive your bill from The Academy this year. Shall we send one bill for the total tuition amount to the Board of Education? Or, shall we send the facility fee portion of the bill to the Town and the balance of the bill to the Board of Education? The first tuition bill is sent on or around July 1, and we want to bill according to your wishes.

As we have offered in the past, please let us know if at any time you would like any of our representatives to visit your meetings or if you would like to schedule a tour of The Academy. Your partnership is important to us, and we are honored to have your students attend The Academy.

Sincerely,

Christopher J. Sandford
Head of School

Cc. Dr. Lois Knapton, Superintendent, Canterbury Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Eastford Board of Education
Eastford Public Schools
P.O. Box 158
Eastford, CT 06242-0158

Dear Members of the Eastford Board of Education:

I hope this letter finds you well.

As you know, The Academy values the relationships it has with all of its community partners. With a sensitivity to the budget realities in each of our sending towns, The Academy has made every effort to keep tuition rates (per student cost) as low as possible for many years. In fact, since the 2009-2010 school year, the total amount of revenue we have received from our sending towns has only increased by \$287,996. While this has impacted each town differently based on individual enrollment numbers, The Academy has consistently provided an exceptional educational experience at an extremely low per-pupil tuition rate.

We were able to achieve this benefit to our partners over the past nine years through a combination of creating other revenue sources (boarding program), vigorous fundraising, grant applications, and deferring some important maintenance and facilities upgrades. While we have raised funds or received grants for over \$3,000,000 worth of facility upgrades, many of the higher-priced upgrades were ineligible and thus put off. These projects include mandated removal of underground fuel storage tanks and roof replacements. As a result, the tuition rate for the 2019-2020 school year includes these much-needed facility projects.

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As we have offered in the past, please let us know if at any time you would like any of our representatives to visit your meetings or if you would like to schedule a tour of The Academy. Your partnership is important to us, and we are honored to have your students attend The Academy.

Sincerely,

Christopher J. Sanford
Head of School

Cc. Donna Leake, Superintendent, Eastford Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Pomfret Board of Education
Pomfret Public Schools
20 Pomfret Street
Pomfret, CT 06259

Dear Members of the Pomfret Board of Education:

I hope this letter finds you well.

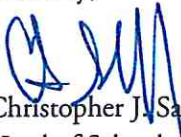
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As we have offered in the past, please let us know if at any time you would like any of our representatives to visit your meetings or if you would like to schedule a tour of The Academy. Your partnership is important to us, and we are honored to have your students attend The Academy.

Sincerely,


Christopher J. Sanford
Head of School

Cc. Stephen Cullinan, Superintendent, Pomfret Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Union Board of Education
Union Public Schools
18 Kinney Hollow Road
Union, CT 06076-9511

Dear Members of the Union Board of Education:

I hope this letter finds you well.

As you know, The Academy values the relationships it has with all of its community partners. With a sensitivity to the budget realities in each of our sending towns, The Academy has made every effort to keep tuition rates (per student cost) as low as possible for many years. In fact, since the 2009-2010 school year, the total amount of revenue we have received from our sending towns has only increased by \$287,996. While this has impacted each town differently based on individual enrollment numbers, The Academy has consistently provided an exceptional educational experience at an extremely low per-pupil tuition rate.

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Sincerely,

Christopher J. Sandford
Head of School

Cc. Joseph Reardon, Superintendent, Union Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Woodstock Board of Education
Woodstock Public Schools
147A Route 169
Woodstock, CT 06281

Dear Members of the Woodstock Board of Education:

I hope this letter finds you well.

As you know, The Academy values the relationships it has with all of its community partners. With a sensitivity to the budget realities in each of our sending towns, The Academy has made every effort to keep tuition rates (per student cost) as low as possible for many years. In fact, since the 2009-2010 school year, the total amount of revenue we have received from our sending towns has only increased by \$287,996. While this has impacted each town differently based on individual enrollment numbers, The Academy has consistently provided an exceptional educational experience at an extremely low per-pupil tuition rate.

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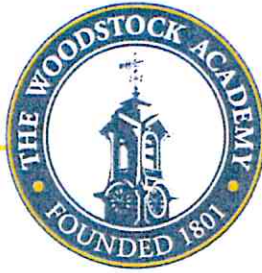
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Sincerely,

Christopher J. Sanford
Head of School

Cc. Viktor Toth, Superintendent, Woodstock Public Schools
The Woodstock Academy Board of Trustees



May 9, 2019

Erin Tortorice
150 Route 169
Woodstock, CT 06281

Dear Ms. Tortorice,

I am in receipt of your resignation dated May 1, 2019.

You have stated your last day of your residential life duties will be May 31, 2019 and the last day of your basketball job will be June 14, 2019.

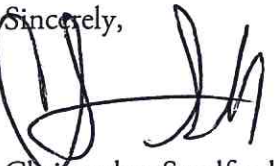
Your request to stay in your apartment through June 16, 2019 is granted.

This is to notify you that I accept your resignation, effective May 9, 2019, on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your contributions to the basketball program and to our Residential Life program are appreciated.

We wish you every success as you begin your life at UMASS.

Sincerely,



Christopher Sandford
Head of School

*Thank you for
all you did!*

Cc: Board of Trustees
Holly Singleton, Associate Head of School
Lori Wajer, Director of Human Resources
Employee File



May 9, 2019

Anthony Bergeron
150 Route 169
Woodstock, CT 06281

Dear Mr. Bergeron:

I am in receipt of your resignation dated May 3, 2019. You have stated your last day will be June 3, 2019. Your salary agreement will be prorated through June 3, 2019.

This is to notify you that I accept your resignation, effective May 9, 2019, on behalf of The Woodstock Academy Board of Trustees. Your request to stay in your apartment through June 30, 2019 is granted.

Your willingness to help Jacque Rivera over the next month with his transition; your continued support to Amy Favreau in Admissions; and your offer to help Jacque, Chris Alves and Sean Saucier with prep basketball equipment are accepted and appreciated. Your contributions to the prep basketball program have changed lives and enhanced our school.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. We wish you every success as you begin your life at UMASS.

Sincerely,


Christopher Sandford
Head of School

Cc: Board of Trustees
Holly Singleton, Associate Head of School
Sean Saucier, Director of Athletics
Lori Wajer, Director of Human Resources
Employee File

*Thank you for
all you did for
our community.
I'll always answer
the phone!*



May 14, 2019

Giorgia Giannini
57 Academy Road
Woodstock, CT 06281

Dear Giorgia:

It is with great pleasure that I inform you that you have been chosen to receive the May Head of School's Award. This award is based on commitment to The Woodstock Academy and our community, trustworthiness and respect for peers and staff, as well as leadership and dedication. A student must also be in good standing and maintain good or improving grades by passing all classes and be in good disciplinary standing.

You will be presented with your award at the May 21, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by May 21, 2019.

The Academy is very fortunate to have you as a member of its community, and we are extremely proud of your accomplishments. Congratulations!

Sincerely,

Christopher Sandford
Head of School

Cc. John Rigney, Assistant Head of School, South Campus
The Woodstock Academy Board of Trustees



May 14, 2019

Yvonne Bessette
83 East Quasset Road
Woodstock, CT 06281

Dear Evie:

It is with great pleasure that I inform you that you have been chosen to receive the May Head of School's Award. This award is based on commitment to The Woodstock Academy and our community, trustworthiness and respect for peers and staff, as well as leadership and dedication. A student must also be in good standing and maintain good or improving grades by passing all classes and be in good disciplinary standing.

You will be presented with your award at the May 21, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by May 21, 2019.

The Academy is very fortunate to have you as a member of its community, and we are extremely proud of your accomplishments. Congratulations!

Sincerely,

Christopher Sandford
Head of School

Cc. Viktor Toth, Superintendent, Woodstock Public Schools
The Woodstock Academy Board of Trustees



May 20, 2019

Joey Ignacio
26 Harris Ave.
Brooklyn, CT 06234

Dear Joey:

Congratulations on being selected as a student member of the Academic Committee for the 2019-20 School Year! The Committee—made up of members of the Board of Trustees, administrators, director of guidance, faculty, and students—is looking forward to your insights and feedback. Student members of the committee are expected to attend all monthly meetings of the Academic Committee, typically the second Monday of each month, in the evenings, from September to June. You are also expected to attend Student Council meetings to keep them apprised of any relevant initiatives through the Academic Committee. You are expected to gather feedback from a wide variety of students at The Academy in order to share their insights as appropriate with the committee.

Our last meeting of the year is Monday, June 10, at 5:30 p.m., in Annhurst Hall Room 119. We encourage you to attend to meet the committee.

If you have any questions, please let me know.

Best regards,

Michael Harten

Michael Harten, Ed.D.
Dean of Academics
mharten@woodstockacademy.org

C: C. Sandford, H. Singleton, Board of Trustees



May 20, 2019

Jingyi Pan
150 Route 169
Woodstock, CT 06281

Dear Jane:

Congratulations on being selected to continue as a student member of the Academic Committee for the 2019-20 School Year! The Committee—made up of members of the Board of Trustees, administrators, director of guidance, faculty, and students—is looking forward to your insights and feedback. Student members are expected to attend all monthly meetings of the Academic Committee, typically the second Monday of each month, in the evenings, from September to June. You are also expected to attend Student Council meetings to keep them apprised of any relevant initiatives through the Academic Committee. You are expected to gather feedback from a wide variety of students at The Academy in order to share their insights as appropriate with the committee.

Our last meeting of the year is Monday, June 10, at 5:30 p.m., in Annhurst Hall Room 119. See you then.

Best regards,

Michael Harten, Ed.D.
Dean of Academics
mharten@woodstockacademy.org

C: C. Sandford, H. Singleton, Board of Trustees



May 20, 2019

Alyssa Arends
533 Allen Hill Road
Brooklyn, CT 06234

Dear Alyssa:

Congratulations on being selected as a student alternate of the Academic Committee for the 2019-20 School Year! The Committee—made up of members of the Board of Trustees, administrators, director of guidance, faculty, and students—is looking forward to your insights and feedback. Student members are expected to attend all monthly meetings of the Academic Committee, typically the second Monday of each month, in the evenings, from September to June. You are also expected to attend Student Council meetings to keep them apprised of any relevant initiatives through the Academic Committee. You are expected to gather feedback from a wide variety of students at The Academy in order to share their insights as appropriate with the committee.

Our last meeting of the year is Monday, June 10, at 5:30 p.m., in Annhurst Hall Room 119. We encourage you to attend to meet the committee.

If you have any questions, please let me know.

Best regards,

Michael Harten

Michael Harten, Ed.D.
Dean of Academics
mharten@woodstockacademy.org

– C: C. Sandford, H. Singleton, Board of Trustees

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 3

6. Board Reports

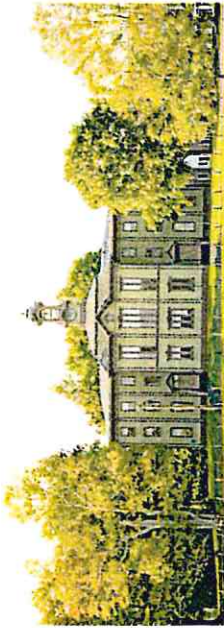
a. President's Report

ii. Fall Retreat Date and Location

The Woodstock Academy Calendar

Board of Trustees

2019-2020



Meeting Dates

8/7/19	Executive Finance
8/19/19	Executive Finance
8/20/19	Board of Trustees Annual Meeting
8/20/19	Annual Meetings--Corporation and Foundation
9/4/19	Executive
9/9/19	Academic, B&G, Finance
9/11/19	Policy
9/17/19	Board Retreat
10/2/19	Executive
10/7/19	Academic & Finance
10/15/19	Board of Trustees
11/6/19	Executive
11/12/19	Academic, B&G, Finance
11/13/19	Policy
11/19/19	Board of Trustees
12/4/19	Executive
12/9/19	Academic & Finance
12/17/19	Board of Trustees
1/8/20	Executive
1/13/20	Academic, B&G, Finance
1/21/20	Board of Trustees
2/5/20	Executive
2/10/20	Academic & Finance
2/18/20	Board Retreat
3/4/20	Executive
3/9/20	Academic, B&G, Finance
3/11/20	Policy
3/17/20	Board of Trustees
4/1/20	Executive
4/6/20	Academic & Finance
4/21/20	Board of Trustees
5/6/20	Executive
5/11/20	Academic, B&G, Finance
5/19/20	Board of Trustees
6/3/20	Executive
6/8/20	Academic & Finance
6/16/20	Board of Trustees

August 19						
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September 19						
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October 19						
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November 19						
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December 19						
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March 20						
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April 20						
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May 20						
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June 20						
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July 20						
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THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 4

6. Board Reports

- b. **Committee Reports**—Questions/Discussion
on Reports Provided in the Packet

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
ACADEMIC COMMITTEE
March 18, 2019



These minutes are for
informational purposes only.

PRESENT: Child, Barbara; Musumeci, Joseph (5:50); Paquette, Philippa; Young, Scott; Harten, Michael; May, Val; Musko, Jason; Singleton, Holly; Walley, David; Eaton, Mackenzie; Pan, Jingy

1. Call to order

The meeting was called to order by Chairman Paquette at 5:27 p.m.

2. Citizen's Comments – None.

3. Secretary's Report—Minutes of January 14, 2019

MOTION: (Singleton/Young) To approve the minutes of January 14, 2019.

All voted Yes except P. Paquette, who abstained. Motion carries.

4. AP Capstone Course Proposals

Capstone courses are designed to prepare students for college-type work, and there is no prerequisite to enroll. The AP Seminar course culminates in the AP test, and the AP Research course involves research and a presentation. The Academic Committee approved both courses. WALT's survey to assess student interest resulted in the following:

- 12/60 would like to take it
- 37 wanted to learn more
- 11 would have taken it, if given the chance earlier in their high school career

5. Liaoyuan High School Partnership

Dr. Harten is meeting with the Liaoyuan team in a week. Materials have been shared and they will adapt a new curriculum in line with WA rather than Canada. The first students, around 40 in all, will arrive in Summer 2020.

6. ACT Magnet School Partnership

EastConn has taken over the ACT Magnet School in Willimantic, which offers an intensive study in the performing arts. We are exploring a possible association where interested boarding students from The Academy will have the opportunity to take core courses at The Academy in the morning followed by afternoon courses at the ACT school.

7. AP Update

405 AP tests have been paid for. Next year, AP registration will be in the fall (for fall classes) and spring (for spring classes).

8. 8th Grade Recruitment & Registration Update

Mr. Walley shared that sending town numbers for next academic year is 276 students at this time.

9. Next Generation Accountability System Results

The gap between high-needs students and all other students has been reduced in both math and English language arts.

10. Other – Val May said college planning night was excellent, and congratulated Mr. Walley on a job well done.

11. Citizen's Comments – None.

12. Adjournment

MOTION: (Harten/Child) To adjourn the meeting at 6:30 p.m.
Unanimous

Respectfully submitted,

Philippa Paquette

Paquette, Philippa

Academic Committee Chair

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
ACADEMIC COMMITTEE
April 8, 2019



These minutes are for
informational purposes only.

PRESENT: Child, Barbara; Paquette, Philippa; Young, Scott; Harten, Michael; May, Val; Musko, Jason; Sandford, Chris; Walley, David; Eaton, Mackenzie;

ABSENT WITH NOTIFICATION: Musumeci, Joseph; Singleton, Holly; Chen, Yilin (alternate); Pan, Jingy

1. Call to order

The meeting was called to order by Chairman Paquette at 5:30 p.m.

2. Citizen's Comments – None.

3. Secretary's Report—Minutes of March 18, 2019

MOTION: (Child/Musko) To approve the minutes of March 18, 2019.

Unanimous

4. UCONN ECE Update

Dr. Harten reported The Academy is 9th in the state for the number of students taking ECE classes, which calculates to almost \$700,000 in tuition savings for families. In Steven Tyler's ECE Calculus class, 80% of the students earned college credit. Sara Dziedzic was named an outstanding educator and received an ECE grant to fund her recent Human Rights Conference. Mr. Walley outlined improvements to UCONN's enrollment process. A press release sharing some of The Academy's ECE highlights is expected to go out soon.

5. SAT School Day Update

Dr. Harten said SAT test day is planned for Tuesday, April 9, 2019 and all juniors will be tested. Significant planning preparation goes into this opportunity for students.

6. Liaoyuan High School Partnership

Dr. Harten met with teachers from each discipline on his recent visit. He spoke to administrators about aligning curriculum to make sure graduation requirements will be met. Students are anxious to meet with college counselors. Dr. Harten was pleased with the progress so far and thinks this program will be a good fit for The Academy. He noted the Biology curriculum will need to be looked at, and students are quite interested in elective courses in addition to academic offerings.

7. Human Rights Presentations

Mackenzie Eaton described the recent presentations about the opioid crisis facing our community. Her peers said it was a very powerful experience. Val May took her class to the session held during the school day, and said it led to a great deal of conversation. There was some initial concern that the presentation might paint a glamorous picture of drug use, but that wasn't the case. Mrs. May said the students were attentive and asked good questions.

The Human Rights Conference was extremely worthwhile, and feedback was very positive. The speakers were all excellent and it was good to gather with students from other schools. It was helpful to have South campus which provided ample space. Discussion included a desire to add similar programs.

8. Other – None.

9. Citizen's Comments – None.

10. Adjournment

MOTION: (Child/Harten) To adjourn the meeting at 6:34 p.m.

Unanimous

Respectfully submitted,

David Walley

David Walley

Director of Counseling

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
BUILDING AND GROUNDS
COMMITTEE
March 11, 2019



These minutes are for
informational purposes only.

PRESENT: Beckwith, Martha; Bellerose, Jim; Blackmer, Robert; Johnston, Kevin; Kelly, Paul; Morse, David; Guillot, Bill; Sandford, Chris; Woodland, Julie
ABSENT WITH NOTIFICATION: Musumeci, Joe

1. Call to Order

The meeting was called to order by Chairman Blackmer at 6:32 p.m.

2. Citizen's Participation – None.

3. Secretary's Report—Minutes of January 14, 2019

MOTION: (Morse/Beckwith) To approve the minutes of January 14, 2019.

Unanimous

4. Replacement Tank Project Update

Interim Associate Head of School for Finance and Operations Guillot reviewed the underground storage tank project with the group. Four bids were received, and meetings were held with the two lowest bidders. MTR & Installation (Tolland, CT) was selected with a bidding price of \$332,000. Work will begin as soon as possible after school ends in June. CME fees total \$8,500 to date; soil sample testing is estimated at around \$5,000. After brief discussion, one of the underground storage tanks last installed was determined to be fiberglass.

5. Roof Project Update

Interim Associate Head of School for Finance and Operations Guillot reviewed the roofing project with the group. Eagle Rivet Corp (Bloomfield, CT) was awarded the contract. Costs are expected to be \$110,000 (Academy) and \$190,000 (Bowen). He reported both the roofing and storage tank contractors will be on campus soon to plan equipment storage and work areas. Leaking is occurring on many other roofs.

6. Facility Study / Audit

Head of School Sandford said a walkthrough with Gary Giambattista, Jay Gerum, and Kevin Chrobak (of Juster Pope Frazier, the architectural firm selected) is planned for April break. He mentioned all school maps and plans are currently being scanned by Chase Graphics to allow greater ease of access and better historical preservation. Chairman Blackmer requested Mr. Chrobak submit materials one week before his presentation to the B&G Committee for review. Discussion included adding parking proposals along with projects and creating a wish list.

7. Other – None.

8. Citizen's Participation – None.

9. Adjournment

MOTION: (Beckwith/Morse) To adjourn the meeting at 6:57 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.

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
April 3, 2019**



These minutes are for
informational purposes only.

PRESENT: Davis, Cliff (Skype); Duvall, Nancy (C); Higgins, Edwin (7:15); Kelly, Paul; Marmat, Gerald (E); Musumeci, Joseph; Paquette, Philippa; Sandford, Chris; Sturdevant, Jon; Swenson, Christine; Teed, David; Trivella, Joan (B, 7:10); Tuttle, Brent (P); Woodland, Julie

ABSENT WITH NOTIFICATION: Frankhouser, Hans (W)

GUESTS: Holly Dearborn

1. Call to order

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

2. Citizen's Participation – None.

3. Secretary's Report—Minutes of March 6, 2019

MOTION: (Davis/Marmat) To approve the minutes of March 6, 2019 as presented.

All voted Yes except Nancy Duvall, who abstained. Motion carries.

4. Correspondence

Head of School Sandford reviewed the correspondence which was included in the packet.

5. Head of School Review Process

Chairman Swenson sought (1) feedback about the timeline for the Head of School's review and (2) feedback about the format of the review itself.

- (1) Discussion ensued about whether the review should occur before June 30 (ahead of the fiscal year end and the contract) or in the fall (after graduation, etc. has wrapped up). It was agreed to complete the review process closer to the end of the fiscal year.
- (2) Discussion ensued about the format of last year's review process and questions. Concerns included duplicity of answers, too many open-ended questions, and answers more related to Board performance than the Head of School's performance. Similar to last year, it was agreed:
 - The Head of School will conduct his self-evaluation immediately.
 - Feedback forms will be sent out to the Board on April 8; written or verbal responses are acceptable; a request for edits on the review template will be included; a request to keep comments within the proper category and focused on the Head of School (rather than the Board) will be included.
 - The Board Chair and Secretary will compile the data and create a summary.
 - The summary will be discussed during executive session of the Executive Committee meeting on May 1.
 - The Strategic Plan will be created during executive session of the Executive Committee meeting on June 5.
 - Discussion of the Strategic Plan and actionable items will occur during executive session of the regular Board meeting on June 18; the Board will vote on the Head of School contract after executive session.
 - The final Strategic Plan will be reviewed by the Board Chair and Head of School at a future date.

Lastly, Chairman Swenson would like the Board to participate in a self-evaluation at a future date.

6. Consider Trustee “Job Description”

Head of School Sanford presented suggested edits along with edits submitted by Cliff Davis regarding Policy 0050. Significant discussion ensued regarding the various proposed edits. Additional discussion ensued about the philosophical and practical importance of all Trustees investing in the mission of The Academy by way of making a reasonable financial contribution through the Foundation. The group asked Head of School Sanford to create a revised draft which included the agreed-upon changes for further discussion/consideration at the next Executive Committee meeting.

7. Other Items

Head of School Sanford reviewed an enrollment handout generated by Interim Associate Head of School for Finance and Operations Guillot. It illustrated how the flow of students moving into sending towns typically softens the projected enrollment dips each year for The Academy. Sending towns with higher student populations usually experience a greater impact.

8. Citizen’s Comments – None.

9. Executive Session

a. Legal Correspondence

b. RIF Letter

MOTION: (Paquette/Tuttle) To enter into Executive Session to discuss the Legal Correspondence and RIF Letter, inviting Head of School Sanford, Jon Sturdevant, and Julie Woodland to join, at 8:23 p.m.

Unanimous

The meeting returned to regular session at 8:30 p.m.

10. Possible Action – None.

11. Adjournment

MOTION: (Tuttle/Paquette) To adjourn the meeting at 8:30 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.

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
FINANCE COMMITTEE
March 11, 2019**



These minutes are for
informational purposes only.

PRESENT: Beckwith, Martha; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Frankhouser, Hans; Kelly, Paul; Trivella, Joan; Guillot, William; Sandford, Chris; Woodland, Julie
ABSENT WITH NOTIFICATION: Teed, David

1. Call to order

The meeting was called to order by Chairman Kelly at 7:00 p.m.

2. Citizen's Participation – None.

3. Secretary's Report—Minutes of February 11, 2019

MOTION: (Beckwith/Bentley) To approve the minutes of February 11, 2019, as amended to reflect Joe Musumeci (not Bob Blackmer) motioned to adjourn the meeting. All voted Yes except B. Blackmer and H. Frankhouser, who abstained. Motion carried.

4. 2018-2019 Budget Status Update

Interim Associate Head of School for Finance and Operations Guillot reviewed the month-to-date and year-to-date financial reports. Questions were asked and answered. The increased level of detail and accuracy was appreciated by the group, as was the ability to acquire greater detail within any category.

5. Investment Policy

Head of School Sandford suggested the Board consider crafting an investment policy similar to the Foundation. Discussion included hiring a professional money manager to handle BOT reserve funds; when to begin transferring funds to the Foundation; options, thresholds, and directives for scholarships; and making sure the reserves for the USDA loans are current. It was noted the Executive Committee recommended transferring endowment, scholarship, and special funds to the Foundation.

MOTION: (Kelly/Beckwith) To recommend the Board of Trustees transfer endowment, scholarship, and special funds to the Foundation and create an investment policy for the remaining balance.

Unanimous

6. Summer Project Funding

Head of School Sandford requested direction about funding summer projects. The sale of various real estate properties was discussed, as well as easements.

7. 2018-2019 Audit

Head of School Sandford stated Maletta and Company is drafting a letter to perform our 2018-2019 audit and may possibly also complete paperwork for the Federal Single Audit. It was agreed to vote on the

auditing contract at the next meeting (April 8), at which time B. Guillot would bring the letters from last year and this year. The group agreed that, for auditing purposes, WA and WAF should continue to stay together right now.

8. Other – None.

9. Citizen's Participation – None.

10. Adjournment

MOTION: (Beckwith/Bentley) To adjourn the meeting at 8:01 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.

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
FINANCE COMMITTEE
April 8, 2019**



These minutes are for
informational purposes only.

PRESENT: Beckwith, Martha; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Kelly, Paul; Musumeci, Joe (7:14); Teed, David; Trivella, Joan (7:08); Guillot, William; Sandford, Chris; Woodland, Julie

ABSENT WITH NOTIFICATION: Frankhouser, Hans

1. Call to order

The meeting was called to order by Chairman Kelly at 7:00 p.m.

2. Citizen's Participation – None.

3. Secretary's Report—Minutes of March 11, 2019

MOTION: (Blackmer/Beckwith) To approve the minutes of March 11, 2019.

Unanimous

4. 2018-2019 Budget Status Update

Interim Associate Head of School for Finance and Operations Guillot presented a new version of the budget reporting documents, where the current year-to-date figures were compared to next year's expenses and revenue numbers. This comparison provided the Board with much greater detail and a more accurate picture of the budget. Questions were asked and answered. Discussion ensued, and topics included the number of detailed budget categories, areas of variance, revenue payment schedules, employee health insurance, and student health insurance/nursing costs now and in the future. Minor edits were suggested. The group was pleased with the look of the new reports and thanked B. Guillot for his hard work.

5. 2019-2020 Budget Update

Head of School Sandford provided an update about work being done with the 2019-2020 budget. A health insurance meeting is scheduled for next week, and self-funded vs. fully-insured plans will be considered. Discussion included management fees and HSAs. Head of School Sandford stated he still has not received official notice from Eastford or Woodstock about whether they want to send the assessment portion of the 19-20 tuition bill to the town for payment, rather than to the Board of Education.

6. 2018-2019 Audit

A proposal from Maletta & Company to perform auditing services was reviewed. Discussion included auditing needs/requirements for The Academy and Foundation, costs, grant filing requirements, and level of service.

MOTION: (Blackmer/Bentley) To recommend the Board select Maletta & Company to supply auditing services for FY 2018-2019.

Unanimous

7. Other

Head of School Sanford provided an update to the group about Senate Bill 874 and said he plans to invite Merrill Lynch to the next Finance Committee meeting.

8. Citizen's Participation – None.

9. Adjournment

MOTION: (Carabeau/Teed) To adjourn the meeting at 7:51 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.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 5

7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - i. 2018-2019—Budget Update

SUMMARY REVENUE REPORT
The Woodstock Academy
Fiscal Year Through: 4/30/2019



Report Department: All Departments

	<u>Y-T-D</u> <u>Actual</u>	<u>FY Budgeted</u> <u>Amount</u>	<u>Percent</u> <u>Expended</u>
Revenues			
Tuition	18,996,980.83	0.00	0.00
Fees	268,855.94	0.00	0.00
Sales	7,897.37	0.00	0.00
Facilities Income	95,003.57	0.00	0.00
Investment Income	60,795.83	0.00	0.00
Other Income	231,914.96	0.00	0.00
Total Revenues	19,661,448.50	0.00	0.00

SUMMARY EXPENSE REPORT
The Woodstock Academy
Fiscal Year Through 4/30/2019



Report Department: All Departments

	<u>Y-T-D</u> <u>Actual</u>	<u>FY Budgeted</u> <u>Amount</u>	<u>Percent</u> <u>Expended</u>
Expenses			
Payroll			
Salaries	8,644,675.13	11,160,535.00	77.46
Benefits	1,800,100.50	3,317,250.00	54.26
Total Payroll	10,444,775.63	14,477,785.00	72.14
Other Expenses			
Professional Services	973,914.16	928,025.00	104.94
Transportation	224,539.98	312,300.00	71.90
Insurances/Legal	441,912.68	555,100.00	79.61
School-Wide Admissions/Recruitment	177,826.22	204,300.00	87.04
Professional Development	75,442.89	95,850.00	78.71
Instructional	523,519.65	837,235.00	62.53
Equipment	180,598.14	334,100.00	54.06
Debt Service	387,052.70	785,000.00	49.31
Facility Maintenance	726,301.62	1,047,200.00	69.36
Utilities	781,796.19	951,000.00	82.21
Food Service	634,668.63	920,000.00	68.99
Agent Fees	347,234.58	800,000.00	43.40
Scholarships Paid	50,464.70	0.00	0.00
Grant Expenses	13,347.30	0.00	0.00
Total Other Expenses	5,538,619.44	7,770,110.00	71.28
Total Expenses	15,983,395.07	22,247,895.00	71.84

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 6

7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - ii. [Facility Project Update](#)

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES**

BUILDING AND GROUNDS COMMITTEE

Monday, May 13, 2019

**UNDERGROUND STORAGE TANKS
(Removal of USTs and Install ASTs)**

Final Contracted Cost: \$344,549
Contractor: MTR & Installation, LLC
Owner/Installer: Kevin Martin

Overview of work schedule:

- o Work to begin on North/South Campus - June 18, 2019
- o North (Bowen) installation to be completed before South
- o Project "substantially completed" by August 20, 2019.
- o Remaining work to be completed by October 16, 2019

During the construction period, MTR ensures all buildings can supply hot water. A four (4) hour temporary shutdown of hot water will be allowed for connection of the temporary fuel supply and/or new above ground tank.

Other costs related to project:

CME Fees \$16,381 (to date)
Soil Sample Testing \$5,000 (estimate)
Perimeter around tanks \$5,000 (estimate)

Projected Overall Cost: \$380,000

ROOF REPLACEMENTS/REPAIRS

Final Contracted Cost: Academy (\$110,000), Bowen Upper (\$190,000), and
 Lower Library (\$40,000)
Contractor: Eagle Rivet Corp. Bloomfield, CT

Additional library enhancements: Skylights removed and windows installed in exterior wall.

Work to begin on North/South Campus on June 18, 2019

NORTH CAMPUS FIRE ALARM UPGRADE/REPLACEMENT

Final Contracted Cost: \$80,750 (includes all labor and materials)
Contractor: Venture Communications & Security, Danielson, CT

Project Highlights

The following are all new and replace existing equipment:

- Addressable fire alarm control panel with integrated voice evacuation panel in Bowen.
- Remote annunciator keypads throughout north campus.
- Pull stations, smoke detectors, heat detectors, duct smoke detectors, monitor modules and other fire alarm initiating devices with new addressable devices.
- Fire alarm power supplies & signal line expander modules in the Fieldhouse (Hyde), Academy Building and the Bracken Administrative Building.
- Voice evacuation panels in the Fieldhouse (Hyde) and the Academy Building.
- Fire alarm notifications: horn/strobes, speaker/strobes and strobe only devices.
- Back-up batteries for all the new panels, power supplies and voice evacuation panels.
- Fiber-optic lines from the Bowen Building to the Fieldhouse & Academy buildings, from the Academy Building to the Bracken Building. Terminate all connections to code. (This will eliminate the potential for lightning to strike the system components through the underground wiring.)

CENTER FOR THE ARTS – Steps/Patio/Planter Repairs



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 7

- 7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - iii. Approve Scholarships

Suggested Motion:

As endorsed by the Finance Committee, I move to accept the 2018-2019 scholarships as presented.

**THE WOODSTOCK ACADEMY
SCHOLARSHIPS 2018-19**

<i>Scholarship Name</i>	<i>Awarded 2017-18</i>	<i>Recommended 2018-19</i>	<i>Balance in Account</i>	<i>INSTRUCTIONS FOR CHECK</i>
Alumni, WA	\$ 1,500.00	\$ 1,500.00	\$ 66,187.94	Check to student after first semester
Bates, Dr. David & Dr. Rudolph Klare	\$ 1,800.00	\$ 1,800.00	\$ 78,530.91	Check to student after first semester
Beatson, Kenneth	\$ 1,500.00	\$ 1,500.00	\$ 61,562.21	check at class night
Bradley, Arlene	\$ 750.00	\$ 750.00	\$ 17,527.70	check at class night
Bradley, Christopher	\$ 350.00	\$ 350.00	\$ 6,612.32	check at class night
Conover, John	\$ 250.00	\$ 250.00	\$ 5,474.94	check at class night
Couture, Charles	\$ 500.00	\$ 500.00	\$ 12,077.13	check at class night
Dauray, Bethany	\$ 1,000.00	\$ 1,000.00	\$ 17,414.12	Check to student after first semester
Foisy, Douglas	\$ 1,500.00	\$ 1,500.00	\$ 43,026.24	check at class night
Gordon, Susan Dorrance	\$ 3,500.00	\$ 3,500.00	\$ 87,604.42	check at class night
Green, Hannah	\$ 500.00	\$ 500.00	\$ 14,021.70	check at class night
Laskey, Peter	\$ 1,500.00	\$ 1,500.00	\$ 34,687.02	Check to student after first semester
Lawton, Eleanor Peterson	\$ 1,000.00	\$ 1,000.00	\$ 16,705.18	check at class night
Linemaster Switch	\$ 750.00	\$ 750.00	\$ 15,807.26	check at class night
Luke Leadership	\$ 2,000.00	\$ 2,000.00	\$ 7,416.43	Check to student after first semester
Marsland, David W.	\$ 5,000.00	\$ 5,000.00	\$ 118,244.61	check at class night
Morse, Nelson	\$ 150.00	\$ 150.00	\$ 3,281.45	check at class night
Noe, Kristina	\$ 300.00	\$ 300.00	\$ 8,328.69	check at class night
Noren, Charles, Millicent & Richard	\$ 1,500.00	\$ 1,500.00	\$ 39,578.81	Check to student after first semester
Paul, Martha	\$ 500.00	\$ 500.00	\$ 7,284.38	Check to student after first semester
Rodensky, Abraham & Evelyn	\$ 1,000.00	\$ 1,000.00	\$ 24,004.37	check at class night
Rondeau, Edward "Bud"	\$ 600.00	\$ 600.00	\$ 17,397.37	check at class night
Sherman, Marvin N & Susan Weed	\$ 900.00	\$ 900.00	\$ 21,397.62	Check to student after first semester
Suprenant, Gerry	\$ 2,000.00	\$ 2,000.00	\$ 59,727.99	Check to student after first semester
Williams, Donald B. & Hope K.	\$ 12,000.00	\$ 12,000.00	\$ 265,516.99	check at class night or Graduation
Wiltzie	\$ 75.00	\$ 75.00	\$ 1,399.14	check at class night
Wlaskiewicz, Michael	\$ 250.00	\$ 250.00	\$ 6,897.34	check at class night

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 8

7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - iv. [Select Auditor](#)

Suggested Motion:

As endorsed by the Finance and Executive Committees, I move to appoint Maletta and Company as the auditor for FY 2018-2019.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

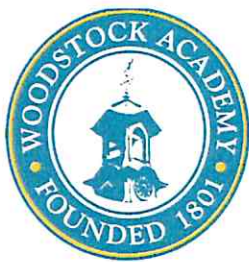


BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 9

7. Woodstock Academy Administration Reports
 - b. Associate Head of School Report
 - i. April and May Updates



May Updates from the Associate Head of School

What's Happening...

School Programs:

- Both chorus and band received "Superior" ratings at the Virginia Beach Music Festival at Busch Gardens; band won first place and chorus won second place at the event.
- Over 200 students attended The Academy's inaugural Human Rights Conference in April.
- 84 students were recognized at the Freshman Scholars' Brunch for making honor roll for 3 consecutive quarters.
- The boys' hockey team received a commendation from the CIAC for exemplary sportsmanship!
- The WA Special Olympics team played its first soccer game at UConn this month.
- TWO teams won their respective events at the CT Seaperch Championships, qualifying for the national competition in June. Ely Driscoll (E) and Ashley Smith (W) won the Stock Class Championship; David May (P) and Nathan Craig (W) won the Open Class Championship.
- The Academy has received \$1,132,000 in School Security Grant Funding from the Connecticut Division of Emergency Management and Homeland Security.

Student Achievements

- Katherine Harrington (P) won \$10,000 from the Connecticut Women's Golf Association!
- Two students studying Italian at The Academy, Josie Dlugosz (W) and Zachary Girard (B), have won the IACE-NY Video Competition; the award is a two-week study in Italy this summer!
- The League of Legends team (Eddy Chen, Kursen Bai, Jiacheng Ying, Sunny Mo, Abner Shen, Quincy Li, and Tom Gao) has won an all-expenses paid trip to Los Angeles, California to play at the Collegiate League of Legends esports playoffs.
- Ryan Hanlon (W), Cole Gremo (W), Marissa Mayhew (W), Xijing "Thomas" Wang (T), Zachary Bertram (E), and Jack Savage (E) won TWO awards at the Eastern Advanced Manufacturing Alliance Video Competition: Best Narration and Most Creative.
- The high-caliber artwork of Jordyn Brousseau (W), Maximilian Bosio (P), Wu Zhexuan (T), Cecilia Hawkins (B), Zachary Fontaine (W), Emmalyn Bunker (W), and Rebekah Wesler (W) was selected for inclusion in the 2nd annual ECE Nation Art Show, hosted by NFA.
- McKenna Gagnon (P), in recognition for her community service, has received a Young American Award from the Connecticut Rivers Council, Boy Scouts of America.

Staff and Faculty:

- *Music & Literature Magazine* has published Melissa Beck's review of *The Fox and Dr. Shimauro* by Christine Wunnicke (translated from German by Philip Boehm).
- Sara Dziedzic was selected as the 2018-19 ECE Outstanding Teacher of the Year!

- Communications Specialist, Joel Tretheway, had his poster design selected for Putnam's 2019 First Fridays series!
- Brendan Ostaszewski was selected as the Connecticut State High School Strength & Conditioning Coach of the Year!
- Amy Ranta received her UConn ECE certification in Music Fundamentals.
- Val May received her second UConn ECE certification in Bio Tech.

Upcoming Events...

05/29 – World Language Honor Society Inductions, The Center, 6:30 PM

05/31 – Alumni Gathering at The Stomping Grounds, 4:00–5:30 PM

Pops in the Park, Rotary Park in Putnam, 6:00 PM

06/06 – Art Awards, The Center, 6:00 PM

06/11 – Pink House, Roseland Cottage, 10:45 AM

06/14 – Donor's Reception, Head of School's House, 6:00 PM

Class Night, The Center, 7:00 PM

06/15 – Graduation, The Woodstock Commons, 10:00 AM (Please let Holly know if you would like to give the diploma to your graduating senior)

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

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 10

7. Woodstock Academy Administration Reports

d. Head of School Report

i. **New and Revised Policies—Second Reads**

- 3453 – School Activity Funds
- 0100 – Mission Statement
- 0200 – Educational Purposes, Goals and Objectives
- 1120 – Public Participation at Board Meetings
- 5141.3 – Health Assessments and Immunizations
- 5141.4 – Reporting of Child Abuse
- 0050 – Trustee Role and Responsibilities

Suggested Motion:

I move to accept the following Policies as presented.

- 3453 – School Activity Funds
- 0100 – Mission Statement
- 0200 – Educational Purposes, Goals and Objectives
- 1120 – Public Participation at Board Meetings
- 5141.3 – Health Assessments and Immunizations
- 5141.4 – Reporting of Child Abuse
- 0050 – Trustee Role and Responsibilities

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

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 and 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 employee 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

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~~ policies that conform to the By-laws, 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~~ being 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 ~~which occur in Executive Session~~ 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
- **It is expected that all Board members shall** contribute 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
 - 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 **as** 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. **Additionally, Trustees is this class must be able to break down any barriers which may exist between The Academy and their sending town community.**

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 of School** in leading and managing the school. Together:

- The **Board** and **Head of School** 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~~ **of** the **Board**, the school, and the larger **Academy** 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.
 - 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 of School**
 - 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 **is** 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 Finance and Operations** and the **Treasurer** of the **Board**, for developing and monitoring the organization's budget.

Illustration of Board/Head of School Partnership

Governance { Policy & Bylaws Financial Plan Development Mission & Strategic Plan Conflict of Interest Delegation to Head	Board's Decisions Head's Advice
Partnership { Head Evaluation Financial Mgmt Employment Contracts Public Relations Admissions & Enrollment	Shared Decisions
Operational { 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

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, May 21, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 11

7. Woodstock Academy Administration Reports d. Head of School Report ii. Staff Emeritus

- *Janet Turini*
- *Jayne Collins*
- *Susan Powers*
- *Sharon Walsh*

Suggested Motion:

I move to accept the recommendation of Head of School Sandford and confer the Title of Staff Emeritus to Janet Turini, Jayne Collins, Susan Powers and Sharon Walsh in the year 2019.

Governance of The Board

Emeritus/a Status

The award of emeritus status is intended as a special honor for The Woodstock Academy Board of Trustee members and employees who served with great distinction. This is an honorific title given to individuals for their long and exemplary service to The Academy in recognition of their extraordinary and significant contributions to The Academy community.

Employee Emeritus/a

The title of Employee Emeritus/a, may be conferred by the Board of Trustees upon retiring members of the staff and administration who meet the following criteria:

1. Completion of 25 years of service to The Woodstock Academy;
2. Retirement from The Woodstock Academy and education in general, was evidenced by application and receipt of benefits from the Connecticut State Teacher's Retirement System, or applicable retirement system;
3. Retirement in good standing;
4. Selected by the President of the Board of Trustees.

Employee Emeritus/a will be recommended by the Head of School to the President of the Board of Trustees.

President Emeritus/a of the Board of Trustees

The title of President Emeritus/a of the Board of Trustee, may be conferred by the Board of Trustees upon any board member who has served as trustee president, and whose years as president have been marked by their individual initiatives which have resulted in extraordinary achievement in the growth and development of The Woodstock Academy.

Any current member of the Board of Trustees may submit a nomination for President Emeritus/a of the Board of Trustees. The honor shall be conferred by a vote of the entire Board. The nomination can only be made after the nominated Trustee has left the Board of Trustees.

When selected, the Employee or Trustee Emeritus/a will:

1. Be bestowed a certificate of conferred title by the Board of Trustees.
2. Have lifetime inclusion of name on The Woodstock Academy website and on campus under the respective designation.
3. Have a standing invitation to all future faculty and school events at The Woodstock Academy.

President Emeritus/a of the Board of Trustees and Year Honor Conferred

Clarence Bowen (1928)
 George McClellan (1937)
 Dr. Ernst Pike (1944)
 Henry Chandler Holt (1952)
 Elizabeth Hyde (1993)
 John McClellan (2019)
 Abel Child II (2019)
 Arthur Sherbourne Hardy (2019)
 Marvin Barrett (2019)
 William Bentley (2019)

Staff Emeritus/a

Kenneth Beatson (1951-1989)
 Jennifer Peck (1969-1997)

Luana Becker (1970-1997)
Marshall Tourtellotte (1967-2001)
Robert Smith (1997-2001)
Robert Thompson (1971-2004)
Kent Weaver (1969-2004)
Dr. Robert Kirk (1980-2007)
William Taylor (1969-2007)
Walter Izbicki (1976-2009)
Ann Mitra (1984-2009)
William Emerson (1980-2010)
Ellen Poirier (1981-2010)
Glen Anderson (1976-2012)
Dr. Elizabeth Worsham (1980-2014)
Patricia Harrington (1978-2015)
Peter Green (1981-2018)
Robert Derrico (1986 – 2018)
Gloria Hanczar (1990 – 2018)
Janet Turini (1998 – 2019)
Jayne Collins (1983 – 1990 & 2004 – 2019)
Susan Powers (1990 – 2019)
Sharon Walsh (1998 – 2019)

Policy Adopted: March 21, 2017
Policy Updated: February 26, 2019
Policy Updated:

The Woodstock Academy
Woodstock, Connecticut