



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES NOTICE OF MEETING

AGENDA

Date: Tuesday, March 19, 2019
Time: 7:00 p.m.
Location: Student Commons - North Campus

1. Call to Order
2. Head of School Recognition—March Honorees
3. Community Participation (3/5 minutes/participant)
4. Secretary's Report—Minutes of February 26, 2019 (Attachment 1)
5. Student Council Report
6. Board Reports
 - a. President's Report
 - i. Correspondence (Attachment 2)
 - b. Committee Reports - questions/discussion on reports provided in packet (Attachment 3)
7. Woodstock Academy Administration Reports
 - a. Associate Head of School for Finance and Operations Report
 - i. 2018-2019—Budget Update (Attachment 4)
 - ii. Roofing and Underground Storage Tanks Update
 - iii. Other
 - iv. Board questions/discussion
 - b. Associate Head of School Report
 - i. March Update (Attachment 5)
 - ii. Other
 - iii. Board questions/discussion
 - c. Head of School Report
 - i. Transferring Scholarships to Foundation (Attachment 6)
 - ii. New and Revised Policies—First Reads (Attachment 7)
 - 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
 - iii. Staff Evaluation Presentation
 - iv. Other
 - v. Board questions/discussion
8. Other Items
9. Citizen's Participation (3/5 minutes/participant)
10. 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, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

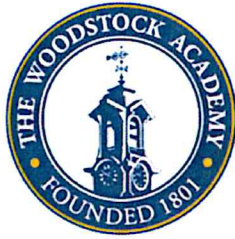
ATTACHMENT 1

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

Suggested Motion:

I move to accept the Minutes of February 26, 2019 as presented.

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
February 26, 2019



These minutes are for
informational purposes only.

PRESENT: Bellerose, James; Bentley, Cary; Blackmer, Robert (7:44); Carabeau, Garry; Frankhouser, Hans (W); Kelly, Paul; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Morse, David; Musumeci, Joseph (7:27); Paquette, Philippa; Swenson, Christine; Teed, David; Tuttle, Brent (P); Young, Scott

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

ABSENT WITH NOTIFICATION: Asikainen, Samantha; Beckwith, Martha; Child, Barbara; Davis, Cliff; Duvall, Nancy (C); Higgins, Edwin; Johnston, Kevin; Larrow, Jeff; Trivella, Joan (B)

ABSENT: Field, David

GUESTS: Eric Chalupka; Craig Rich; Bobbie-Jo Saucier; Thomas Young; Alyssa Arends and family; Kursen Bai; Eddy Chen; Quincy Li; Sunny Mo; Abner Shen

1. Call to order

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

2. Head of School Recognition—February Honorees

Associate Head of School, Holly Singleton described the students who were awarded Head of School recognition during February.

Alyssa Arends, 11, Brooklyn—Alyssa was described as intelligent, insightful, and enthusiastically positive. She has a keen awareness of political issues, unrelenting compassion for others, and a strong commitment to learning. Her teachers describe Alyssa as curious, creative, and diligent. In her time at The Academy, she has exhibited a passion about human rights, has been an outstanding tutor at the Writing Centaur, and has been recognized by the Connecticut Writing Project at UConn for her outstanding writing ability. Mrs. Mizak, her English teacher, had this to say about Alyssa: “Alyssa is simply ahead of her time. She is naturally inquisitive, and her curiosity leads to insightful and impressive discoveries in her research and writing. Her unique perspectives always shape group discussion, and her peers benefit from her participation. But in addition to her beyond-her-years intelligence and enjoyable writing ability, Alyssa is truly kind—and that’s something you can’t always get in such a bright student. I can’t wait to see where Alyssa goes!”

The Woodstock Academy esports team, “League of Legends” and CIAC Champions, comprised of:

Eddy Chen, 12, Harbin, China

Jiacheng Ying, 10, Zhejiang, China

Sunny Mo, 11, Guangzhou, China

Kursen Bai, 11, Hong Kong, China

Abner Shen, 12, Nantong Jiangsu, China

Quincy Li, 11, Shenzhen, China

Coach Tom Young

This fall season, The Woodstock Academy esports team for League of Legends brought home the Championship win against Manchester High School in the first-ever CIAC-sanctioned esports season. Thirteen Connecticut schools participated in the League of Legends season, and our team entered the finals as the number two seed after a loss to Manchester in the regular season. Being leaders in CIAC esports from the start, this is our seventh overall championship for esports at The Woodstock Academy over the last three years. Our students have been part of

multiple articles, videos, and interviews. (Channel 8 and Channel 3/Eyewitness News did segments featuring our esports teams; The Hartford Courant featured our students in an article about the championship match; and the CIAC had a separate article about esports.) When these students talk about esports, they grow confident, their personalities start to overcome their shyness, and they become teammates, leaders, and captains. Coach Tom Young had this to say: “I met many of these students as quiet sophomores or freshman, and I have seen them come out of their shells and get passionate about something, seen them fight for a title with everything they have, and seen them cope with and rally from defeat. Esports has brought out the best in these young men, ignited a spark in their competitive spirits, and brought them all together as a team, victorious.”

3. Community Participation—None.

4. Secretary’s Report—Minutes of January 15, 2019

MOTION: (Livernois/Kelly) To approve the Minutes of January 15, 2019.

Unanimous

5. Student Council Report—None.

6. Board Reports

a. President’s Report

i. Correspondence

Head of School Sandford reviewed the various pieces of correspondence included in the packet.

ii. WA Trustee President Emeritus

Head of School Sandford reminded the group about the presentation by Bob Smith at the last meeting. Brief discussion ensued.

MOTION: (Livernois/Teed) To confer the title of Trustee President Emeritus to John McClellan, esq.; Abel Child II; Arthur Sherbourne Hardy; Marvin Barrett; and William Bentley.

Unanimous

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

Each of the meeting minutes provided were mentioned. There were no 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 and Head of School Sandford discussed the current budget. The year-to-date reports for encumbrances and revenues were reviewed with the Board. Reports are expected to be of better quality next year, when we have a full year in this format to compare to. Layout issues continue to be addressed and payroll has been uploaded successfully to this system.

ii. Roofing and Underground Storage Tanks Update

Interim Associate Head of School Guillot announced that Eagle Rivet, of Bloomfield, has been awarded the roofing contract and will begin work around June 17. The walk through for the underground storage tank project occurred on February 6. The plan is to meet with low bidder/s next week to check compliance with the specifications, and to select a contractor by the next BOT meeting.

iii. Other—None.

iv. Board questions/discussion—None.

b. Associate Head of School Report

i. February Update

Associate Head of School, Holly Singleton reviewed her February Update, which featured the many recent WA successes in academics, sports and clubs, as well as highlighting many upcoming events.

ii. Other—CIAC Rule Changes for Students with F-1 Visas

Associate Head of School, Holly Singleton and Assistant Head of School for Enrollment, Amy Favreau explained how the CIAC's rules changes will alter the recruitment of future boarding students. Discussion ensued about the application and implications of the new language.

iii. Board questions/discussion—There were no additional questions beyond the CIAC changes.

c. Associate Head of School for Advancement

i. Center for the Arts

Associate Head of School for Advancement, J. Sturdevant highlighted the following events:

- March 8: The Guess Who Concert with guest, Granite (tickets still available at www.wacenterforthearts.org) Granite's members are WA alumni.
- April 6: Locally Sourced Farm to Table Dinner in the Atrium (tickets available for \$50 each at www.wacenterforthearts.org) He hopes BOT members will be able to attend.
- April 26: Lenny White & Friends Concert
- The next gallery show will feature student submissions (still looking for more) from WA and middle schools from the sending towns. The attendance of gallery shows at the Center for the Arts is steadily growing—first show/300+ people; last fall/600+ people; Wind and Water/520+ people.

ii. Annual Giving Event Update

WA's first annual Giving Day approaches on Tuesday, April 30. A "headquarters" with telephones is planned with a presence both live and on social media. Director of Communications, Julia Budd and Director of Annual Giving and Alumni Relations, Brad Favreau are helping to organize the event.

iii. The Gleaner

J. Sturdevant thanked Julia Budd and Communications Specialist, Joel Tretheway for their hard work on the Gleaner. Paper copies have been mailed out, and the electronic version has already had over 850 views to date. It has been a useful tool when recruiting.

iv. Other—Alumni events

J. Sturdevant mentioned the Homecoming Banquet for alumni; 50th Reunion; and other alumni events in DC, Boston, and Putnam.

v. Board questions/discussion—None.

d. Head of School Report

i. 2019-2020—Budget Presentation

Head of School Sanford presented the proposed budget for FY 19-20, which had been previously endorsed by the Executive and Finance Committees. Additional information was shared regarding projected expenditures/revenues, tuition costs, and fees to cover necessary capital projects. Board discussion included: enrollment trends, cost breakdowns for day vs. boarding students; capital expense fees/projects; per student tuition rate comparisons between WA and other high schools; the large number of campus improvement projects which have already been covered by Foundation funds; the need for a facilities study to map out a schedule for necessary capital maintenance/replacements; charging fees for athletic programs that involve additional cost to rent practice/play venues; the number of local, private tuition students from non-sending towns; and the value of ECE credits to students/sending towns.

MOTION: (Kelly/McGinn) To accept the 2019-2020 Budget, which was endorsed by the Finance and Executive Committees, as presented at \$22,847,895.

Unanimous

ii. New and Revised Policies—First Reads

3453 – School Activity Funds

0050 – Code of Ethics

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

This item was tabled until the March meeting.

iii. Legislative Update

Head of School Sandford explained how the Governor's Bill 874 might impact The Academy, noting the public hearing will be held on this Friday. Board consensus was unanimously opposed. Head of School Sandford planned to write a letter on behalf of the Board expressing opposition.

iv. Other—None.

v. Board questions/discussion—None.

8. Other Items

MOTION: (Musumeci/McGinn) To add **Possible Action Based on Executive Session** as item 10. a., making **Citizen's Participation** 10. b.

Unanimous

A five-minute break was called by President Swenson at 8:40 p.m.

9. Executive Session

a. School Security MOU

b. School Security Update

c. Personnel

MOTION: (Musumeci/McGinn) To enter into Executive Session at 8:45 p.m. for the purpose of discussing the School Security MOU, a School Security Update, and Personnel matters. B. Guillot, M. Harten, J. Rigney, C. Sandford, H. Singleton, J. Sturdevant, E. Chalupka, C. Rich, and Bobbie-Jo Saucier were invited to attend.

Unanimous

B. Guillot, M. Harten, J. Rigney, J. Sturdevant, E. Chalupka, C. Rich, and Bobbie-Jo Saucier exited Executive Session at 9:10 pm.

The meeting returned from Executive Session at 9:30 p.m.

10. a. Possible Action Based on Executive Session

MOTION: (McGinn/Frankhouser) To accept the Administrator contract with amendments as discussed in Executive Session.

All voted Yes except D. Morse, C. Bentley, and H. Frankhouser, who abstained. Motion carries.

10. b. Citizen's Participation – None.

11. Adjournment

MOTION: (Musumeci/Morse) To adjourn the meeting at 9:32 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, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 2

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



THOMPSON PUBLIC SCHOOLS

785 Riverside Drive
North Grosvenordale, CT 06255

Tel: (860) 923-9581
Fax: (860) 923-9638

February 25, 2019

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



Head of School Sandford,

I would like to thank you and the Woodstock Academy Security Team for the generous amount of time you have given to Thompson Public Schools to help us better understand school security on campus.

I am grateful to have had the opportunity to visit Woodstock Academy and learn of the safety measures your organization has in place to provide a secure learning environment for students, faculty, and staff. I thank you and Craig Rich for meeting with the Thompson Board of Education (BOE) members to provide them with a deeper understanding of the value and importance of onsite school security personnel. The BOE was equally impressed with your program. As a result of your input, the BOE is adding a School Safety Coordinator position to our budget. It is our goal to use the sound model implemented at Woodstock Academy to build a comprehensive safety program in Thompson.

In closing, I would like to thank Craig Rich for being a wonderful resource and taking his personal time to answer questions and visit Thompson. Woodstock Academy is a great neighbor to our school district. On behalf of the students in Thompson, I thank you for your expertise in helping us address a complex need in our school community. If we can help you out with an issue in the future, please do not hesitate to reach out to us!

Sincerely,

Melinda A. Smith, M.Ed.
Superintendent of Schools



March 12, 2019

Doreen Holt
57 Academy Road
Woodstock, CT 06281

Dear Doreen:

Thank you for your leadership and hard work to make the recent concert featuring The Guess Who and Granite such a success! Concert goers were thrilled with the quality of the music, greatly improved venue, marketing efforts, and ease of ticketing. The Academy is fortunate to have you on its administrative team.

With your vision and efforts to support our mission, I feel certain The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
Jon Sturdevant
Personnel



March 12, 2019

Marc Allard
57 Academy Road
Woodstock, CT 06281

Dear Marc:

Thank you for your leadership and hard work to make the recent concert featuring The Guess Who and Granite such a success! Concert goers were thrilled with the quality of the music, greatly improved venue, marketing efforts, and ease of ticketing. The Academy is fortunate to have you on its administrative team.

With your vision and efforts to support our mission, I feel certain The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
Jon Sturdevant
Personnel



March 12, 2019

Julia Budd
57 Academy Road
Woodstock, CT 06281

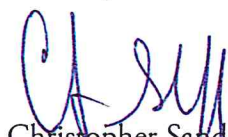
Dear Julia:

Thank you for your leadership and hard work to make the recent concert featuring The Guess Who and Granite such a success! Concert goers were thrilled with the quality of the music, greatly improved venue, marketing efforts, and ease of ticketing. The Academy is fortunate to have you on its administrative team.

With your vision and efforts to support our mission, I feel certain The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,


Christopher Sandford
Head of School

Thank you!

Cc: Board of Trustees
Jon Sturdevant
Personnel



March 12, 2019

Eric Chalupka
57 Academy Road
Woodstock, CT 06281

Dear Eric:

Thank you for your leadership and hard work to make the recent concert featuring The Guess Who and Granite such a success! Concert goers were thrilled with the quality of the music, greatly improved venue, marketing efforts, and ease of ticketing. The Academy is fortunate to have you on its administrative team.

With your vision and efforts to support our mission, I feel certain The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
Jon Sturdevant
Personnel



March 12, 2019

Brad Favreau
57 Academy Road
Woodstock, CT 06281


Dear Brad:

Thank you for your leadership and hard work to make the recent concert featuring The Guess Who and Granite such a success! Concert goers were thrilled with the quality of the music, greatly improved venue, marketing efforts, and ease of ticketing. The Academy is fortunate to have you on its administrative team.

With your vision and efforts to support our mission, I feel certain The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,


Christopher Sandford
Head of School

Thank you!

Cc: Board of Trustees
Jon Sturdevant
Personnel



March 12, 2019

Colin and Alex Billings
57 Academy Road
Woodstock, CT 06281

Dear Mr. and Mrs. Billings:

I am in receipt of your resignation dated February 26, 2019. You have stated your last day will be April 28, 2019. This is to notify you that I accept your resignation, effective March 12, 2019, on behalf of The Woodstock Academy Board of Trustees.

Alex's stipend agreement will be prorated through the end of April. If we are able to find a replacement for her before then, that could change.

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

We wish you every success as you begin your lives in North Carolina.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
J. Rigney
Personnel File

Thank you for your efforts!



March 12, 2019

Michael Meyer
57 Academy Road
Woodstock, CT 06281

Dear Mr. Meyer:

This letter is to notify you that your request for paternity leave, as outlined in your letter dated March 5, 2019, is approved on behalf of The Woodstock Academy Board of Trustees.

In your letter, you state that you expect to work through May 3, 2019. You have requested paid leave for this period of time and have requested payment via the jotform system and Lori Wajer. You plan to return to work on Tuesday, May 28. Please coordinate your leave with Ms. Dziedzic and Mrs. Singleton.

On behalf of our entire Woodstock Academy Community, I wish you the very best during this exciting time of your life!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

H. Singleton
W. Guillot
M. Harten
S. Dziedzic
C. Jolliff, WAEA
Personnel File



March 12, 2019

Chris Corey
57 Academy Road
Woodstock, CT 06281

Dear Mr. Corey:

Thank you for your exceptional leadership during the recent power outage. Your flexibility and quick thinking were invaluable as we managed multiple issues and priorities in a short amount of time. The Academy is fortunate to have you on its safety team.

With your continued vision and efforts to support our mission, The Academy will continue to meet its goals.

Thank you for all that you do. You are appreciated.

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
C. Rich
Personnel



March 12, 2019

Ame Tsamaase
114 Wrights Crossing Road, Apt. 2
Pomfret, CT 06258

Dear Ame:

It is with great pleasure that I inform you that you have been chosen to receive the March 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 March 19, 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 January 18, 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



March 12, 2019

Waverly Dombkowski
40 Kerr Road
Canterbury, CT 06331

Dear Waverly:

It is with great pleasure that I inform you that you have been chosen to receive the March 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.

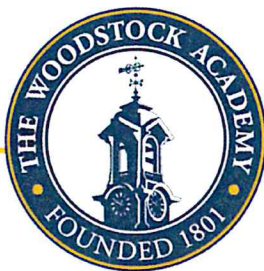
You will be presented with your award at the March 19, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by January 18, 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. Lois Knapton, Superintendent, Canterbury Public Schools
The Woodstock Academy Board of Trustees



March 11, 2019

Attorney General William Tong
Office of the Attorney General
55 Elm Street
Hartford, CT. 06106

Dear Attorney General Tong,

I am writing to invite you to be our keynote and opening speaker at The Woodstock Academy's student-led Human Rights Conference to be held on April 4, 2019. This one-day event is designed to educate students in grades 8-12 on local and global human rights issues. As keynote speaker, you would have the opportunity to address students and educators from public and private institutions throughout Connecticut.

This conference is the brainchild of The Academy's Teacher of the Year, Social Studies department chair, Sara Dziezdic, and one of her students, Waverly Dombkowski '19. As an extension of their Human Rights course, Ms. Dziezdic and Waverly have initiated partnerships between students and a number of state and local organizations. Through these partnerships, organizational leaders and students will collaboratively lead 50-minute workshops educating students on various issues, outlining solutions, and understanding how to become agents of change. Topics to be addressed include immigration, homelessness, food security and more. This unique opportunity is funded by a grant from the University of Connecticut's Early College Experience Small Grant for Classroom & Community Development.

Founded in 1801, The Woodstock Academy is an independent, endowed Town Academy. It is one of twenty-two in the entire country, and one of only three within the State of Connecticut. The Academy is also one of the oldest secondary high schools in Connecticut. It is the designated secondary school for the communities of Woodstock, Eastford, Pomfret, Union, Canterbury and Brooklyn but also enjoys a truly global school community with more than 150 boarding students from more than twenty countries.

We hope that you will consider this opportunity and join us for this unique speaking engagement. Ms. Dziezdic, Waverly, and I are hopeful you will be willing and available to participate. We look forward to your reply.

Sincerely,

Christopher J. Sandford
Head of School



March 5, 2019

Janet Turini
57 Academy Road
Woodstock, CT 06281

Dear Ms. Turini:

Janet:

I am in receipt of the letter stating your intent to retire dated March 5, 2019. This is to notify you that I accept your resignation, effective March 5, 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 leadership and hard work restructuring the Cutler House Program has positively impacted so many Academy students, and your efforts have undoubtedly changed lives for the better.

I wish you good health and great happiness as you begin the next chapter of your life enjoying your retirement.

Sincerely,

CS

Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
V. Despres
Personnel File

*You will always
be a part of our
community!*

*CS
Thank you for
changing kids
lives.*

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 3

6. Board Reports

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

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
EXECUTIVE COMMITTEE
March 6, 2019**



These minutes are for
informational purposes only.

PRESENT: Davis, Cliff (by Skype); Duvall, Nancy (C); Frankhouser, Hans (W); Higgins, Edwin; Kelly, Paul; Livernois, Jay; Marmat, Gerald (E); McGinn, Walter; Musumeci, Joe; Sandford, Chris; Sturdevant, Jon; Swenson, Christine (by phone); Teed, David; Trivella, Joan (B); Tuttle, Brent (P); Woodland, Julie
ABSENT WITH NOTIFICATION: Paquette, Philippa

1. Call to order

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

2. Citizen's Comments – None.

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

MOTION: (Kelly/Musumeci) To approve the minutes of February 6, 2019 as presented.

All voted Yes except Teed, Davis and Swenson, who abstained. Motion carries.

4. Correspondence – None.

5. Staff Evaluation Presentation

Head of School Sandford announced Holly Singleton and John Rigney would be reviewing staff evaluations during a presentation at the March meeting.

6. CABA Membership

Head of School Sandford asked for Board feedback regarding the perceived value of our CABA membership. The Academy primarily uses CABA for the policy component. Significant discussion ensued. Topics included the value of CABA services vs. private attorney fees; concerns about CABA responsiveness; volume of annual use; a comment that sometimes policy suggestions are convoluted/confusing; the Board should make better use of professional development opportunities; etc. J. Trivella offered to provide more information about additional benefits we may not be fully utilizing. Resulting action items included:

- C. Sandford was asked to compare the cost of other entities offering a policy service and make a recommendation to the Board for the next meeting.
- J. Musumeci and J. Livernois were asked to compare the pros and cons of CABA and offer an assessment for the next meeting.

7. Policies

Head of School Sandford reminded the group that the First Read on the new and revised list of policies would occur at the March meeting, since that item had been tabled in February.

8. Trustee "Job Description"

Head of School Sandford noted that a "job description" for Trustees already exists in Policy #0050. He mentioned all internal (employee) job descriptions are available online. Going forward, the Board would like to see a better-defined charge for subcommittees along with a better-defined charge for Trustees.

**9. Comprehensive Tour of Facilities
(at BOT Retreat on September 17?)**

P. Kelly would like Trustees to experience a full and comprehensive tour of both North and South campus, particularly focusing on needed maintenance and extraordinary school offerings such as the Gallery. Head of School Sanford suggested tours be conducted in small groups while school is in session (weekdays). Discussion ensued about Trustee availability. It was agreed to incorporate a Trustee tour as part of the Board Retreat in September 2019—changing the date from September 17 to September 14 or 21.

10. Transferring Scholarships to the Foundation

Head of School Sanford explained the Finance Committee and auditors agree that scholarships should be transferred to the Foundation for better investment management. This is aligned with the purpose of the Foundation and with the fund policy created by the Board. Discussion ensued, and resulted in consensus that:

- Endowment and special gifts funds also be transferred to the Foundation (along with the scholarship funds). This item should be added to the agenda for full Board approval.
- A letter should be sent to donors regarding transferring funds from WA to WAF by a certain date. Language should open the door to discuss future plans for individual scholarships.

11. Other Items

D. Teed thanked Head of School Sanford and J. Woodland for efforts made to keep the Board informed. The frequent notifications are appreciated.

12. Citizen's Comments – None.

13. Executive Session—Legal Correspondence

MOTION: (Kelly/Frankhouser) To enter into Executive Session at 7:54 p.m. to consider legal correspondence. All other Board of Trustee members present, Head of School Sanford, J. Sturdevant, and J. Woodland were invited to participate.

Unanimous

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

14. Possible Action – None.

15. Adjournment

MOTION: (Kelly/Tuttle) To adjourn the meeting at 8:30 p.m.

Unanimous

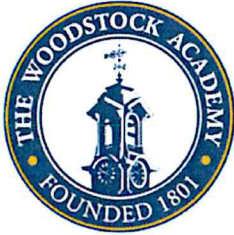
Respectfully submitted,

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.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 4

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

Consolidated Department by Budget - MTD and YTD Encumbrances

The Woodstock Academy

Page: 1

Report Mask: ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?

For 3/11/2019

Report Department: All Departments Report Location: All Locations

Expenses	M-T-D Actual	M-T-D Encumbrance	M-T-D Budget	Variance	Prct	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Variance	Prct
Payroll										
Salaries	454,812.77	0.00	0.00	0.00	0.00	7,707,176.47	0.00	0.00	0.00	0.00
Benefits	12,887.06	0.00	0.00	0.00	0.00	1,452,323.89	0.00	0.00	0.00	0.00
Total Payroll	467,699.83	0.00	0.00	0.00	0.00	9,159,500.36	0.00	0.00	0.00	0.00
Other Expenses										
Professional Services	30,019.95	0.00	0.00	0.00	0.00	914,129.08	0.00	0.00	0.00	0.00
Transportation	34,786.44	0.00	0.00	0.00	0.00	223,442.54	0.00	0.00	0.00	0.00
Insurances/Legal	1,391.50	0.00	0.00	0.00	0.00	405,541.21	0.00	0.00	0.00	0.00
School-Wide Admissions/Recruitment	5,101.13	0.00	0.00	0.00	0.00	156,734.60	0.00	0.00	0.00	0.00
Professional Development	935.00	0.00	0.00	0.00	0.00	63,296.26	0.00	0.00	0.00	0.00
Instructional	31,841.31	0.00	0.00	0.00	0.00	499,358.59	0.00	0.00	0.00	0.00
Equipment	(767.06)	0.00	0.00	0.00	0.00	171,937.42	0.00	0.00	0.00	0.00
Debt Service	36,480.60	0.00	0.00	0.00	0.00	323,823.42	0.00	0.00	0.00	0.00
Facility Maintenance	32,869.86	0.00	0.00	0.00	0.00	540,131.91	0.00	0.00	0.00	0.00
Utilities	16,388.94	0.00	0.00	0.00	0.00	635,277.04	0.00	0.00	0.00	0.00
Food Service	704.00	0.00	0.00	0.00	0.00	554,468.69	0.00	0.00	0.00	0.00
Agent Fees	(1,861.25)	0.00	0.00	0.00	0.00	355,604.58	0.00	0.00	0.00	0.00
Total Other Expenses	187,890.42	0.00	0.00	0.00	0.00	4,843,745.34	0.00	0.00	0.00	0.00
Total Expenses	655,590.25	0.00	0.00	0.00	0.00	14,003,245.70	0.00	0.00	0.00	0.00

Report Mask: ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?

Report Department: All Departments Report Location: All Locations

Revenue Report Summary

The Woodstock Academy

Page: 1

For 3/11/2019

Revenues	M-T-D Actual	M-T-D Budget	Variance	Prct	Y-T-D Actual	Y-T-D Budget	Variance	Prct
Tuition	0.00	0.00	0.00	0.00	19,018,777.83	0.00	19,018,777.83	0.00
Fees	2,459.95	0.00	2,459.95	0.00	242,923.00	0.00	242,923.00	0.00
Sales	0.00	0.00	0.00	0.00	5,946.82	0.00	5,946.82	0.00
Facilities Income	2,900.00	0.00	2,900.00	0.00	80,933.57	0.00	80,933.57	0.00
Other Income	(2,478.69)	0.00	(2,478.69)	0.00	57,009.93	0.00	57,009.93	0.00
Total Revenues	2,881.26	0.00	2,881.26	0.00	19,614,031.50	0.00	19,614,031.50	0.00

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

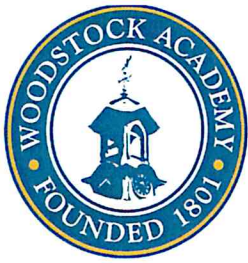


BOARD MEETING

Meeting date: Tuesday, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 5

- 7. Woodstock Academy Administration Reports
 - b. Associate Head of School Report
 - i. March Update



March Updates from the Associate Head of School

What's Happening...

School Programs:

- The Athletic Department has completed the *Be A Leader, Be A Reader Program*, visiting each sending town elementary.
- The Academy hosted visitors from the Bunan High School in Saitama, Japan, last week.
- The Model UN Team received the Award of Distinction at Nationals! This award is the highest one given, and this is the first time in the history of the program that The Academy has received it! Team members included: Liam McDermott (W), Peter Spada (W), JT Feragne (P), Waverly Dombkowski (C), Lauren Semancik (P), Bella Garbutt (B), and Julia Schad (P).
- The WA Pep Band was selected to play as the guest pep band at Mohegan Sun for the ACC Women's Basketball Tournament!
- The League of Legends eSport team is seeded #1 in the National High School Scholastics Tournament! Playoffs begin March 18th.
- Both Blue and Gold Prep Basketball teams were Power 5 Champions!!
- The Gymnastics team won the 3rd place at Nationals!
- Two travel trips going out in April, one to Peru, and one to Italy, Spain, & France.

Student Achievements:

- 8 students won top awards in the Scholastic Art Competition. Jordyn Brousseau (W), Gold Key in Drawings & Illustration; Emmalyn Bunker (W), Gold Key in Printmaking; Ciara MacKinnon (U), Gold Key in Sculpture; Bethany Feen (W), Silver Key in Mixed Media; Rebekah Wesler (W), 2 Silver Keys in Mixed Media; Seyla Dodge (W), Honorable Mention in Drawing & Illustration; Madeline Gronski (W), Honorable Mention in Mixed Media; and Ainslie Tschamler (W), Honorable Mention in Painting.
- Zachary Paige (P) and Seyla Dodge (W) will be recognized as The Woodstock Academy Performing and Visual Artists of the Year, respectively. They will be honored at the annual The Connecticut High School Fine Arts Awards this spring.
- Ame Tsamaase (P) has received the honor of presenting her sociology research on femicide and sexual violence in Southern Africa through the perspectives of youth at the Society for Psychological Anthropology Biennial Meeting in New Mexico this Spring!
- At the National MUN Conference in New York, Bella Garbutt (B) received an Award of Distinction, and Julia Schad (P), Lauren Semancik (P), and JT Feragne (P) received Awards of Excellence in their committees.
- At the Delaware UN Conference, the following students were bestowed awards: Owen Borski (W), Outstanding Delegate; Tristan Monahan (W), Honorable Mention; Sophia Rakovan (C), Best Delegate; Austen LeDonne (W), Outstanding Delegate; Peter Spada (W), Honorable Delegate.
- Tre Mictchell (W) has been selected at the Connecticut Gatorade Player of the Year! He also earned a place on the 1st Team All New-England.

Staff and Faculty:

- Richard Telford will be part of an upcoming panel discussion, “Preserving Land and Legacy - Writers and Artists Connecting to Nature at Edwin Way Teale’s Trail Wood” at Yale University.

Upcoming Events...

- 04/26 – WA Talent Show, 6:30 PM, The Bates Auditorium (tickets available at the door)
- 03/23 – NEMFA Concerts. Orchestra & Band 2:00 PM; Chorus 4:30 PM (10\$ tickets are available online)
- 03/25 & 26 – The Quiet Corner’s Urgent Conversation. A discussion of mental health and the opioid crisis. The Center for the Arts, 6:30 PM. Special guests include: Tim Ryan, Jennifer Gimenez, and John Lally.
- 03/26 – Author Talk with Headmaster Rich Foye, 7:00 PM, Bracken Memorial Library
- 03/29 – Spanish Dinner, 6:00 PM, The Student Commons (tickets on sale at the door)
- 03/30 – Farm to table event and closing of *Locally Sourced*. (purchase tickets at woodstockacademy.org/locallysourced)
- 04/04 – Human Rights Conference, 9:00 AM—1:00 PM, Keynote speaker is CT Attorney General William Tong.
- 04/26 – Lenny White & Friends, 7:30 PM, The Center (tickets available online)
- 04/30 – WA Giving Day



End-of-the-Year Dates for 2019

For Students:

- June 3rd – iPad collection for Seniors open; Underclassmen TBD
- June 7th – Senior Exams*, Blocks 3 & 4
- June 10th – Senior Exams*, Blocks 1 & 2 (graduation rehearsal 3 & 4)
- June 10th – All Senior iPads must be returned to avoid billing
- June 13th – Underclassman Exams, Blocks 1 & 2
- June 14th – Underclassman Exams, Blocks 3 & 4
- June 14th – All Underclassman iPads must be returned/exchanged to avoid billing
- June 15th – Graduation
- June 16th – Dorms close. All residential students depart by noon.

*Senior Exams will be for SENIORS only. All other students must take exams on the Underclassmen Exam Days. No exceptions.

For Faculty & Staff:

- June 3rd – iPad collection for Seniors open; Underclassmen TBD
- June 7th – Senior Exams*, Blocks 1 & 2
- June 10th – Senior Exams*, Blocks 3 & 4
- June 10th – all Senior iPads must be returned to avoid billing
- June 13th – Underclassman Exams, Blocks 1 & 2; Senior Failures by noon.
- June 14th – Underclassman Exams, Blocks 3 & 4
- June 14th – all Underclassman iPads must be returned to avoid billing

- June 15th -- Graduation

- June 17th – PD and end of the year events for ALL Employees – North Campus
- June 18th – PD for teachers only – North Campus
- June 19th – PD for teachers only – South Campus; North Campus closed for roof construction. Essential employees only on North.
- June 20th – PD for teachers only; Grades completed by noon.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 6

- 7. Woodstock Academy Administration Reports
 - c. Head of School Report
 - i. Transferring Scholarships to Foundation

Suggested Motion:

I move to transfer the Endowment, Scholarship, and Special Gifts funds to the Foundation, as endorsed by the Executive and Finance Committees.

Strategic Area/Action Step

PROGRAM

- Continue to work with staff to develop innovative and interdisciplinary programs which makes use of the new SPIROL STEAM Center.
- Monitor and address the achievement gap between regular education students and high need students.
- Continue to strengthen the transition program for all students as they transition out of The Academy.
- Complete the NEASC Self-Study.

FACULTY/STAFF

- Implement a new/updated supervision and evaluation plan for residential staff.
- Monitor the collaboration and possible academic isolation with the opening of South Campus.
- Monitor the integration of the boarding staff into the larger school community.
- Complete the NEASC Self-Study.

SCHOOL CLIMATE/SAFETY

- Develop action steps based on the comprehensive yearly school climate survey.
- Continue to fine-tune a comprehensive boarding program that provides positive and constructive activities in conjunction with the goals of the boarding program, which works to increase inclusion of day students.
- Complete the NEASC Self-Study.

GOVERNANCE

- Work with the Board to determine and align our business practices moving forward.
- Successfully negotiate a new contract with the WFAF.
- Obtain 100% board participation in the Annual Fund/Capital Campaign.
- Complete the NEASC Self-Study.

FACILITIES

- Develop a comprehensive Capital Facilities Plan for both campuses.
- Begin planning for the construction of a new science lab for the summer of 2018-2019.
- Continue to develop *The Center for the Arts*.
- Complete the NEASC Self-Study.

ENROLLMENT AND RELATIONSHIPS

- Continue to work to diversify the boarding population internationally.
- Begin the process of planning for a decrease in sending town enrollment.
- Complete the NEASC Self-Study.

FISCAL MANAGEMENT

- Update the Investment Policy of The Academy.
- Move scholarships funds from The Academy to the Foundation.
- Continue to develop additional revenue streams in response to the addition of South Campus.
- Begin the process of planning for a decrease in sending town enrollment.
- Complete the NEASC Self-Study.

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, March 19, 2019
Time: 7:00 PM
Location: Student Commons - North Campus

ATTACHMENT 7

- 7. Woodstock Academy Administration Reports
 - c. Head of School Report
 - 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

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