

## THE WOODSTOCK ACADEMY BOARD OF TRUSTEES NOTICE OF MEETING

### AGENDA—REVISED

**Date:** Tuesday, February 26, 2019  
**Time:** 7:00 p.m.  
**Location:** Student Commons - North Campus

1. **Call to Order**
2. **Head of School Recognition**—February Honorees
3. **Community Participation** (3/5 minutes/participant)
4. **Secretary's Report**—Minutes of January 15, 2019 (Attachment 1)
5. **Student Council Report**
6. **Board Reports**
  - a. **President's Report**
    - i. Correspondence (Attachment 2)
    - ii. WA Trustee President Emeritus (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. Roofing and Underground Storage Tanks Update
    - iii. Other
    - iv. Board questions/discussion
  - b. **Associate Head of School Report**
    - i. February Update (Attachment 6)
    - ii. Other
    - iii. Board questions/discussion
  - c. **Associate Head of School for Advancement**
    - i. Center for the Arts
    - ii. Annual Giving Event Update
    - iii. The Gleaner
    - iv. Other
    - v. Board questions/discussion
  - d. **Head of School Report**
    - i. 2019-2020 Budget Presentation (Attachment 7)
    - ii. New and Revised Policies—First Reads (Attachment 8)
      - 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
    - iii. Legislative Update (Attachment 9)
    - iv. Other
    - v. Board questions/discussion

8. **Other Items**
9. **Executive Session**
  - a. School Security MOU
  - b. School Security Update
  - c. Personnel
10. **Citizen's Participation (3/5 minutes/participant)**
11. **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, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

### ATTACHMENT 1

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

Suggested Motion:

*I move to accept the Minutes of January 15, 2019 as presented.*

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**January 15, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Asikainen, Samantha; Beckwith, Martha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Davis, Cliff; Frankhouser, Hans (W); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Morse, David; Musumeci, Joseph (7:12 p.m.); Swenson, Christine; Trivella, Joan (B); Tuttle, Brent (P) (7:13 p.m.); Young, Scott

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

**ABSENT WITH NOTIFICATION:** Duvall, Nancy (C); Favreau, Amy; Paquette, Philippa; Singleton, Holly; Teed, David

**ABSENT:** Field, David

**GUESTS:** John and Mary Rauh; Pat Boyd; Meg Ritzau; Mr. Telford; Ms. Shaw; Nicole Robichaud and family; Liam McDermott and family; Sara Dziedzic and family; Brooke Nagel and family; Luis Miranda and family; Robert Smith

**1. Call to order**

The meeting was called to order by Vice President Higgins at 7:00 p.m.

**2. Head of School Recognition—November, December, January Honorees**

Assistant Head of School for South Campus, John Rigney described the students who were awarded Head of School recognition during November, December and January.

Annabelle Bastura, Ody Oguama, and Brooke Nagel—November

Nicole Robichaud and Abigail LeBlanc—December

Luis Miranda and Liam McDermott—January

**3. Board of Trustee Recognition—John Rauh**

On behalf of the Trustees, Board President, Christine Swenson read a letter thanking John Rauh for his many years of service and described his significant contributions to The Academy. He was presented with a “Woodstock Academy” chair from the Board. State Representative, Pat Boyd, presented John with a Proclamation from the State legislature.

**4. Teacher of the Year Presentation—Sara Dziedzic**

Head of School Sandford and Interim Associate Head of School Guillot described the many professional and personal qualities that resulted in Sara Dziedzic being selected as Teacher of the Year. State Representative, Pat Boyd, presented Sara with a Proclamation from the State legislature.

**5. Citizen’s Participation**

State Representative Boyd provided an update about the State government. He mentioned ECS funding, bills regarding town academies and other education-related legislation.

**6. Secretary’s Report—Minutes of December 18, 2018**

**MOTION:** (Davis/Morse) To approve the Minutes of December 18, 2018.

Unanimous



## 7. Student Council Report

Student Council President, Meg Ritzau updated the group about fundraising efforts for Lily Sharpe; student feedback about the renovation to A200; Student Council's desire to move from a mostly-social organization to having a greater voice with Administration; efforts to add a member from all student clubs to the Council; and the use of physical and digital suggestion boxes to facilitate greater student input.

## 8. Board Reports

### a. President's Report

#### i. Correspondence

Head of School Sandford reviewed the various pieces of correspondence included in the packet. J. Trivella encouraged members to attend the upcoming CABA conference being hosted in Brooklyn.

#### ii. Policy Discussion: WA Trustee President Emeritus

Robert Smith reviewed the handout explaining Trustee Emeritus status and describing the former Trustee Presidents being considered for this honor. Next, he asked for the Board to support adding The Academy Building to the Historical Landmark registry. He explained the application process, and noted the Corporators would need to approve his drafting a letter of inquiry to move the process forward. He thanked Mr. Sandford for his efforts to preserve Academy history.

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

Each of the meeting minutes provided were mentioned. There were no questions.

## 9. 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. Reports have much greater detail, allowing for greater transparency. W. Guillot was thanked for his hard work and that of his team.

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

Interim Associate Head of School Guillot said CME is putting the final touches on the tank replacement RFPs; contracts will be signed in time for work to begin this summer.

#### iii. 2017-2018 Audit Approval

Head of School Sandford stated the Finance Committee had approved the audit report. J. Livernois asked that the language on page 4 be changed from "private" to "Corporation."

MOTION: (Kelly/Livernois) To approve the 2017-2018 Audit with the minor edit (above).

Unanimous

#### iv. Other—None.

#### v. Board questions/discussion—None.

### b. Associate Head of School Report

#### i. January Update

Head of School Sandford read Associate Head of School, H. Singleton's January Update, which highlighted upcoming events.

#### ii. Other—None.

#### iii. Board questions/discussion—None.

### c. Associate Head of School for Advancement

#### i. Center for the Arts

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

- February 8: Locally Sourced Gallery Opening
- March 8: The Guess Who Concert (tickets already on sale at [www.wacenterforthearts.org](http://www.wacenterforthearts.org) )
- April 6: Locally Sourced Farm to Table Dinner in the Atrium (details coming soon)
- April 26: Lenny White & Friends Concert

ii. Giving Update AND iii. Fundraising Priority Update

J. Sturdevant reported 71 unique donors and positive overall giving trends.

iv. Other—None.

v. Board questions/discussion—None.

**d. Head of School Report**

i. 2019-2020—Calendars (BOT, Academic, Residential Life)

Head of School Sandford briefly reviewed the three calendars, all of which have been discussed previously.

**MOTION:** (Tuttle/Child) To accept the 2019-2020 BOT, Academic, Residential Life calendars as presented.

Unanimous

ii. 2019-2020—Budget Presentation

This item was tabled until the February meeting because the Finance committee has not endorsed the budget yet.

iii. Other—None.

iv. Board questions/discussion—None.

**10. Other Items – None.**

**11. Executive Session—Head of School's Review**

**MOTION:** (Blackmer/Marmat) To enter into Executive Session at 8:10 p.m. for the purpose of the Head of School's Mid-Year Review.

Unanimous

The meeting returned from Executive Session at 8:33 p.m.

**12. Citizen's Participation – None.**

**13. Adjournment**

**MOTION:** (Davis/Kelly) To adjourn the meeting at 8:34 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.*

## ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 2

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



January 25, 2019

Todd Patrie  
83 Bosworth Road  
Pomfret Center, CT 06259

Dear Mr. Patrie:

I am in receipt of your retirement email dated January 15, 2019. This is to notify you that I accept your retirement notification 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 and our mission. Your contributions in the maintenance department over the last many years are greatly appreciated.

I wish you well as you start this new phase of your life, and hope you enjoy spending more time with your family. You will be missed!

Sincerely,

Christopher J. Sandford  
Head of School

Cc: Board of Trustees

H. Singleton

W. Guillot

J. Gerum

Personnel File

*Congratulations on your  
retirement!  
Thank you for helping  
us meet our mission.*





January 25, 2019

Pomfret Board of Education  
20 Pomfret Street  
Pomfret Center, CT 06259

Dear Pomfret Board of Education Members:

I want to thank you for inviting me and Dr. Harten to present student data and answer your questions. We agreed it was a busy and productive evening and your hospitality was greatly appreciated.

Thank you for continuing to be such a valued partner in our shared mission to provide the highest quality educational experience for students.

Sincerely,

Christopher Sandford  
Head of School

*Thank you for  
your partnership!*

Cc: Board of Trustees  
Superintendent, Pomfret Public Schools



January 25, 2019

Craig Rich  
470 Prospect Street  
Woodstock, CT 06281

Dear Mr. Rich: *Craig*

Thank you for your exceptional leadership and outreach efforts. You consistently put student safety at the forefront of all your decisions, and The Academy is fortunate to have you on its administrative team.

With your continued 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,

*CS*  
Christopher Sandford  
Head of School

*Thank you for  
all of your leadership!*

Cc: Board of Trustees  
Holly Singleton  
Personnel



January 25, 2019

Guy Grube  
P.O. Box 336  
Eastford, CT 06242

Dear Mr. Grube:

I want to thank you for your tireless dedication to The Woodstock Academy. Your talented work on Silas Bunnell's portrait is a perfect example of how one person's professional life can make the world a more beautiful place. Recently, you donated a significant amount of time to work with Bob Smith on a historical display of former Headmasters at The Academy. Your vision and expertise will be invaluable as we continue to develop this idea.

Thank you for all that you have done to make The Academy such a unique institution where we are able to appreciate our history with as much enthusiasm as we look to the future. We are so fortunate to have the support of people like you.

Sincerely,

Christopher Sandford  
Head of School

*Thank you for  
all of your support!  
We could not do it  
without you!*

Cc: Board of Trustees



RECEIVED

FEB 04 2019



# Palmer Arboretum

Town of Woodstock, Connecticut

Christopher Sandford  
Head of School  
Woodstock Academy  
Woodstock, CT 06281

January 27, 2019

Dear Chris,

Thanks again for another year of great help from your students and staff in Palmer Arboretum. This year was a great and frustrating time for the park. The town gave us considerable monies from the year end overage to fix a perennial problem with a water-logged section of path through the spring area and Scott Selmecki and his Eagle Scout team designed and built two small stone patios to keep some great custom-built furniture out of the dirt. Then we had a summer of extraordinary rain and wind in which the new path washed out and a fallen tree demolished one of Scott's patios! Because of the weather, we could not coordinate with the academy students to do our annual cleanup...but, tomorrow is another day.

Your support and encouragement of this cooperative venture between the Academy and Palmer has enabled us to save funds to use for restoration and enhancement of the park. This connection is one of the highlights of my tenure as chair of the Arboretum Committee and it didn't happen until you came. Sara Dziedzic has been a real gift. Thank you.

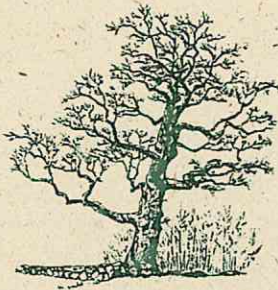
Sincerely,

  
Bill Brower

For The Palmer Arboretum Committee

Route 169 • Woodstock, Connecticut 06281  
Mailing address: Town Hall, Woodstock, CT 06281





# Palmer Arboretum

Town of Woodstock, Connecticut

RECEIVED

FEB 04 2019

Woodstock Academy Trustees  
Woodstock, CT 06281

January 27, 2019

Dear Trustees:

The relatively recent connection between Woodstock Academy and Woodstock's Historic Palmer Arboretum has been a godsend for the park. Academy students, faculty and staff volunteer several times a year and help to do fall and spring cleanups, planting, mulching and eradicating invasive species and weeds. This volunteer effort allows us to free up a considerable part of our budget to provide for restoration plantings and enhancements we otherwise could not afford.

In thanks, we sponsor a student art show each year in which Gloria Hancsar and Susan Lagrow have brought classes to the Arboretum to observe and sketch our trees, shrubs and flowers and return to school to create original pieces. These are later judged by local artist Barbara Lussier. Teachers have brought environmental clubs and sciences classes for tours of the park's rain garden and to discuss invasive species eradication plans.

This interaction with Academy students, teachers and staff has been very rewarding. Sara Dziedzic has been a wonderful contact and coordinator of all of our workdays—once supplying almost 150 students and adults!

Despite previous effort on our part, this great alliance did not arise until Chris Sandford became Head of School. Chris has been very supportive of this interaction. We, on the Arboretum Committee greatly appreciate this connection and time spent with your wonderful community.

Sincerely,

  
Bill Brower (Retired)

For The Palmer Arboretum Committee

Route 169 • Woodstock, Connecticut 06281  
Mailing address: Town Hall, Woodstock, CT 06281





February 5, 2019

Alyssa Arends  
533 Allen Hill Road  
Brooklyn, CT 06234

Dear Alyssa:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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



February 5, 2019

Yilin Eddy Chen  
150 Route 169  
Woodstock, CT 06281

Dear Eddy:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
The Woodstock Academy Board of Trustees



February 5, 2019

Yunfei Kursen Bai  
150 Route 169  
Woodstock, CT 06281

Dear Kursen:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
The Woodstock Academy Board of Trustees





February 5, 2019

Jinran Quincy Li  
150 Route 169  
Woodstock, CT 06281


Dear Quincy:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
The Woodstock Academy Board of Trustees



February 5, 2019

Yuanming Sunny Mo  
150 Route 169  
Woodstock, CT 06281

Dear Sunny:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
The Woodstock Academy Board of Trustees



February 5, 2019

Zicheng Abner Shen  
150 Route 169  
Woodstock, CT 06281

Dear Abner:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
The Woodstock Academy Board of Trustees



February 5, 2019

Jiacheng Ying  
150 Route 169  
Woodstock, CT 06281

Dear Jiacheng:

It is with great pleasure that I inform you that you have been chosen to receive the February 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 February 26, 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 February 25, 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. Thomas Young, eSports Head Coach  
John Rigney, Assistant Head of School, South Campus  
✓ The Woodstock Academy Board of Trustees





February 6, 2019

Dear Members of the New England Music Festival Association:

On behalf of The Woodstock Academy Board of Trustees, it is with great pride and excitement that I welcome you to The Woodstock Academy for the 2019 New England Music Festival Association Concert Festival on March 21-23, 2019.

The Board of Trustees, administration, faculty, staff and community thank you for this great honor. We are delighted to host such an impressive, talented group of students and music professionals on our campus. We eagerly anticipate hearing the sweet sounds of music being made and watching new friendships form through a mutual love of music.

We enthusiastically await your arrival and look forward to sharing the warmth and hospitality of The Woodstock Academy and our local community with the New England Music Festival Association.

Sincerely,

Christopher J. Sandford  
Head of School

Cc: Board of Trustees

H. Singleton

A. Ranta

L. Churchill



February 6, 2019

Nicholas Defeo  
57 Academy Road  
Woodstock, CT 06281

Dear Mr. DeFeo:

I am in receipt of your resignation dated January 22, 2019. This is to notify you that I accept your resignation, effective March 8, 2019, on behalf of The Woodstock Academy Board of Trustees.

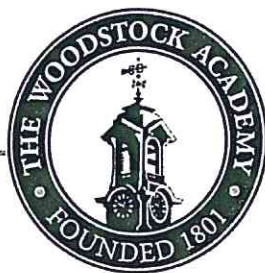
The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your leadership and hard work developing The Academy's post-graduate basketball program is greatly appreciated.

I wish you every success as you begin the next chapter of your life.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
H. Singleton  
S. Saucier  
Personnel File




February 11, 2019

Attorney Laura L. Anastasio  
Connecticut State Department of Education  
Division of Legal and Government Affairs  
P.O. Box 2219  
Hartford, CT 06145

Dear Attorney Anastasio:

The Woodstock Academy will be evaluated for accreditation by New England Association of Schools and Colleges in the fall of 2019, and we are requesting joint approval by the Department of Education. Enclosed are copies of the required fire, health, and safety forms from our local officials. Please let us know if there is any other information we will need to complete the process.

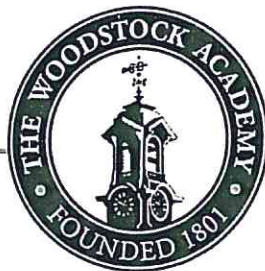
Very truly yours,

  
Christopher J. Sandford  
Head of School

Cc: Board of Trustees

Enclosures





February 11, 2019

Mr. Jay S. Stroud, Director  
Commission on Independent Schools  
New England Association of Schools and Colleges  
3 Burlington Woods Drive, Suite 100  
Burlington, MA 01803-4514

Dear Jay:

Please be advised that The Woodstock Academy is interested in pursuing joint approval with the Connecticut State Department of Education Advisory Council for School Approval.

Therefore, The Woodstock Academy requests that New England Association of Schools and Colleges submit a copy of the visiting committee's report, votes on Standards for Accreditation, and the notification letter from the Commission of Independent Schools to Attorney Laura L. Anastasio, Office of Legal and Governmental Affairs, of the Connecticut State Department of Education. This information will be used by the Advisory Council for School Approval.

The Woodstock Academy will submit the fire and health clearance forms and any other required documentation to Attorney Anastasio. The completed forms will also be available for the visiting committee's review during the visit.

Sincerely,

Christopher J. Sandford  
Head of School

Cc: Board of Trustees



February 20, 2019

Viktor Toth, Superintendent  
Woodstock Public Schools  
147A Route 169  
Woodstock, CT 06281

Dear Mr. Toth: 

Thank you for your kind invitation to participate in the Woodstock Board of Education Community Forum on Saturday, February 23 at the Woodstock Middle School. Unfortunately, we are unable to attend. Not only is our budget still in the early stages of development, my team and I are unavailable on that date to speak to your guests. If your Board would like to me attend another meeting at some point in the future, please reach out to me to schedule a date.

We wish you all the best at your forum, and look forward to working together to provide the best possible education for Woodstock's students.

Sincerely,



Christopher Sandford  
Head of School

Cc: The Woodstock Academy Board of Trustees  
Ms. Megan Bard Morse, Woodstock Board of Education Chair



February 20, 2019

Megan Bard Morse  
Chairman, Woodstock Board of Education  
147A Route 169  
Woodstock, CT 06281

Dear Ms. Bard Morse:

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.

The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Woodstock Public Schools





February 20, 2019

Ms. Andrea Estell  
Chairman, Union Board of Education  
18 Kinney Hollow Road  
Union, CT 06076-9511

Dear Ms. Estell,

*Andrea:*

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.

The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Union Public Schools



February 20, 2019

Ms. Aimee Genna  
Chairman, Brooklyn Board of Education  
119 Gorman Road  
Brooklyn, CT 06234-1805

Dear Ms. Genna:

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.

The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

  
Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Brooklyn Public Schools





February 20, 2019

Ms. Vivian Thumser  
Chairman, Canterbury Board of Education  
45 Westminster Road  
Canterbury, CT 06331

Dear Ms. Thumser: *Vivian:*

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.

The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Canterbury Public Schools





February 20, 2019

Ms. Kate Cerrone  
Chairman, Pomfret Board of Education  
20 Pomfret Street  
Pomfret Center, CT 06259

Dear Ms. Cerrone:

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.

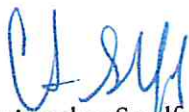
The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *The Woodstock Academy prepares all 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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

  
Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Pomfret Public Schools



February 20, 2019

Ms. Christine Hustus  
Chairman, Eastford Board of Education  
P.O. Box 158  
Eastford, CT 06242-0158

Dear Ms. Hustus:

It is amazing that we are already in February, and in a few short months we will be honoring our students at graduation.


The Academy has gone through many transformative changes over the last few years which have allowed us to provide a better educational experience to the students who choose to attend The Academy. These changes have also helped us to meet our mission, which states, *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.*

While each of our sending town communities have a representative on our Board of Trustees, or have the option to send a representative, we want to provide an opportunity for all Board of Education members in our community partner districts to receive an update about our current programming and take a tour of our existing and new facilities. For your convenience, we have scheduled three separate sessions; March 7<sup>th</sup>, 18<sup>th</sup> and 22<sup>nd</sup>. These sessions will begin on South Campus at 8:00 a.m. with a presentation about some of the exciting programs being offered at The Academy and will be followed by a tour given by students from your community. These sessions are open to your full board or to individual members.

If your Board would like a separate date just for your members, that can also be arranged. We just ask that it be scheduled when school is in session in order to get a true sense of our environment when students are on campus.

Please RSVP with Julie Woodland at [jwoodland@woodstockacademy.org](mailto:jwoodland@woodstockacademy.org) or by calling 860-928-6575 x1111. We look forward to showing off our facility, highlighting our programs and, most importantly, sharing the hard work and talents of our students with people who share our passion for an exceptional learning experience.

Sincerely,

  
Christopher Sandford  
Head of School

Cc: Board of Trustees  
Superintendent, Eastford Public Schools



February 22, 2019

Mrs. Lauren Skene  
157 Stone Bridge Road  
Woodstock, CT 06281

Dear Mrs. Skene:

I am in receipt of your resignation dated February 21, 2019. This is to notify you that I accept your resignation, effective February 22, 2019, on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty and staff thank you for your dedication to our students. You are talented teacher and will be greatly missed by the entire Academy community.

I wish you every success as you focus on raising your beautiful children, and hope you will reach out to us if you decide you'd like to return to teaching someday.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
H. Singleton  
C. Jolliff  
Personnel File

*You will always  
be a Contar!  
Thank you for helping  
us to change  
lives!*



## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 3

### 6. Board Reports

#### a. President's Report

#### ii. WA Trustee President Emeritus

- *John McClellan, esq.*
- *Abel Child II*
- *Arthur Sherbourne Hardy*
- *Marvin Barrett*
- *William Bentley*

#### Suggested Motion:

*I move to confer the Honor of the Title Trustee President  
Emeritus to \_\_\_\_\_ in the year 2019.*

WA TRUSTEE PRESIDENT EMERITUS  
Propoal for Posthumous Honors

Past Trustee President Emeritae and years honor conferred:

**Clarence Bowen 1928**  
**Dr. George McClellan 1937**  
**Dr. Earnest Pike 1944**  
**Henry Holt 1952**  
**Elizabeth Hyde 1993**

Consideration for Posthumous Conferral of President Emeritae:

**John McClellan, esq.**

An original proprietor and principal founder of The Woodstock Academy in 1801; wrote Academy charter and as state representative presented charter to legislature for approval in 1802; supervised management of WA in early decades; initiated fund raising for renovation of original building and re-opening school in 1831, in which a young future patron Henry C. Bowen participated.

**Abel Child II**

Trustee President in the late 1800's for twenty years; led school through difficult financial years following the Crash of 1873 and subsequent national depression; years of service included era of Ely Ransom Hall, and until death in 1909 did not miss a single Academy public event.

**Arthur Sherbourne Hardy**

Joined Clarence Bowen in soliciting endowment contributions throughout the northeast which supported brief era of a "free" Woodstock Academy following original designation as Woodstock high school; As Trustee president led school in negating original designation and aligning Academy new 1921 designation agreement with State General Statutes mandating town payment of student tuitions; solicited donation of original 1924 Bracken Memorial Library by Lilla Bancroft Bracken.

**Marvin Barrett**

Trustee President from 1944 to 1963; managed years of difficult community and trustee debate in the post-World War II era leading to the decision to continue an independent town academy system and to construct the original Holt Science Building and Bowen Building.

**William Bentley**

Led building committee for planning and construction of 1971 Alumni Field house, advocating for a versatile field house as opposed to a conventional gymnasium; as Trustee President developed first modern era Academy administrative structure and managed beginning new era of Academy faculty contract agreement; supported development of Academy with generous donations.

## **Governance of The Board**

### **Emeritus/a Status**

The award of emeritus status is intended as a special honor for 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 Headmaster 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. Bestowed a certificate of conferred title by the Board of Trustees.
2. Lifetime inclusion of name on The Woodstock Academy website and on campus under the respective designation.
3. Standing invitation to all future faculty and school events at The Woodstock Academy.

#### ***President Emeritus/a of the Board of Trustees***

Clarence Bowen  
George McClellan  
Dr. Ernst Pike  
Henry Chandler Holt  
Elizabeth Hyde

#### ***Staff Emeritus/a***

Kenneth Beatson (1951-1989)  
Jennifer Peck (1969-1997)  
Luana Becker (1970-1997)  
Marshall Tourtellotte (1967-2001)  
Dr. 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)

Policy Adopted: March 21, 2017

The Woodstock Academy  
Woodstock, Connecticut

## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 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  
January 14, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Child, Barbara; Musumeci, Joseph; Young, Scott; Harten, Michael; May, Val; Musko, Jason; Sandford, Chris; Singleton, Holly; Walley, David; Pan, Jingy  
**ABSENT WITH NOTIFICATION:** Paquette, Philippa; Chen, Yilin (alternate); Eaton, Mackenzie;

**1. Call to order**

The meeting was called to order by Joe Musumeci at 5:28 p.m.

**2. Citizen's Comments – None.**

**3. Secretary's Report—Minutes of December 10, 2018**

**MOTION:** (Harten/Musko) To approve the minutes of December 10, 2018. All voted yes except for B. Child and S. Young, who abstained. Motion passes.

**4. Course Proposals**

- a. AP Psychology**—This was previously offered as an independent study, but there is interest in it becoming a regular offering. The Committee supports this.
- b. Weight Training I**—Because many students elect to take this course more than once, the department proposes a sequence of classes. The Committee supports this.
- c. Outdoor Pursuits**—The goal is to provide a hands-on experience of various athletic activities. The Committee supports this.
- d. Sports Management**—This class could be another option for students to learn about the sports management field. It will not meet P.E. requirements. The Committee supports this.
- e. AP Computer Science Principles**—This class will be piloted this spring alongside computer science. There is high need and student interest. The Committee supports this.
- f. Multicultural Food**—This introductory class will also provide cultural knowledge and could be an every-other-day scheduling option. The Committee supports this.
- g. Advanced Pastry and Baking**—This would be a second course in Pastry and Baking which could also provide some business experiences and some Safe Serve training. The Committee supports this.

**5. Semester 2 Campus Usage Update**

Changes have been made to reduce costs. Some teachers have moved back to North from South, although seven will stay. No breakfast or lunch will be served on South; five lunch waves will be scheduled on North. Three shuttles will be used instead of four.

**6. NEASC Program Report Draft Review**

Standard 4 was reviewed, and some feedback was provided to the Program Chair.

**7. Other** – The Science Honor Society has been established. Sixty-eight students are qualified to apply; thirty-five applied and will be accepted. The induction will occur this spring.

*As a reminder: The Academic Committee meeting for February has been cancelled. The next meeting is in March.*

**8. Citizen's Comments – None.**

**9. Adjournment**



**MOTION:** (Child/Harten) To adjourn the meeting at 6:28 p.m.  
Unanimous

Respectfully submitted,

*Holly G. Singleton*

**Holly G. Singleton**

Associate Head of School

*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**  
**January 14, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Beckwith, Martha; Blackmer, Robert (by telephone); Johnston, Kevin; Morse, David; Musumeci, Joe (at 6:32); Guillot, Bill; Sandford, Chris; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Jim Bellerose

**1. Call to order**

The meeting was called to order by David Morse at 6:00 p.m.

**2. Citizen's Participation – None.**

**3. Secretary's Report—Minutes of November 12, 2018**

**MOTION:** (Johnston/Blackmer) To approve the minutes of November 12, 2018.

Unanimous

**4. Tennis Court Agreement / Discussion**

Head of School Sandford reviewed an agreement between The Woodstock Academy Athletic Department and The Town of Woodstock Recreation Department. Both parties had their attorneys review the document. In summary, for ten years, in exchange for use and control of the tennis courts adjacent to WMS, The Academy will repair the courts. Fundraising is planned to offset costs. Discussion ensued about types of repairs, potential uses/programs, and possible costs. It was agreed that the Head of School would consult the attorney about possibly adding language with a specific time period in the event of a termination before ten years.

**5. Replacement Tank Project**

Interim Associate Head of School for Finance and Operations Guillot identified the current (underground) and proposed (above ground) locations of fuel tanks from the site maps included in the packet. Discussion included site work and length/insulation of pipes from tanks to buildings. The bidding contract is being finalized with CME, and RFPs will go out as soon as the contract and plans have been modified. Work is scheduled to begin as soon as school ends in June 2019.

**6. Roof Project Update**

Head of School Sandford reviewed the handout which listed the contractor, cost, and time table of the Academy and Bowen roofs scheduled for repair/replacement this summer. Future roof projects were also briefly discussed.

**7. Discuss Academy Building's Clock**

The clock is finally working again, thanks to the hard work of Bob Derrico and Aaron Hogarty. Although it still needs some restoration work and lighting, it is working well right now.

**8. Bentley Wetlands Mitigation**

Interim Associate Head of School for Finance and Operations Guillot reviewed the report included in the packet. Rick Canavan recently completed our five-year, required inspection and report about wetlands mitigation at the Bentley Athletic Complex. The targeted areas both met their performance standards. The report was shared with the Army Corps of Engineers, the CT DEEP, and the Town of Woodstock.

## 9. Facility Study / Audit

Discussion ensued about the conflicting direction from the Executive Committee (perform the facility study now) and the Building and Grounds Committee (wait a year before expending that particular cost). It was agreed to revisit this discussion once a comprehensive proposal is received and the Board could make a decision.

**10. Other** – There was some discussion about scanning plans and maps from North and South campus to allow for easier access for contractors and historical record keeping. Specialized equipment and dedicated labor to feed the maps into the machine is necessary to complete this task.

**11. Citizen's Participation** – None.

## 12. Adjournment

**MOTION:** (Beckwith/Musumeci) To adjourn the meeting at 6:41 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**  
**January 2, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Davis, Cliff; Duvall, Nancy (C); Favreau, Amy; Higgins, Edwin; Kelly, Paul; Marmat, Gerald (E); Sandford, Chris; Teed, David; Trivella, Joan (B)  
**ABSENT WITH NOTIFICATION:** Frankhouser, Hans (W); Guillot, William; Paquette, Philippa; Swenson, Christine; Woodland, Julie  
**ABSENT:** Tuttle, Brent (P)  
**GUESTS:** Megan Bard-Morse

**1. Call to order**

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

**2. Citizen's Participation – None.**

**3. Secretary's Report—Minutes of December 6, 2018**

**MOTION:** (Davis/Trivella) To approve the minutes of December 6, 2018 as presented.  
Unanimous

**4. Correspondence**

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

**5. Calendars**

- a. Academic**
- b. Board of Trustees**
- c. Boarding**

Head of School Sandford reviewed all three calendars. Discussion ensued. There was consensus that all three calendars should be sent to the full BOT for approval.

**6. 2017-2018 Audit**

Head of School Sandford informed the committee that the audit was endorsed by the Finance Committee and it will be sent to the full BOT for approval.

**7. Budget Update**

Head of School Sandford reviewed the 2019-2020 Budget and tuition rates. Discussion ensued.

**8. Recognition**

- a. Board**
- b. Staff**

Head of School Sandford reviewed the many recognitions which will occur at the next BOT meeting.

**9. Other Items – None.**

#### 10. Citizen's Comments

Megan Bard-Morse asked about the meeting date for the Finance Committee and asked about the bonding process for larger projects. She expressed concern about how the Town of Woodstock's Proposition 46 will be impacted by capital projects at The Academy.

#### 11. Executive Session—Head of School Mid-Year (Theory of Action)

**MOTION:** (Kelly/Teed) To enter into Executive Session to discuss the Head of School's Mid-Year, inviting Head of School Sanford, at 7:59 p.m.

Unanimous

The meeting returned to regular session at 8:06 p.m.

#### 12. Adjournment

**MOTION:** (Teed/Kelly) To adjourn the meeting at 8:07 p.m.

Unanimous

Respectfully submitted,

*Christopher J. Sanford*

Christopher J. Sanford  
Head of School

*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  
February 6, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Davis, Cliff (7:43); Duvall, Nancy (C ); Frankhouser, Hans (W ); Higgins, Edwin; Kelly, Paul (7:05); Marmat, Gerald (E ); McGinn, Walter; Paquette, Philippa; Sandford, Chris; Trivella, Joan (B); Tuttle, Brent (P/left at 7:43); Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Swenson, Christine; Teed, David;

**1. Call to order**

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

**2. Citizen's Participation – None.**

**3. Secretary's Report—Minutes of January 2, 2019**

**MOTION:** (Trivella/Tuttle) To approve the minutes of January 2, 2019 as presented. All voted Yes except for P. Paquette, who abstained. Motion passes

**4. Correspondence**

Head of School Sandford reviewed the correspondence which was included in the packet. J. Trivella complimented Mr. Sandford and the other faculty/staff about the kind words contained in the Arboretum letters.

**5. BOT President Emeritus Status**

Since these materials had already been presented at the January Board of Trustees meeting, Head of School Sandford asked the committee if they wanted him to add this item to the February Board of Trustees meeting agenda. Discussion ensued. There was consensus to place this item on the February agenda for consideration by the full Board.

**6. School Security Presentation/Discussion**

Head of School Sandford asked the group how they preferred to receive the Security presentation requested as part of his review. Discussion ensued. There was consensus that this item be placed on the February agenda as an Executive Session item.

**7. 2018-2019 Budget Update**

Head of School Sandford informed the committee that the hard freeze on spending, the various reductions (specifically selected to minimize student impact), and other cutbacks have resulted in significant savings within this budget year. Although somewhat painful and sometimes inconvenient, the financial situation seems to be moving in the right direction. Administration, staff, and faculty have been working hard to achieve this success.

**8. 2019-2020 Budget Presentation/Discussion**

Head of School Sandford provided a draft version of the budget presentation he plans to offer at the Finance Committee meeting being held on February 11. Discussion included enrollment trends, cost breakdowns for day students/boarding students, comparative tuition rates, and capital expenses. Some suggestions were offered with regard to presentation style.

**9. Policy Review**

Head of School Sandford reviewed the changes being considered within each policy included in the packet.



10. Other Items – None.

11. Citizen's Comments—none

**12. Executive Session—Admin Contract**

**MOTION:** (Trivella/Marmat) To enter into Executive Session to discuss Admin Contract, inviting Head of School Sanford and Board Clerk Woodland, at 7:54 p.m.

Unanimous

The meeting returned to regular session at 7:59 p.m.

13. Possible Action—none

**14. Adjournment**

**MOTION:** (Paquette/Frankhouser) To adjourn the meeting at 8:00 p.m.

Unanimous

Respectfully submitted,

EO EO EO EO EO EO EO EO EO EO EO EO EO EO EO EO  
OE OE OE OE OE OE OE OE OE OE OE OE OE OE OE OE

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**  
**January 14, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Beckwith, Martha; Bentley, Cary; Blackmer, Robert (by telephone); Carabeau, Garry; Frankhouser, Hans; Kelly, Paul; Musumeci, Joe (until 8:08 p.m.); Teed, David; Trivella, Joan; Guillot, William; Sandford, Chris; Woodland, Julie  
**GUESTS:** Megan Bard Morse; Holly Dearborn

**1. Call to order**

The meeting was called to order by Chairman Kelly at 7:07 p.m.

**2. Citizen's Participation – None.**

**3. Secretary's Report—Minutes of December 10, 2018**

**MOTION:** (Beckwith/Trivella) To approve the minutes of December 10, 2018.

Unanimous

**4. 2018-2019 Budget Status Update**

Head of School Sandford and Interim Associate Head of School for Finance and Operations Guillot provided an overview of the current year's budget in an improved format made possible with the Accufund software. While the addition of new departments and cost centers will allow for real-time tracking in FY 19-20, comparing last year's figures to this year's figures is a challenge. Nevertheless, year-to-date figures are on track, and the collaboration between the business office, the auditors, and specialists from Accufund have resulted in continued improvements and greater accuracy. Questions from Board members were answered regarding month-to-date and year-to-date figures, the status of selling Academy-owned rental properties, and the role of the Foundation with regard to scholarships and donations. Board members can expect reports with much greater detail as well as quarterly reports in the future.

**5. 2019-2020 Budget**

Head of School Sandford presented a draft budget presentation to the Board. Significant discussion ensued about tuition, recruitment, the need to budget for long-term maintenance, revenue numbers, and potential cuts.

**MOTION:** (Teed/Trivella) To postpone presenting the budget to the full Board for another month, keeping the current presentation format and updating the data.

Unanimous

**6. Banking Options**

Head of School Sandford informed the Board that bankHometown has offered to perform our wire transfers for significantly less than Putnam Bank does. While there is no current plan to change banks, the Board supported the decision to save money with bankHometown.

**7. Other – None.**

**8. Citizen's Participation** – Megan Bard Morse sympathized with the Board's need to make difficult cuts as well as perform facility improvements such as roofing repairs and oil tank updates. She asked for specifics about cuts already performed and wondered how long to expect the (\$493) assessment fee.

**9. Adjournment**

**MOTION:** (Trivella/Carabeau) To adjourn the meeting at 9:11 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  
February 11, 2019



These minutes are for  
informational purposes only.

**PRESENT:** Beckwith, Martha; Carabeau, Garry; Kelly, Paul; McGinn, Walter; Musumeci, Joe; Teed, David; Trivella, Joan; Guillot, William; Sandford, Chris; Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Bentley, Cary; Blackmer, Robert; Frankhouser, Hans  
**GUESTS:** Megan Bard Morse

**1. Call to order**

The meeting was called to order by Chairman Kelly at 6:59 p.m.

**2. Citizen's Participation – None.**

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

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

Unanimous

**4. 2018-2019 Budget Status Update**

Interim Associate Head of School for Finance and Operations Guillot and Head of School Sandford provided an update about the current budget status. Payroll is now able to load directly into Accufund; cosmetic issues with reports are being addressed; wire transfers are being done at a reduced fee rate; many accounts are earning greater interest rates; monthly payments from sending towns are being considered; and the aggressive, ongoing effort to save money in this fiscal year continues. Discussion ensued and questions were answered.

**5. 2019-2020 Budget / Tuition**

Head of School Sandford presented a budget summary to the committee, explaining that the numbers were subject to change and would become more accurate as time moves forward. Insurance carriers, policies and rates are being evaluated for all types of coverage. Overall, projected budget numbers seem to be trending in the right direction. Sending town partners seek firm tuition numbers for budgeting purposes and the First Selectmen from sending towns have requested a meeting to discuss how best to bill the capital improvement fee.

**MOTION:** (Beckwith/Teed) To approve the budget with the expectation that revised information may result in changes over time.

Unanimous

**6. Policy—3453: School Activity Funds**

Head of School Sandford reviewed Policy 3453, explaining why it was needed/requested by the auditors. Questions were answered.

**MOTION:** (Carabeau/Beckwith) To endorse Policy 3453 and pass it along to the full Board for consideration/approval.

Unanimous

#### 7. 2018-2019 Audit

Discussion ensued about if and when to put out an RFP for new auditors, per past practice. In particular, Marc's contributions with the transition to Accufund were praised. W. Guillot was asked to follow up on the billing status for this work. Group consensus was to wait at least one year before considering a change to our auditing firm.

#### 8. Other

The future sale of Academy-owned real estate was discussed in terms of right-of-way and property access.

#### 9. Citizen's Participation

Megan Bard Morse asked about the 19-20 budget and tuition rate for sending towns.

#### 10. Adjournment

MOTION: (Blackmer/Beckwith) To adjourn the meeting at 8:00 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**  
**Negotiating Committee**  
**October 10, 2018**



These minutes are  
informational only.

**PRESENT:** S. Asikainen, M. Beckwith, C. Bentley, W. McGinn, J. Musumeci

**EXCUSED ABSENT:** B. Guillot, C. Swenson, L. Wajer

**GUESTS:** C. Sandford, D. Ryan (Attorney), C. Jolliff, M. Mizak, M. Chuoke, S. Ozga (CEA Uniserve Rep.), S. Lovegreen, R. Telford

**1. Call to Order**

The meeting was called to order at 6:04 PM by Chair, Cary Bentley.

**2. Citizen Participation – None.**

**3. Secretary's Report – Minutes of October 2, 2018**

**MOTION:** (Musumeci/McGinn) To approve the Minutes of October 2, 2018 as presented.

Unanimous

**4. Executive Session**

**a. Woodstock Academy Education Association (WAEA) Contract**

**MOTION:** (Asikainen/McGinn) To enter into Executive Session at 6:06 PM to consider The Woodstock Academy Education Association (WAEA) contract. Mr. Sandford and Mr. Ryan were invited into the Executive Session. Mr. Jolliff, Ms. Mizak, Mr. Chuoke, Mr. Ozga, Ms. Lovegreen, and Mr. Telford were also invited into the Executive Session.

Unanimous

The meeting returned to regular session 10:35 PM.

**5. Possible action based on Executive Session – None.**

**6. Citizen Participation – None.**

**7. Adjournment**

**MOTION:** (Beckwith/Musumeci) To adjourn the meeting at 10:34 PM.

Unanimous

Respectfully submitted,

Christopher Sandford  
Head of School

*The Woodstock Academy shall 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.*



**Minutes of Meeting  
The Woodstock Academy  
Board of Trustees  
Nominating Committee  
October 1, 2018**



These minutes are  
informational only.

**Present:** C. Bentley, E. Higgins, P. Kelly, D. Teed, S. Young

**1. Call to order**

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

**2. Secretary's Report – Minutes of August 21, 2018**

**MOTION:** (Bentley/Teed) To approve the minutes of August 21, 2018 as presented. All vote yes except Higgins, who abstains. Motion passes.

**3. Community Comments—None**

**4. Interview Potential Candidates for the Board of Trustees**

Nancy Duvall and Brett Tuttle are interviewed.

**5. Possible Action**

**MOTION:** (Higgins/Young) To recommend Nancy Duvall as a Sending Town Representative from Canterbury for a term as provided in the Board of Trustee Bylaws. Unanimous

**MOTION:** (Higgins/Young) To recommend Brent Tuttle as a Sending Town Representative from Pomfret for a term as provided in the Board of Trustee Bylaws. Unanimous

**6. Other Business—None**

**7. Adjournment**

**MOTION:** (Higgins/Teed) To adjourn at 8:02 p.m.  
Unanimous

Respectfully submitted,

Paul Kelly  
Nominating Committee Chair

*The Woodstock Academy shall 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.*

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**POLICY COMMITTEE**  
**January 9, 2019**



These minutes are for  
informational purposes only.

**PRESENT:** Carabeau, Garry; Child, Barbara; Higgins, Ed; Sandford, Chris

**ABSENT WITH NOTIFICATION:** Bellerose, Jim

**ABSENT:** Asikainen, Samantha; Musumeci, Joe

**1. Call to order**

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

**2. Citizen's Participation – None.**

**3. Secretary's Report—Minutes of May 9, 2018**

**MOTION:** (Higgins, Child) To approve the minutes of May 9, 2018.

Unanimous

**4. Policies – New**

**a. 3453 – School Activity Funds**

Discussion ensued about the proposed policy.

**MOTION:** (Higgins, Child) To send this policy with the suggested language changes to the Finance Committee for review and comment.

Unanimous

**5. Policies – Updated**

**a. 0050 – Code of Ethics**

**b. 0100 – Mission Statement**

**c. 0200 – Educational Purposes, Goals and Objectives**

**d. 1120 – Public Participation at Board Meetings**

**e. 5141.3 – Health Assessments and Immunizations**

**f. 5141.4 – Reporting of Child Abuse**

Brief discussion ensued about each of the proposed, updated policies.

**MOTION:** (Child, Higgins) To move updated policies a. – f. to the full Board for approval.

Unanimous

**6. Other – None.**

**7. Citizen's Participation – None.**

**8. Adjournment**

**MOTION:** (Higgins, Child) To adjourn the meeting at 7:38 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.*

## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 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



# Consolidated Department by Budget - MTD and YTD Encumbrances

## The Woodstock Academy

n: 2/11/2019 at 1:49 PM by William Guillot

Page: 1

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

For 2/11/2019

Report Department: All Departments Report Location: All Locations

|  | M-T-D<br>Actual  | M-T-D<br>Encumbrance | M-T-D<br>Budget | Variance    | Prcnt       | Y-T-D<br>Actual     | Y-T-D<br>Encumbrance | Y-T-D<br>Budget | Variance    | Prcnt       |
|--|------------------|----------------------|-----------------|-------------|-------------|---------------------|----------------------|-----------------|-------------|-------------|
| <b>Expenses</b>                        |                  |                      |                 |             |             |                     |                      |                 |             |             |
| <b>Payroll</b>                         |                  |                      |                 |             |             |                     |                      |                 |             |             |
| <b>Salaries</b>                        |                  |                      |                 |             |             |                     |                      |                 |             |             |
| 5111 Administrator Salaries            | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 747,932.48          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5112 Teacher Salaries                  | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 3,329,687.53        | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5113 Admin-Assistant Salaries          | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 666,590.19          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5114 Maintenance Salaries              | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 319,144.16          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5116 Paraprofessional Salaries         | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 525,808.45          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5117 Technology Salaries               | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 124,125.16          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5118 Custodian Salaries                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 190,952.92          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5119 Housekeepers Salaries             | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 16,782.54           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5121 Substitutes                       | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 64,684.50           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5122 Coaches                           | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 66,091.96           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5123 Student Activity Advisor Salaries | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 4,720.00            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5124 Drivers                           | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 35,874.55           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5126 Admissions Salaries               | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 12,578.59           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5127 Development Salaries              | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 192,342.43          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5128 Boarding Salaries                 | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 11,941.56           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5130 Overtime                          | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 26,169.27           | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Salaries</b>                  | <b>0.00</b>      | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>6,335,426.29</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Benefits</b>                        |                  |                      |                 |             |             |                     |                      |                 |             |             |
| 5210 Group Health                      | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 926,781.58          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5211 Group Life/LTD                    | 4,609.23         | 0.00                 | 0.00            | 0.00        | 0.00        | 36,347.38           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5212 Group Dental                      | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 72,732.24           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5220 FICA/Medicare                     | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 225,245.27          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5232 Other Retirement                  | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 98,350.91           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5250 Unemployment Comp.                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 1,642.00            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5260 Workers' Comp.                    | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 108,868.23          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 5290 Health Savings Account            | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 9,666.66            | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Benefits</b>                  | <b>4,609.23</b>  | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>1,479,634.27</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Total Payroll</b>                   | <b>4,609.23</b>  | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>7,815,060.56</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Other Expenses</b>                  |                  |                      |                 |             |             |                     |                      |                 |             |             |
| <b>Professional Services</b>           |                  |                      |                 |             |             |                     |                      |                 |             |             |
| 6331 Contracted Services               | 17,418.95        | 0.00                 | 0.00            | 0.00        | 0.00        | 599,158.64          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6332 School Physician                  | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 20,750.00           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6333 Tutor Fees                        | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 20,013.25           | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6342 Payroll/HR Services               | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 1,095.45            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6343 Bank Services                     | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 7,040.80            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6350 Mediation Services                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 11,184.55           | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Professional Services</b>     | <b>17,418.95</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>659,242.69</b>   | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Transportation</b>                  |                  |                      |                 |             |             |                     |                      |                 |             |             |
| 6514 Pupil Transportation              | 34,469.00        | 0.00                 | 0.00            | 0.00        | 0.00        | 218,485.94          | 0.00                 | 0.00            | 0.00        | 0.00        |

# Consolidated Department by Budget - MTD and YTD Encumbrances

## The Woodstock Academy

Page: 2

For 2/11/2019

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

Report Department: All Departments Report Location: All Locations

|   | M-T-D<br>Actual  | M-T-D<br>Encumbrance | M-T-D<br>Budget | Variance    | Prcnt       | Y-T-D<br>Actual   | Y-T-D<br>Encumbrance | Y-T-D<br>Budget | Variance    | Prcnt       |
|---|------------------|----------------------|-----------------|-------------|-------------|-------------------|----------------------|-----------------|-------------|-------------|
| 6515 Pupil Transportation-Late Bus              | 34,469.00        | 0.00                 | 0.00            | 0.00        | 0.00        | 2,184.00          | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Transportation</b>                     | <b>34,469.00</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>2,184.00</b>   | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Insurances/Legal</b>                         |                  |                      |                 |             |             |                   |                      |                 |             |             |
| 6518 Legal Services                             | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 44,778.87         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6521 Property Insurance                         | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 66,471.75         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6522 Liability Insurance                        | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 10,664.00         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6524 Umbrella Liability Insurance               | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 65,387.00         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6527 Student Health Insurance                   | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 162,292.17        | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6529 Property Taxes                             | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 23,299.52         | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Insurances/Legal</b>                   | <b>0.00</b>      | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>372,893.31</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>School-Wide Admissions/Recruitment</b>       |                  |                      |                 |             |             |                   |                      |                 |             |             |
| 6532 Postage & Mailing                          | 17.55            | 0.00                 | 0.00            | 0.00        | 0.00        | 4,644.54          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6540 Advertising                                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 16,305.26         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6550 Printing/Binding                           | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 1,389.91          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6551 Promotional Materials                      | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 982.71            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6580 Travel                                     | 60.00            | 0.00                 | 0.00            | 0.00        | 0.00        | 99,703.54         | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total School-Wide Admissions/Recruitment</b> | <b>77.55</b>     | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>123,025.96</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Professional Development</b>                 |                  |                      |                 |             |             |                   |                      |                 |             |             |
| 6581 Conferences/Training                       | 685.00           | 0.00                 | 0.00            | 0.00        | 0.00        | 37,878.66         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6582 Staff Tuition Reimbursement                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 18,095.30         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6583 Summer Curriculum Development              | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 4,935.38          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6590 Other Purchased Services                   | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 1,000.00          | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Professional Development</b>           | <b>685.00</b>    | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>61,909.34</b>  | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Instructional</b>                            |                  |                      |                 |             |             |                   |                      |                 |             |             |
| 6611 Instructional Supplies                     | 114.99           | 0.00                 | 0.00            | 0.00        | 0.00        | 43,952.55         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6615 Maintenance - Instructional                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 8,504.53          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6618 Rental/Leases - Instructional              | 6,083.55         | 0.00                 | 0.00            | 0.00        | 0.00        | 130,824.71        | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6619 Office Supplies                            | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 14,188.77         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6630 Nurse Supplies                             | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 10,686.52         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6641 Textbooks/Workbooks                        | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 20,872.27         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6642 Library Books                              | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 3,308.36          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6643 Periodicals                                | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 153.85            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6670 Computer Software                          | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 179,548.27        | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6692 Resource Books & Subscriptions             | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 1,702.41          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6694 Testing Materials                          | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 729.80            | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6696 Dues/Other Fees                            | 535.00           | 0.00                 | 0.00            | 0.00        | 0.00        | 58,529.99         | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6697 ResLife Activities                         | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 5,282.53          | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6698 Miscellaneous Expenses                     | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 14,336.49         | 0.00                 | 0.00            | 0.00        | 0.00        |
| <b>Total Instructional</b>                      | <b>6,733.54</b>  | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> | <b>492,621.05</b> | <b>0.00</b>          | <b>0.00</b>     | <b>0.00</b> | <b>0.00</b> |
| <b>Equipment</b>                                |                  |                      |                 |             |             |                   |                      |                 |             |             |
| 6731 Replacement Equipment                      | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 117,217.56        | 0.00                 | 0.00            | 0.00        | 0.00        |
| 6733 New Equipment                              | 0.00             | 0.00                 | 0.00            | 0.00        | 0.00        | 28,114.82         | 0.00                 | 0.00            | 0.00        | 0.00        |



# Consolidated Department by Budget - MTD and YTD Encumbrances The Woodstock Academy

11/2/2019 at 1:49 PM by William Guillot

Page: 3

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

For 2/11/2019

Report Department: All Departments Report Location: All Locations

|                                   | M-T-D<br>Actual | M-T-D<br>Encumbrance | M-T-D<br>Budget | Variance | Prnt | Y-T-D<br>Actual | Y-T-D<br>Encumbrance | Y-T-D<br>Budget | Variance | Prnt |
|-----------------------------------|-----------------|----------------------|-----------------|----------|------|-----------------|----------------------|-----------------|----------|------|
| <b>Total Equipment</b>            | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 145,332.38      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Debt Service</b>               |                 |                      |                 |          |      |                 |                      |                 |          |      |
| 6830 Interest Expense             | 7,956.24        | 0.00                 | 0.00            | 0.00     | 0.00 | 260,202.60      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Debt Service</b>         | 7,956.24        | 0.00                 | 0.00            | 0.00     | 0.00 | 260,202.60      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Facility Maintenance</b>       |                 |                      |                 |          |      |                 |                      |                 |          |      |
| 7421 Disposal Services            | 2,005.13        | 0.00                 | 0.00            | 0.00     | 0.00 | 43,396.25       | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7423 Custodial Supplies           | 149.63          | 0.00                 | 0.00            | 0.00     | 0.00 | 72,188.63       | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7432 Repairs & Maintenance        | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 379,580.68      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Facility Maintenance</b> | 2,154.76        | 0.00                 | 0.00            | 0.00     | 0.00 | 495,165.56      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Utilities</b>                  |                 |                      |                 |          |      |                 |                      |                 |          |      |
| 7531 Telephone                    | 322.33          | 0.00                 | 0.00            | 0.00     | 0.00 | 24,640.63       | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7540 Internet Services            | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 10,592.54       | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7622 Electricity                  | 12.45           | 0.00                 | 0.00            | 0.00     | 0.00 | 289,197.99      | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7623 LP Gas                       | 296.50          | 0.00                 | 0.00            | 0.00     | 0.00 | 16,283.37       | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7624 Heating Oil                  | 7,415.64        | 0.00                 | 0.00            | 0.00     | 0.00 | 168,547.10      | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7626 Vehicle Fuel                 | 3,748.49        | 0.00                 | 0.00            | 0.00     | 0.00 | 20,727.93       | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Utilities</b>            | 11,795.41       | 0.00                 | 0.00            | 0.00     | 0.00 | 530,089.56      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Food Service</b>               |                 |                      |                 |          |      |                 |                      |                 |          |      |
| 7630 Reduced Lunch Expense        | 1,428.32        | 0.00                 | 0.00            | 0.00     | 0.00 | 4,158.72        | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7631 Food Subsidy                 | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 431,526.85      | 0.00                 | 0.00            | 0.00     | 0.00 |
| 7650 Homestay Fees                | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 4,950.00        | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Food Service</b>         | 1,428.32        | 0.00                 | 0.00            | 0.00     | 0.00 | 440,635.57      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Agent Fees</b>                 |                 |                      |                 |          |      |                 |                      |                 |          |      |
| 7732 Agent Commission Fees        | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 311,890.83      | 0.00                 | 0.00            | 0.00     | 0.00 |
|                                   | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 4,000.00        | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Agent Fees</b>           | 0.00            | 0.00                 | 0.00            | 0.00     | 0.00 | 315,890.83      | 0.00                 | 0.00            | 0.00     | 0.00 |
| <b>Total Expenses</b>             | 87,328.00       | 0.00                 | 0.00            | 0.00     | 0.00 | 11,932,739.35   | 0.00                 | 0.00            | 0.00     | 0.00 |



# Revenue Report Detail The Woodstock Academy

For 2/11/2019

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

Report Department: All Departments Report Location: All Locations

| Revenues                             | M-T-D<br>Actual | M-T-D<br>Budget | Variance        | Prcnt       | Y-T-D<br>Actual      | Y-T-D<br>Budget | Variance             | Prcnt       |
|--------------------------------------|-----------------|-----------------|-----------------|-------------|----------------------|-----------------|----------------------|-------------|
| <b>Tuition</b>                       |                 |                 |                 |             |                      |                 |                      |             |
| 4000 Per Pupil - Private Day         | 0.00            | 0.00            | 0.00            | 0.00        | 98,800.00            | 0.00            | 98,800.00            | 0.00        |
| 4001 Per Pupil - Private Boarding    | 0.00            | 0.00            | 0.00            | 0.00        | 4,792,435.01         | 0.00            | 4,792,435.01         | 0.00        |
| 4002 Per Pupil - Woodstock           | 0.00            | 0.00            | 0.00            | 0.00        | 6,313,721.68         | 0.00            | 6,313,721.68         | 0.00        |
| 4003 Per Pupil - Eastford            | 0.00            | 0.00            | 0.00            | 0.00        | 707,187.05           | 0.00            | 707,187.05           | 0.00        |
| 4004 Per Pupil - Pomfret             | 0.00            | 0.00            | 0.00            | 0.00        | 2,449,131.41         | 0.00            | 2,449,131.41         | 0.00        |
| 4005 Per Pupil - Brooklyn            | 0.00            | 0.00            | 0.00            | 0.00        | 2,551,701.77         | 0.00            | 2,551,701.77         | 0.00        |
| 4006 Per Pupil - Canterbury          | 0.00            | 0.00            | 0.00            | 0.00        | 1,456,053.10         | 0.00            | 1,456,053.10         | 0.00        |
| 4008 Per Pupil - Union               | 0.00            | 0.00            | 0.00            | 0.00        | 527,662.81           | 0.00            | 527,662.81           | 0.00        |
| 4020 Special Education - EASTCONN    | 0.00            | 0.00            | 0.00            | 0.00        | 122,085.00           | 0.00            | 122,085.00           | 0.00        |
| 4039 Tutor Fee                       | 0.00            | 0.00            | 0.00            | 0.00        | 19,018,777.83        | 0.00            | 19,018,777.83        | 0.00        |
| <b>Total Tuition</b>                 | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b> | <b>19,018,777.83</b> | <b>0.00</b>     | <b>19,018,777.83</b> | <b>0.00</b> |
| <b>Fees</b>                          |                 |                 |                 |             |                      |                 |                      |             |
| 4036 Student Insurance               | 0.00            | 0.00            | 0.00            | 0.00        | 204,333.34           | 0.00            | 204,333.34           | 0.00        |
| 4037 Application Fee                 | 0.00            | 0.00            | 0.00            | 0.00        | 100.00               | 0.00            | 100.00               | 0.00        |
| 4038 forfeited deposits & Write Offs | (2,156.51)      | 0.00            | (2,156.51)      | 0.00        | 1,841.49             | 0.00            | 1,841.49             | 0.00        |
| 4208 Damage/Loss Fees                | 128.95          | 0.00            | 128.95          | 0.00        | 6,246.09             | 0.00            | 6,246.09             | 0.00        |
| 4210 Test Fees                       | 1,322.00        | 0.00            | 1,322.00        | 0.00        | 19,993.88            | 0.00            | 19,993.88            | 0.00        |
| <b>Total Fees</b>                    | <b>(705.56)</b> | <b>0.00</b>     | <b>(705.56)</b> | <b>0.00</b> | <b>232,514.80</b>    | <b>0.00</b>     | <b>232,514.80</b>    | <b>0.00</b> |
| <b>Sales</b>                         |                 |                 |                 |             |                      |                 |                      |             |
| 4050 Store Sales                     | 0.00            | 0.00            | 0.00            | 0.00        | 11,826.87            | 0.00            | 11,826.87            | 0.00        |
| 4304 P & L Sale of Fixed Assets      | 0.00            | 0.00            | 0.00            | 0.00        | 1,000.00             | 0.00            | 1,000.00             | 0.00        |
| 5001 Cost of Goods Sold              | 0.00            | 0.00            | 0.00            | 0.00        | (7,519.94)           | 0.00            | (7,519.94)           | 0.00        |
| <b>Total Sales</b>                   | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b> | <b>5,306.93</b>      | <b>0.00</b>     | <b>5,306.93</b>      | <b>0.00</b> |
| <b>Facilities Income</b>             |                 |                 |                 |             |                      |                 |                      |             |
| 4202 Facilities Rental Income        | 250.00          | 0.00            | 250.00          | 0.00        | 22,953.00            | 0.00            | 22,953.00            | 0.00        |
| 4206 Athletic Fees                   | 120.00          | 0.00            | 120.00          | 0.00        | 10,380.57            | 0.00            | 10,380.57            | 0.00        |
| 4600 Rental Income                   | 0.00            | 0.00            | 0.00            | 0.00        | 37,500.00            | 0.00            | 37,500.00            | 0.00        |
| <b>Total Facilities Income</b>       | <b>370.00</b>   | <b>0.00</b>     | <b>370.00</b>   | <b>0.00</b> | <b>70,833.57</b>     | <b>0.00</b>     | <b>70,833.57</b>     | <b>0.00</b> |
| <b>Investment Income</b>             |                 |                 |                 |             |                      |                 |                      |             |
| 4100 Interest Income                 | 0.00            | 0.00            | 0.00            | 0.00        | 2,554.65             | 0.00            | 2,554.65             | 0.00        |
| 4350 Dividends and Interest          | 0.00            | 0.00            | 0.00            | 0.00        | 1,036.90             | 0.00            | 1,036.90             | 0.00        |
| 4353 Unrealized Gains/Losses         | 0.00            | 0.00            | 0.00            | 0.00        | 0.00                 | 0.00            | 0.00                 | 0.00        |
| 4355 Realized Gains/Losses           | 0.00            | 0.00            | 0.00            | 0.00        | 0.00                 | 0.00            | 0.00                 | 0.00        |
| <b>Total Facilities Income</b>       | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b>     | <b>0.00</b> | <b>3,591.55</b>      | <b>0.00</b>     | <b>3,591.55</b>      | <b>0.00</b> |
| <b>Other Income</b>                  |                 |                 |                 |             |                      |                 |                      |             |
| 4207 Miscellaneous Revenue           | 100.00          | 0.00            | 100.00          | 0.00        | 7,019.00             | 0.00            | 7,019.00             | 0.00        |
| 4400 Gifts & Donations               | 0.00            | 0.00            | 0.00            | 0.00        | 1,000.00             | 0.00            | 1,000.00             | 0.00        |
| 4810 Grants                          | 0.00            | 0.00            | 0.00            | 0.00        | 201,634.53           | 0.00            | 201,634.53           | 0.00        |
| <b>Total Other Income</b>            | <b>100.00</b>   | <b>0.00</b>     | <b>100.00</b>   | <b>0.00</b> | <b>209,653.53</b>    | <b>0.00</b>     | <b>209,653.53</b>    | <b>0.00</b> |

Revenue Report Detail  
The Woodstock Academy

For 2/11/2019

port Mask: ? ? ? ? ? ? ? ? ? ? ? ? ? ? ? ?

port Department: All Departments Report Location: All Locations

|                | M-T-D    |        | M-T-D         |        | Y-T-D         |        | Y-T-D         |       |
|----------------|----------|--------|---------------|--------|---------------|--------|---------------|-------|
|                | Actual   | Budget | Actual        | Budget | Actual        | Budget | Variance      | Pront |
| Total Revenues | (235.56) | 0.00   | 19,540,678.21 | 0.00   | 19,540,678.21 | 0.00   | 19,540,678.21 | 0.00  |

## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 6

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





## February Updates from the Associate Head of School

### What's Happening...

#### School Programs:

- WA was named a Top 10 High School by the UConn Early College Experience Program; WA was #9 with 193 students enrolled and 1359 credit hours taken!
- The WA Science Department inducted 36 students into the Science National Honor Society on its inaugural induction!
- Jazz Band finished in 2<sup>nd</sup> Place at the Berklee Jazz Festival! 🎵
- Prep Gold won the Spaulding HoopHall Tournament at the end of January.
- The Gymnastics team won the Class S State Championship! This is the team's 9<sup>th</sup> straight Class S/M title!

#### Student Achievements:

- 11 Athletes were named to the National Academic Field Hockey Squad (the largest group in the history of the program): Kate Boshka (W), Danielle Chaput (E), Emma Durand (W), Anya Farutin (W), Tessa Houlihan (W), Avery Jones (U), Paige Kasacek (C), Madelyn Lecuyer (W), Madison Skellett (B), Victoria Staples (P), Hannah Wotton (W).
- The following musicians were selected to perform in the Connecticut All-State Choir in April: Sophia Mawson (P), Zach Paige (P), and Meg Ritzau (T).
- The following students won awards at the Boston University Model UN Conference: Natalie Low—Best Delegate (P), Morgan Zajac—Best Position Paper (W), Julia Schad—Honorable Mention (P), Hallie Saracina—Commendation (W), Lauren Semancik—Outstanding Delegate (P), Alyssa Arends—Best Delegate (B), Austen LeDonne—Commendation (W), JT Feragne—Outstanding Delegate (P), Liam McDermott—Outstanding Delegate (W), and Peter Spada—Commendation (W).
- At the Georgetown Model UN Conference, the following students were bestowed awards: Madi Wilcox—Commendation (B), Natalie Low—Commendation (P), Lauren Semancik—Commendation (P), Bella Garbutt—Commendation (B), and Peter Spada—Honorable Mention (W).

#### Staff and Faculty:

- **Val May** was invited to be an AP reader for the biology test again in June!
- **Lauren Gagnon** was selected to be an AP reader for the US History test in June!
- **Val May** has been selected to present at the National Science Teacher's Association's national convention in April for the Howard Hughes Medical Institute.
- **Nick Defeo** was recently appointed as Head Coach of the new Notre Dame High School Prep Basketball program!

### Upcoming Events...

03/01 – WA Talent Show, 6:30 PM, The Bates Auditorium (tickets available at the door)  
03/05 – The Spring Concert: Chorus, 6:00 PM, The Center for the Arts  
03/08 – The Guess Who concert with special guest Granite, 5:30 PM, The Center (tickets available online: <https://www.woodstockacademy.org/thecenter/events>)  
03/07 – College Planning Night, 6:30 PM, Bates Auditorium  
03/05 – Spring Concert: Band, 6:00 PM, The Center for the Arts  
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: Vance Johnson, Tim Ryan, and John Lally.  
03/30 – Farm to table event and closing of *Locally Sourced*. (purchase tickets at [woodstockacademy.org/locallysourced](https://www.woodstockacademy.org/locallysourced))

## CIAC Rule Change for Students with F-1 Visas

"All F-1 Visa students attending a CIAC member school are ineligible for participation in varsity athletics for 365 days upon enrollment and may only participate in varsity competitions for two years."

### Application of the new language:

- All students entering WA on a F-1 Visa will need to participate on sub-varsity for their first year at WA;
- If these students come as freshmen, they should play a minimum of two years of sub-varsity, and then be eligible for varsity status as a junior;
- If no sub-varsity program is available, these students may practice with varsity programs, but cannot play in varsity competitions;
- In sports programs where there is only one competitive event for sub-varsity and varsity (i.e. track, cross-country), these students will be considered "non-scoring" athletes; and
- This participation rule does not apply to CIAC sponsored activities: e-sports, dance, cheerleading, unified sports.
- This new rule goes into effect for the 2019-2020 school year.

### Implications of the new language:

- WA will continue to recruit students to come to WA for academics; we will, however, collect data on the student's involvement in athletics so that we may convey information correctly.
- We have requested that our agents focus more on sending us students in 9<sup>th</sup> & 10<sup>th</sup> grade. We cannot continue to use some of our current agents that only deal with athletes.
- Students coming to WA for only one year will not be eligible to play varsity sports. (For the 18-19 school year, this would have affected 16 seniors (3 played sports) and 3 juniors that played on varsity).
- There may be a decline in our dorm diversity.

## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 7

- 7. Woodstock Academy Administration Reports
  - d. Head of School Report
    - i. 2019-2020 Budget Presentation

Handouts to be distributed at the meeting.

Suggested Motion:

*I move to accept the 2019-2020 Budget as presented.*



## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 8

- 7. Woodstock Academy Administration Reports
  - d. Head of School Report
    - ii. New and Revised Policies—First Reads

## 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

### 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 that conform to 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 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 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
  - Contributes 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 of School
    - 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, 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.

#### 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 in leading and managing the school. Together:

- The Board and Head 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 the board, the school, and the larger 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; and
    - 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
  - 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 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 Fiance and Operations** and the Treasurer of the Board, for developing and monitoring the organization's budget.

#### Illustration of Board/Head Partnership

|  |  |
|--|--|
| <b>Governance</b> { <ul style="list-style-type: none"> <li>Policy &amp; Bylaws</li> <li>Financial Plan</li> <li>Development</li> <li>Mission &amp; Strategic Plan</li> <li>Conflict of Interest</li> <li>Delegation to Head</li> </ul> | Board's Decisions<br><br><br><br><br>Head's Advice |
| <b>Partnership</b> { <ul style="list-style-type: none"> <li>Head Evaluation</li> <li>Financial Mgmt</li> <li>Employment Contracts</li> <li>Public Relations</li> <li>Admissions &amp; Enrollment</li> </ul>                            | Shared<br><br><br><br><br>Decisions                |
| <b>Operational</b> { <ul style="list-style-type: none"> <li>Program &amp; Staffing</li> <li>Systems &amp; Operations</li> <li>Staff Hiring &amp; Dismissal</li> <li>Student Admit &amp; Dismissal</li> </ul>                           | Board's Advice<br><br><br><br><br>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





## 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 employed 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

## ACADEMY BOARD OF TRUSTEES



### BOARD MEETING

Meeting date: Tuesday, February 26, 2019  
Time: 7:00 PM  
Location: Student Commons - North Campus

## ATTACHMENT 9

- 7. Woodstock Academy Administration Reports
  - d. Head of School Report
    - iii. Legislative Update



362 Sec. 7. (NEW) (*Effective July 1, 2019*) For the fiscal year ending June  
363 30, 2020, and each fiscal year thereafter, each regional board of  
364 education shall establish a regional board of finance to review and  
365 make any recommendations on the budget and expenses of the  
366 regional board of education.

367 Sec. 8. Section 10-15e of the general statutes is repealed and the  
368 following is substituted in lieu thereof (*Effective July 1, 2019*):

369 (a) All provisions of the general statutes concerning teachers shall  
370 apply to teachers employed by incorporated or endowed high schools  
371 or academies approved under the provisions of section 10-34, as  
372 amended by this act. Teachers who are not certified and employed by  
373 such high schools or academies prior to June 30, 1983, shall be  
374 excluded from the provisions of this section until certified.

375 (b) All provisions of the general statutes concerning education,  
376 except those provisions relating to the eligibility for noncompetitive  
377 state aid unless otherwise provided, shall apply to the operation of an  
378 incorporated or endowed high school or academy.

379 Sec. 9. Section 10-34 of the general statutes is repealed and the  
380 following is substituted in lieu thereof (*Effective July 1, 2019*):

381 (a) The State Board of Education may examine any incorporated or  
382 endowed high school or academy in this state and, if it appears that  
383 such school or academy meets the requirements of the State Board of  
384 Education for the approval of public high schools, said board may  
385 approve such school or academy under the provisions of this part, and  
386 any town in which a high school is not maintained shall pay the whole  
387 of the tuition fees of pupils attending such school or academy, except if  
388 it is a school under ecclesiastical control.

389 (b) Each incorporated or endowed high school or academy  
390 approved by the State Board of Education shall be operated by a  
391 governing board. The membership of such governing board shall  
392 include, but need not be limited to, a representative selected by each

393 local or regional board of education that sends more than fifty students  
394 to such incorporated or endowed high school or academy. Such  
395 representative may be the superintendent of schools employed by such  
396 board of education.

397 (c) The governing board of each incorporated or endowed high  
398 school or academy approved by the State Board of Education shall post  
399 on any Internet web site the governing board operates the (1) schedule,  
400 (2) agenda, and (3) minutes of each meeting, including any meeting of  
401 subcommittees of the governing board.

402 (d) Each incorporated or endowed high school or academy  
403 approved by the State Board of Education shall submit annually, to the  
404 Commissioner of Education, (1) a certified audit statement of all  
405 revenues from public and private sources and expenditures related to  
406 such governing board's function as a governing board of an  
407 incorporated or endowed high school or academy in this state, and (2)  
408 a complete copy of such governing board's most recently completed  
409 Internal Revenue Service form 990, including all parts and schedules,  
410 other than Schedule B of such form.

411 (e) The Commissioner of Education shall post any reports, certified  
412 audit statements and forms submitted to the Department of Education  
413 regarding an incorporated or endowed high school or academy  
414 approved by the State Board of Education on the department's Internet  
415 web site not later than thirty days after receiving such reports,  
416 statements or forms. The commissioner shall identify any governing  
417 board of an incorporated or endowed high school or academy that did  
418 not submit a report, certified audit statement or form for the current  
419 reporting period and post such information on the department's  
420 Internet web site not later than thirty days after failing to receive such  
421 reports, statements or forms.

422 (f) Prior to the adoption of an annual budget by the governing board  
423 of an incorporated or endowed high school or academy approved by  
424 the State Board of Education, the sections of such budget that receive



425 public funds shall be (1) reviewed by the local and regional boards of  
426 education that send students to such incorporated or endowed high  
427 school or academy, and (2) subject to a public hearing.

428 Sec. 10. Subdivision (1) of subsection (a) of section 10-233d of the  
429 general statutes is repealed and the following is substituted in lieu  
430 thereof (*Effective July 1, 2019*):

431 (a) (1) Any local or regional board of education, at a meeting at  
432 which three or more members of such board are present, or the  
433 impartial hearing board established pursuant to subsection (b) of this  
434 section, may expel, subject to the provisions of this subsection, any  
435 pupil in grades three to twelve, inclusive, whose conduct on school  
436 grounds or at a school-sponsored activity is violative of a publicized  
437 policy of such board ~~for~~<sup>for</sup> and is seriously disruptive of the educational  
438 process or endangers persons or property or whose conduct off school  
439 grounds is violative of such policy and is seriously disruptive of the  
440 educational process, provided a majority of the board members sitting  
441 in the expulsion hearing vote to expel and that at least three  
442 affirmative votes for expulsion are cast. In making a determination as  
443 to whether conduct is seriously disruptive of the educational process,  
444 the board of education or impartial hearing board may consider, but  
445 such consideration shall not be limited to: (A) Whether the incident  
446 occurred within close proximity of a school; (B) whether other students  
447 from the school were involved or whether there was any gang  
448 involvement; (C) whether the conduct involved violence, threats of  
449 violence or the unlawful use of a weapon, as defined in section 29-38,  
450 and whether any injuries occurred; and (D) whether the conduct  
451 involved the use of alcohol.

452 Sec. 11. (*Effective from passage*) (a) The Department of Education, in  
453 consultation with the Office of Early Childhood, Department of  
454 Children and Families, Department of Public Health, Office of Higher  
455 Education, parents of students receiving special education services and  
456 representatives from school districts, regional educational service  
457 centers, the Connecticut Chapter of the American Academy of



927 fees and court costs related to litigation shall be eligible for state school  
928 construction grant assistance only if the grant applicant is the  
929 prevailing party in any such litigation.

930 (j) The percentage determined pursuant to this section for a school  
931 building project grant for a diversity school, approved pursuant to  
932 section 10-286h, as amended by this act, shall be increased by ten  
933 percentage points.

934 Sec. 24. Subsection (b) of section 10-285b of the general statutes is  
935 repealed and the following is substituted in lieu thereof (*Effective July*  
936 *1, 2019*):

937 (b) The percentage of school building project grant money each  
938 incorporated or endowed high school or academy may be eligible to  
939 receive under the provisions of subsection (a) of this section shall be  
940 determined by its ranking. The ranking shall be determined by (1)  
941 multiplying the total population, as defined in section 10-261, of each  
942 town which at the time of application for such school construction  
943 grant commitment has designated such school as the high school for  
944 such town for a period of not less than five years from the date of such  
945 application, by such town's percentile ranking, as determined in  
946 subsection (a) of section 10-285a, as amended by this act, (2) adding  
947 together the figures for each town determined under subdivision (1) of  
948 this subsection, and (3) dividing the total computed under subdivision  
949 (2) of this subsection by the total population of all towns which  
950 designate the school as their high school under subdivision (1) of this  
951 subsection. The ranking determined pursuant to this subsection shall  
952 be rounded to the next higher whole number. Such high school or  
953 academy shall receive the reimbursement percentage of a town with  
954 the same rank increased by five per cent, except that the  
955 reimbursement percentage of such high school or academy shall not  
956 exceed ~~eighty-five~~<sup>sixty</sup> per cent.

957 Sec. 25. Section 10-285c of the general statutes is repealed and the  
958 following is substituted in lieu thereof (*Effective July 1, 2019*):