



## THE WOODSTOCK ACADEMY BOARD OF TRUSTEES NOTICE OF MEETING

### AGENDA

**Date:** Tuesday, January 15, 2019  
**Time:** 7:00 p.m.  
**Location:** Student Commons - North Campus

1. **Call to Order**
2. **Head of School Recognition**—November, December, January Honorees
3. **Board of Trustee Recognition**—John Rauh
4. **Teacher of the Year Presentation**—Sara Dziedzic
5. **Community Participation** (3/5 minutes/participant)
6. **Secretary's Report**—Minutes of December 18, 2018 (Attachment 1)
7. **Student Council Report**
8. **Board Reports**
  - a. **President's Report**
    - i. Correspondence (Attachment 2)
    - ii. Policy Discussion: WA Trustee President Emeritus (Attachment 3)
  - b. **Committee Reports** - questions/discussion on reports provided in packet (Attachment 4)
9. **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. 2017-2018 Audit Approval (Attachment 6)
    - iv. Other
    - v. Board questions/discussion
  - b. **Associate Head of School Report**
    - i. January Update (Attachment 7)
    - ii. Other
    - iii. Board questions/discussion
  - c. **Associate Head of School for Advancement**
    - i. Center for the Arts
    - ii. Giving Update
    - iii. Fundraising Priority Update
    - iv. Other
    - v. Board questions/discussion
  - d. **Head of School Report**
    - i. 2019-2020 Calendars (BOT, Academic, Residential Life) (Attachment 8)
    - ii. 2019-2020 Budget Presentation
    - iii. Other
    - iv. Board questions/discussion
10. **Other Items**
11. **Executive Session**—Head of School's Review
12. **Citizen's Participation** (3/5 minutes/participant)
13. **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, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

### 6. Secretary's Report—Minutes of December 18, 2018 (Attachment 1)

**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**December 18, 2018**



These minutes are for  
informational purposes only.

**PRESENT:** Asikainen, Samantha; Beckwith, Martha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Davis, Cliff; Duvall, Nancy (C ); Frankhouser, Hans (W ); Higgins, Edwin (7:28); Johnston, Kevin (7:33); Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio) (7:13); Marmat, Gerald (E ); McGinn, Walter; Morse, David; Musumeci, Joseph; Paquette, Philippa; Swenson, Christine; Teed, David; Trivella, Joan (B ); Tuttle, Brent (P)

**ADMINISTRATION:** Favreau, Amy; Guillot, William; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Woodland, Julie

**ABSENT WITH NOTIFICATION:** Child, Barbara; Young, Scott

**ABSENT:** Field, David

**GUESTS:** Eric Chalupka; Joel Trethaway

**1. Call to order**

The meeting was called to order by President Swenson at 7:05 p.m.

**2. Secretary's Report**

**MOTION:** (Kelly/Musumeci) To approve the minutes of October 23, 2018 as presented.

Unanimous

**3. Board Reports**

**a. President's Report—Correspondence**

Head of School Sandford explained the various pieces of correspondence.

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

No questions were asked about the meeting minutes included in the packet.

**4. Brief Recess for Annual Trustee Group Photo**

A recess was held between 7:14 p.m. and 7:17 p.m. in order to take the annual trustee group photo.

**5. Executive Session**

**a. Personnel Update**

**b. Contracts**

**MOTION:** (Musumeci/Davis) To enter into executive session at 7:18 p.m. for the purpose of discussing personnel matters and contract negotiations, inviting C. Sandford, H. Singleton, A. Favreau, J. Sturdevant and B. Guillot to participate.

Unanimous

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

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

**MOTION:** (Morse/Tuttle) To reduce Caitlyn Alger's course load by one class for the second semester, unless other staffing scenarios present themselves before the start of the second semester, as reviewed in executive session.

Unanimous

**MOTION:** (Davis/Bentley) To approve the Agreement between The Woodstock Academy Board of Trustees and the Local 1303-300 Chapter of AFSCME for the years of October 1, 2018 to September 30, 2021.



Unanimous

**MOTION:** (Bentley/Morse) To approve the Agreement between The Woodstock Academy Board of Trustees and The Woodstock Academy Education Association for the years of July 1, 2019 to June 30, 2022.

Unanimous

## **7. Woodstock Academy Administration Reports—Updated Enrollment Management (white paper)**

Head of School Sanford reviewed the Updated Enrollment Management Plan (white paper) with the Board. The document was created by administration in response to suggestions provided by independent consultant, William Kummel of Rational Partners. Administration was seeking direction about Board goals and future actions.

A. Favreau provided an update about world-wide recruiting efforts and the status of agent contracts. Head of School Sanford and A. Favreau described a “2+1” program partnership being considered with a school in China. In this “2+1” program, Chinese day students attend a school in China, taking WA-curriculum classes, in English, for two years plus two summers. The student attends WA for twelfth grade. Advantages include no financial risk; no agency fees or in-house recruiting dollars need to be paid; this model has already been successful with other independent schools; students pay WA for summers and grade 12; these are students who would not typically attend WA (only boarding for one year); WA teachers who participate in China are paid by the partner school; we are able to get to know these students ahead of their senior year; no ELL will be needed/we manage student proficiency in English; enrollment numbers will be controlled and limited; and we already have a relationship/trust with the people involved. A disadvantage mentioned was limited ability to form relationships with the parents whose children only live at WA for one year. Discussion ensued. Board consensus was to move forward with this partnership—sending Dr. Harten to work on curriculum in April 2019 with the support of the Academic Committee, and provide updates to the Board.

Bill Kummel’s suggestion to expand recruiting efforts beyond Asia as a way to diversify the student population and reduce financial risk was discussed. Board consensus was to increase the recruiting/travel budget in order to develop other markets.

Significant discussion occurred around the possibility of offering a day program to serve gifted, local seventh and eighth grade day students not currently attending public school from a sending town. So many questions and considerations were raised that Board consensus was to revisit the topic at the Board Retreat in fall 2019. A 3-year plan should be developed (similar to the international program many years ago), and should include profitability and value to potential students.

The idea of developing a summer program for international students was discussed. Considerations included the installation and cost of operation of air conditioning in dorms as well as the need for summer staff. Different ways to utilize South campus were discussed, as well as the need to perform upkeep and maintenance when school is not in session.

The concept of developing a 5-day boarding program was considered. Considerations included the cost of investing money to get traction in larger markets.

Discussion ensued about developing an additional prep sport for female athletes. Finding the right coach and ensuring enough practice time were mentioned as challenges.

Board consensus was to move forward on the “2+1” program and increasing worldwide recruiting efforts immediately. Other proposals could be considered at the Board Retreat in fall 2019.



8. Other Items – None.

9. Adjournment

MOTION: (Morse/Johnston) To adjourn the meeting at 9:09 p.m.  
Unanimous

Respectfully submitted,

*Julie Woodland*

Julie Woodland  
Board Clerk

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

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

(Attachment 2)





December 21, 2018

Ms. Jennifer Moore  
Woodstock Academy  
57 Academy Road  
Woodstock, CT 06281

Dear Ms. Moore:

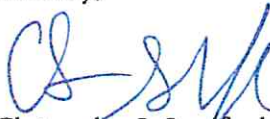
I am in receipt of your letter dated December 18, 2018, voluntarily reducing your employment status to a .67 level position to be effective during the second semester of FY 2018-2019. This is to notify you that I accept your voluntary offer on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students and our mission.

You will be eligible for medical benefits and other benefits on a pro-rata basis as described under the collective bargaining agreement between the Board and the WAEA, Article III, Section F. You may elect to participate in the dental plan at your own cost.

If you have any questions, you may contact my office directly.

Sincerely,

  
Christopher J. Sanford  
Head of School

Cc: Board of Trustees

H. Singleton  
C. Jolliff  
Personnel File

*Thank you Jan!*



December 21, 2018

Ms. JoAnn Johnson  
Woodstock Academy  
57 Academy Road  
Woodstock, CT 06281

Dear Ms. Johnson:

I am in receipt of your letter dated December 20, 2018, voluntarily resigning your position as Department Head for the Career, Family and Technology Department and reducing your teaching responsibilities to .67 status to be effective during FY 2019-2020. This is to notify you that I accept your voluntary offer 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 as a Department Head for the Career, Family and Technology Department at The Academy for past 27 years are greatly appreciated.

You will be eligible for medical benefits and other benefits on a pro-rata basis as described under the collective bargaining agreement between the Board and the WAEA, Article III, Section F. You may elect to participate in the dental plan at your own cost.

If you have any questions, you may contact my office directly.

Sincerely,

Christopher J. Sandford  
Head of School

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





December 21, 2018

Ms. Jayne Collins  
Woodstock Academy  
57 Academy Road  
Woodstock, CT 06281

Dear Ms. Collins:

I am in receipt of your retirement letter dated December 21, 2018. 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 as a World Languages teacher at The Academy for past 35 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 and friends. You will be missed!

Sincerely,

Christopher J. Sandford  
Head of School

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

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



January 7, 2019

Keith Landin  
198 Westford Hill Road  
Ashford, CT 06278

Dear Mr. Landin:

I am in receipt of your resignation, effective on January 7, 2019. This is to notify you that I accept your resignation 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 service as vocational technology teacher is appreciated.

I wish you well, now and in the future.

Sincerely,

Christopher Sandford  
Head of School

Cc: Board of Trustees  
H. Singleton  
Personnel

*Thank you for your  
dedication to our mission.  
Wishing you luck in the  
next chapter!*





January 7, 2019

Danielle Oñate  
185 Moosup Pond Road  
Danielson, CT 06239

Dear Mrs. Oñate:

*Danielle:*

This letter is to notify you that your request for maternity leave, as outlined in your letter dated January 7, 2019, is approved on behalf of The Woodstock Academy Board of Trustees.

In your letter, you state that you expect to work until February 22, 2019. You have requested paid leave for 71.5 days, and request unpaid leave for the remainder of the Spring 2019 semester. You plan to return to work for the start of the 2019-2020 school year. Your request to attend the three Professional Development Days in June 2019 is granted as long as you can give Mrs. Wajer a doctor's note approving your return to work. Please coordinate your leave with Mr. Rhault and Mrs. Singleton.

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

Sincerely,

Christopher Sandford  
Head of School

*Congratulations!*

Cc: Board of Trustees

H. Singleton  
W. Guillot  
R. Rhault  
C. Jolliff, WAEA  
Personnel File



January 8, 2019

Luis Miranda  
210 Paine Road  
Pomfret Center, CT 06259

Dear Luis:

It is with great pleasure that I inform you that you have been chosen to receive the January 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 January 15, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by January 14, 2019.

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

Sincerely,

Christopher Sandford  
Head of School

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





January 8, 2019

Liam McDermott  
59 Deer Meadow Lane  
Woodstock, CT 06281

Dear Liam:

It is with great pleasure that I inform you that you have been chosen to receive the January 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 January 15, 2019 meeting of the Board of Trustees, and we invite you and your family to attend. The meeting begins at 7:00 p.m. in the Commons. Please confirm your attendance with Mrs. Woodland, in my office in the Bracken Administrative Center, by January 14, 2019.

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

Sincerely,

Christopher Sandford  
Head of School

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



January 9, 2019

Mr. and Mrs. Phillip Sleeman  
149 Goose Lane  
Tolland, CT 06084

Dear Mr. and Mrs. Sleeman:


On behalf of The Woodstock Academy Community, I wish to extend our appreciation for your donation of a complete set of the *International Journal of Instructional Media* to the Bracken Memorial Library.

This generous contribution will help us to provide our students with diverse educational experiences which foster a sense of respect for self and others, and will encourage active investment in family, school, community, and the world.

The Board of Trustees, administration, faculty and staff are grateful for your dedication to our students. Your donation, valued at \$4,800 will undoubtedly benefit all the members of our school community for many years to come.

Please accept our sincere gratitude.

Sincerely,

  
Christopher J. Sandford  
Head of School

*Thanking you  
for thinking  
of our school community!*

Cc: Board of Trustees

W. Guillot, Interim Associate Head of School for Finance and Operations

D. Sharpe, Librarian

# You are Invited



## **CABE Area 4 Legislative Breakfast**

Ashford, Brooklyn, Canterbury, Eastford, Griswold, Killingly, Plainfield, Pomfret,  
Putnam, Sprague, Sterling, Thompson, Union, Woodstock, Woodstock Academy,  
EASTCONN

Connecticut State Senators & Connecticut State Representatives

Senate District 18, 19, 29, 35  
House District 44, 45, 47, 50, 51, 53

**Wednesday, January 23, 2019**  
(Snow date: Friday, January 25th, 2019)

**7:30 am - 9:30 am**  
**Brooklyn Middle School Cafeteria**  
**119 Gorman Road**  
**Brooklyn, CT 06234**

Hosted by CABE Area 4 Chair Joan Trivella, Brooklyn Board of Education

**RSVP by Thursday, January 17, 2019**  
**[grimes@brooklynschools.org](mailto:grimes@brooklynschools.org)**

**Or**

**860-774-9153**

Please come!

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

### 8. Board Reports

#### a. President's Report

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

(Attachment 3)



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

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

### 8. Board Reports b. Committee Reports

(Attachment 4)



**MINUTES OF THE MEETING**  
**THE WOODSTOCK ACADEMY**  
**BOARD OF TRUSTEES**  
**ACADEMIC COMMITTEE**  
**December 10, 2018**



These minutes are for  
informational purposes only.

**PRESENT:** Musumeci, Joseph; Paquette, Philippa; Harten, Michael; May, Val; Musko, Jason; Singleton, Holly; Walley, David; Chen, Yilin (alternate); Pan, Jingy

**ABSENT WITH NOTIFICATION:** Child, Barbara; Young, Scott; Eaton, Mackenzie

**1. Call to Order**

The meeting was called to order at 5:30 p.m. by Chairperson, Philippa Paquette.

**2. Citizen's Comments – None.**

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

**MOTION:** (Musko/Singleton) To approve the Minutes of November 12, 2018.

Unanimous

**4. Test Day Update**

Expected vs. actual growth in math is excellent. Math courses are more content based than reading courses. Five administrators/department chairs were trained last week, and are meeting to discuss the differences and what to do. They will analyze the specific questions. Other factors like gender and performance will be looked at. This will be equivalent to the WA Data Team.

**5. Edu-Cademy**

Nearpod, Student Mental Health, Student Exceptionalities, Nature Walks, Faculty Book Club (already met once; read *Educated*).

**6. Professional Development**

This was added to the agenda in error, and was not discussed.

**7. Course Proposals**

These three courses are designed for Grade 13 students who often do not complete the second semester because of their commitment to colleges. These classes do not earn credit but they get grades. The courses were approved by the group.

**8. Residential Life Follow up**

The cleanliness of cutlery has improved and the students have met to discuss bathroom hygiene.

**9. Other – J. Musumeci** visited classes on Veteran's Day. He admired Val May's and Melany Gronski's instruction and considers them role models in continued learning. He liked the integration of iPads into the classes.

The group agreed to change the January 7<sup>th</sup> meeting date to January 14<sup>th</sup>. There will not be a meeting in February.

**10. Citizen's Comments – None.**

**11. Adjournment**

**MOTION:** (Pan/Chen) To adjourn at 6:35 p.m.

Unanimous

Respectfully submitted,

*Philippa Paquette*

Academic Committee Chair

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*

**MINUTES OF THE MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
BUILDING AND GROUNDS  
COMMITTEE  
November 12, 2018**



These minutes are for  
informational purposes only.

**PRESENT:** Beckwith, Martha; Bellerose, Jim; Bentley, Cary; Blackmer, Robert; Kelly, Paul (7:02); Morse, David; Guillot, Bill; Sandford, Chris; Teed, David (6:45); Woodland, Julie  
**ABSENT WITH NOTIFICATION:** Johnston, Kevin; Musumeci, Joe

**1. Call to order**

The meeting was called to order by Chairman Blackmer at 6:30 p.m.

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

**3. Secretary's Report—Minutes of September 10, 2018 and October 29, 2018**

**MOTION:** (Morse/Bellerose) To approve the minutes of September 10, 2018.

Unanimous

**MOTION:** (Bellerose/Beckwith) To approve the minutes of October 29, 2018.

Unanimous

**4. Review Projects**

**5. Replacement Tank Project Update**

**6. Roof Project Update**

B. Guillot provided explanations and updates about the North Campus Wall project (nearly complete); the Underground Storage Tanks projects (locations, cost of bidding, deadlines); and the Roof Replacement projects (bid status, timetable). Discussion ensued and questions were answered.

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

C. Bentley and Head of School Sandford shared information about the current condition of the clock tower in the Academy Building. Discussion ensued, and included repair option strategies with their associated costs. It was agreed to get quotes from a second repair company.

**8. Facility Study / Audit**

Based on the recommendation of Bill Kummel of Rational Partners, the group discussed the need to have a comprehensive facility study performed. With two campuses to manage and maintain, having a long-term plan to manage the maintenance and life expectancy of WA's physical assets is critical for planning. Based on the square footage, cost is estimated at 80-90K. It was agreed to revisit this topic at the April or May B&G meeting.

**9. Other – None.**

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

**11. Adjournment**

**MOTION:** (Morse/Bellerose) To adjourn the meeting at 7:06 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  
December 6, 2018**



These minutes are for  
informational purposes only.

**PRESENT:** Davis, Cliff (by Skype); Duvall, Nancy; Frankhouser, Hans; Higgins, Ed; Kelly, Paul; Marmat, Gerry; Teed, David; Trivella, Joan; Sandford, Chris; Woodland, Julie

**ABSENT WITH NOTIFICATION:** Paquette, Philippa; Swenson, Christine

**ABSENT:**

**GUESTS:**

**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 October 3, 2018**

**MOTION:** (Trivella/Marmat) To approve the minutes of October 3, 2018, noting since Joe Musumeci is not a regular member of the Executive Committee he was not absent.

Unanimous

**4. Correspondence**

Head of School Sandford provided an overview of the correspondence and reminded the group these same items would be included at the full Board of Trustees meeting on December 18.

**5. Health Services Proposal**

Head of School Sandford reviewed a whitepaper supporting the addition of a school-based behavioral health clinic at The Academy. The proposed program is geared toward meeting the mental health needs of students and their families, allowing improved access to services at no additional cost to the Academy. Three providers were considered before Harrington Behavioral Healthcare was selected to partner with The Academy. Improving access to mental health services is a part of the school safety plan.

**6. Discuss Roof and Solar Project**

Head of School Sandford reported the solar component of the roofing project is currently on hold. The roofs on the Academy Building and Bowen are on track to be replaced this summer.

**7. Teacher Contract Ratification**

Head of School Sandford notified the group the contract negotiations have been completed. All proposed requests to alter contract language were accepted. The full Board will be asked to ratify the contract at the meeting on December 18.

**8. Holiday Gathering 2018—December 9, 2018**

Over 100 people are expected to attend the Holiday Party on December 9. Members were reminded to RSVP to Julie if they had not already done so.

**9. Calendars**

Changes have been made to the style of the academic and trustee calendars. The language denoting holidays was made more neutral, the “list style” is simpler to follow, and it’s fairly in line with calendars from the sending towns. The most significant change includes a two-week winter holiday break.

**10. Retreat**

**a. Enrollment Management Strategy**

**b. Tuition Strategy**

Head of School Sanford requested clarification and direction from the Board regarding its vision for enrollment strategy and tuition strategy in the near and distant future after the recommendations of Bill Kummel from Rational Partners. Discussion ensued, and included ways to fund capital improvement projects, targeted student body make up, recruitment strategy and philosophy, collaborating with international schools, and how to best utilize space on South campus. Discussion was expected to continue at the Retreat on December 18.

**11. Other Items – None.**

**12. Citizen’s Comments – None.**

**13. Executive Session**

**a. Personnel Update**

**b. Head of School Contract**

**MOTION:** (Higgins/Teed) To enter into Executive Session at 7:51 p.m. for the purpose of discussing Personnel matters and the Head of School’s Contract.

Unanimous

The meeting returned to regular session at 8:01 p.m.

**14. Possible Action – None.**

**15. Adjournment**

**MOTION:** (Teed/Marmat) To adjourn the meeting at 8:02 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**  
**December 10, 2018**



These minutes are for  
informational purposes only.

**PRESENT:** Beckwith, Martha; Bentley, Cary; Blackmer, Robert; Frankhouser, Hans; Kelly, Paul; Teed, David; Guillot, William; Sandford, Chris; Trivella, Joan; Tuttle, Brent (7:12 p.m.); Woodland, Julie  
**ABSENT:** Carabeau, Garry; Swenson, Christine

**1. Call to order**

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

**MOTION:** (Teed/Bentley) To add *Executive Session to Discuss a Personnel Matter as Item 4. b.*

Unanimous

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

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

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

Unanimous

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

Head of School Sandford updated the group about the current status of the budget. Improved software and staffing changes in the business office have led to more accurate budgetary numbers. The names by which costs and revenues have been identified have changed to increase accountability and real-time tracking. While this will increase operational controls in the long term, it has created challenges making comparisons between this fiscal year and last year. Revenue is still expected from sending towns; all private tuition has been received for this year.

**4. b. Executive Session to Discuss a Personnel Matter**

**MOTION:** (Blackmer/Teed) To enter into Executive Session at 7:38 p.m., inviting Head of School Sandford, Associate Head of School for Finance and Operations Guillot, and Executive Assistant Woodland to join.

Unanimous

The meeting returned to regular session at 8:15 p.m.

**5. 2019-2020 Draft Budget**

Head of School Sandford discussed the 2019-2020 budget. Approximately 290K will be needed to repair/replace the Bowen and Academy Building roofs. With the cost of the roof project in Year 1 and the cost of the tank replacement project in Year 2, boarding, day, and sending students will need to cover these extra costs for a period of time to be determined.

**6. Other –** Due to known scheduling conflicts, Executive Assistant Woodland was asked to query Board members about changing the January 7<sup>th</sup> meeting to January 14<sup>th</sup>.

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

**8. Adjournment**

**MOTION:** (Beckwith/Bentley) To adjourn the meeting at 8:49 p.m.

Unanimous

Respectfully submitted,

*Julie Woodland*

Julie Woodland

Board Clerk

*The Woodstock Academy prepares all students by providing diverse opportunities through a rigorous curriculum and a variety of programs in order to cultivate the necessary skills to become lifelong learners and global citizens.*

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

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

(Attachment 5)



# January 14, 2019 - Consolidated Department by Budget - MTD and YTD Encumbrances

Run: 1/14/2019 @ 11:57 AM

Page: 1

	M-T-D Actual	M-T-D Encumbrance	M-T-D Budget	Variance	Prnt	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Variance	Prnt
<b>Revenues</b>										
4000 Per Pupil - Private Day	0.00	0.00	0.00	0.00	0.00	98,800.00	0.00	0.00	98,800.00	0.00
4001 Per Pupil - Private Boarding	0.00	0.00	0.00	0.00	0.00	4,793,432.51	0.00	0.00	4,793,432.51	0.00
4002 Per Pupil - Woodstock	0.00	0.00	0.00	0.00	0.00	6,313,721.68	0.00	0.00	6,313,721.68	0.00
4003 Per Pupil - Eastford	0.00	0.00	0.00	0.00	0.00	707,187.05	0.00	0.00	707,187.05	0.00
4004 Per Pupil - Pomfret	0.00	0.00	0.00	0.00	0.00	2,449,131.41	0.00	0.00	2,449,131.41	0.00
4005 Per Pupil - Brooklyn	0.00	0.00	0.00	0.00	0.00	2,551,701.77	0.00	0.00	2,551,701.77	0.00
4006 Per Pupil - Canterbury	0.00	0.00	0.00	0.00	0.00	1,456,053.10	0.00	0.00	1,456,053.10	0.00
4008 Per Pupil - Union	0.00	0.00	0.00	0.00	0.00	527,662.81	0.00	0.00	527,662.81	0.00
4036 Student Insurance	0.00	0.00	0.00	0.00	0.00	204,333.34	0.00	0.00	204,333.34	0.00
4037 Application Fee	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00	100.00	0.00
4038 Forfeited Deposits	0.00	0.00	0.00	0.00	0.00	4,010.00	0.00	0.00	4,010.00	0.00
4039 Tutor Fee	0.00	0.00	0.00	0.00	0.00	110,085.00	0.00	0.00	110,085.00	0.00
4050 Store Sales	0.00	0.00	0.00	0.00	0.00	8,427.20	0.00	0.00	8,427.20	0.00
4100 Interest Income	0.00	0.00	0.00	0.00	0.00	1,293.57	0.00	0.00	1,293.57	0.00
4202 Facilities Rental Income	0.00	0.00	0.00	0.00	0.00	22,703.00	0.00	0.00	22,703.00	0.00
4206 Athletic Fees	0.00	0.00	0.00	0.00	0.00	5,436.32	0.00	0.00	5,436.32	0.00
4207 Miscellaneous Revenue	0.00	0.00	0.00	0.00	0.00	10,147.36	0.00	0.00	10,147.36	0.00
4208 Damage/Loss Fees	0.00	0.00	0.00	0.00	0.00	5,151.11	0.00	0.00	5,151.11	0.00
4209 Health Office Fee	0.00	0.00	0.00	0.00	0.00	20.00	0.00	0.00	20.00	0.00
4210 Test Fees	0.00	0.00	0.00	0.00	0.00	15,340.00	0.00	0.00	15,340.00	0.00
4350 Dividends and Interest	0.00	0.00	0.00	0.00	0.00	1,036.90	0.00	0.00	1,036.90	0.00
4400 Gifts & Donations	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4600 Rental Income	0.00	0.00	0.00	0.00	0.00	29,200.00	0.00	0.00	29,200.00	0.00
4810 Grants	0.00	0.00	0.00	0.00	0.00	3,738.20	0.00	0.00	3,738.20	0.00
5001 Cost of Goods Sold	0.00	0.00	0.00	0.00	0.00	(7,376.93)	0.00	0.00	(7,376.93)	0.00
<b>Total Revenues</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,312,335.40</u>	<u>0.00</u>	<u>0.00</u>	<u>19,312,335.40</u>	<u>0.00</u>
<b>Expenses</b>										
<b>Payroll</b>										
<b>Salaries</b>										
5111 Administrator Salaries	44,914.64	0.00	0.00	(44,914.64)	0.00	640,842.92	0.00	0.00	(640,842.92)	0.00
5112 Teacher Salaries	259,163.01	0.00	0.00	(259,163.01)	0.00	2,821,953.40	0.00	0.00	(2,821,953.40)	0.00
5113 Admin Assistant Salaries	34,155.36	0.00	0.00	(34,155.36)	0.00	541,708.47	0.00	0.00	(541,708.47)	0.00
5114 Maintenance Salaries	16,907.29	0.00	0.00	(16,907.29)	0.00	283,734.15	0.00	0.00	(283,734.15)	0.00
5116 Paraprofessional Salaries	35,536.73	0.00	0.00	(35,536.73)	0.00	513,088.61	0.00	0.00	(513,088.61)	0.00
5117 Technology Salaries	7,885.52	0.00	0.00	(7,885.52)	0.00	112,135.96	0.00	0.00	(112,135.96)	0.00
5118 Custodian Salaries	13,606.06	0.00	0.00	(13,606.06)	0.00	166,260.89	0.00	0.00	(166,260.89)	0.00
5119 Housekeepers Salaries	0.00	0.00	0.00	0.00	0.00	13,728.59	0.00	0.00	(13,728.59)	0.00
5121 Substitutes	4,040.00	0.00	0.00	(4,040.00)	0.00	43,416.50	0.00	0.00	(43,416.50)	0.00
5122 Coaches	4,885.45	0.00	0.00	(4,885.45)	0.00	49,082.90	0.00	0.00	(49,082.90)	0.00
5123 Student Activity Advisor Salaries	0.00	0.00	0.00	0.00	0.00	3,520.00	0.00	0.00	(3,520.00)	0.00
5124 Drivers	1,867.50	0.00	0.00	(1,867.50)	0.00	29,627.35	0.00	0.00	(29,627.35)	0.00
5127 Development Salaries	13,728.59	0.00	0.00	(13,728.59)	0.00	183,391.67	0.00	0.00	(183,391.67)	0.00
5130 Overtime	131.92	0.00	0.00	(131.92)	0.00	20,421.92	0.00	0.00	(20,421.92)	0.00
<b>Total Salaries</b>	<u>436,822.07</u>	<u>0.00</u>	<u>0.00</u>	<u>(436,822.07)</u>	<u>0.00</u>	<u>5,422,893.33</u>	<u>0.00</u>	<u>0.00</u>	<u>(5,422,893.33)</u>	<u>0.00</u>
<b>Benefits</b>										
5210 Group Health	47,586.91	0.00	0.00	(47,586.91)	0.00	1,062,280.99	0.00	0.00	(1,062,280.99)	0.00
5211 Group Life/LTD	0.00	0.00	0.00	0.00	0.00	27,135.89	0.00	0.00	(27,135.89)	0.00
5212 Group Dental	2,691.50	0.00	0.00	(2,691.50)	0.00	60,585.27	0.00	0.00	(60,585.27)	0.00
5220 FICA/Medicare	14,185.33	0.00	0.00	(14,185.33)	0.00	194,066.57	0.00	0.00	(194,066.57)	0.00
5232 Other Retirement	0.00	0.00	0.00	0.00	0.00	98,350.91	0.00	0.00	(98,350.91)	0.00
5250 Unemployment Comp.	0.00	0.00	0.00	0.00	0.00	1,642.00	0.00	0.00	(1,642.00)	0.00
5260 Workers' Comp.	0.00	0.00	0.00	0.00	0.00	87,503.75	0.00	0.00	(87,503.75)	0.00
5290 Health Savings Account	0.00	0.00	0.00	0.00	0.00	9,000.00	0.00	0.00	(9,000.00)	0.00
<b>Total Benefits</b>	<u>64,463.74</u>	<u>0.00</u>	<u>0.00</u>	<u>(64,463.74)</u>	<u>0.00</u>	<u>1,540,545.38</u>	<u>0.00</u>	<u>0.00</u>	<u>(1,540,545.38)</u>	<u>0.00</u>
<b>Total Payroll</b>	<u>501,285.81</u>	<u>0.00</u>	<u>0.00</u>	<u>(501,285.81)</u>	<u>0.00</u>	<u>6,963,438.71</u>	<u>0.00</u>	<u>0.00</u>	<u>(6,963,438.71)</u>	<u>0.00</u>
<b>Other Expenses</b>										
6331 Contracted Services	11,126.56	0.00	0.00	(11,126.56)	0.00	517,707.50	0.00	0.00	(517,707.50)	0.00
6332 School Physician	0.00	0.00	0.00	0.00	0.00	20,750.00	0.00	0.00	(20,750.00)	0.00
6342 Payroll/HR Services	0.00	0.00	0.00	0.00	0.00	1,095.45	0.00	0.00	(1,095.45)	0.00



# January 14, 2019 - Consolidated Department by Budget - MTD and YTD Encumbrances

Run: 1/14/2019 @ 11:57 AM

Page: 2

All

	M-T-D Actual	M-T-D Encumbrance	M-T-D Budget	Variance	Prnt	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Variance	Prnt
6343 Bank Services	130.65	0.00	0.00	(130.65)	0.00	5,896.15	0.00	0.00	(5,896.15)	0.00
6350 Mediation Services	0.00	0.00	0.00	0.00	0.00	11,184.55	0.00	0.00	(11,184.55)	0.00
Total Professional Services	11,257.21	0.00	0.00	(11,257.21)	0.00	556,633.65	0.00	0.00	(556,633.65)	0.00
Transportation										
6514 Pupil Transportation	34,427.00	0.00	0.00	(34,427.00)	0.00	217,509.94	0.00	0.00	(217,509.94)	0.00
6515 Pupil Transportation-Late Bus	0.00	0.00	0.00	0.00	0.00	2,184.00	0.00	0.00	(2,184.00)	0.00
Total Transportation	34,427.00	0.00	0.00	(34,427.00)	0.00	219,693.94	0.00	0.00	(219,693.94)	0.00
Insurances/Legal										
6518 Legal Services	0.00	0.00	0.00	0.00	0.00	32,541.00	0.00	0.00	(32,541.00)	0.00
6521 Property Insurance	0.00	0.00	0.00	0.00	0.00	66,471.75	0.00	0.00	(66,471.75)	0.00
6522 Liability Insurance	0.00	0.00	0.00	0.00	0.00	10,664.00	0.00	0.00	(10,664.00)	0.00
6524 Umbrella Liability Insurance	0.00	0.00	0.00	0.00	0.00	65,387.00	0.00	0.00	(65,387.00)	0.00
6527 Student Health Insurance	0.00	0.00	0.00	0.00	0.00	162,101.97	0.00	0.00	(162,101.97)	0.00
6529 Property Taxes	9,432.51	0.00	0.00	(9,432.51)	0.00	21,082.27	0.00	0.00	(21,082.27)	0.00
Total Insurances/Legal	9,432.51	0.00	0.00	(9,432.51)	0.00	358,247.99	0.00	0.00	(358,247.99)	0.00
School-Wide Admissions/Recruitment										
6532 Postage & Mailing	2,000.00	0.00	0.00	(2,000.00)	0.00	4,051.34	0.00	0.00	(4,051.34)	0.00
6540 Advertising	0.00	0.00	0.00	0.00	0.00	12,656.92	0.00	0.00	(12,656.92)	0.00
6550 Printing/Binding	0.00	0.00	0.00	0.00	0.00	1,389.91	0.00	0.00	(1,389.91)	0.00
6651 Promotional Materials	0.00	0.00	0.00	0.00	0.00	885.72	0.00	0.00	(885.72)	0.00
6580 Travel	1,342.40	0.00	0.00	(1,342.40)	0.00	74,941.97	0.00	0.00	(74,941.97)	0.00
Total School-Wide Admissions/Recruitment	3,342.40	0.00	0.00	(3,342.40)	0.00	93,925.86	0.00	0.00	(93,925.86)	0.00
Professional Development										
6581 Conferences/Training	174.00	0.00	0.00	(174.00)	0.00	33,374.19	0.00	0.00	(33,374.19)	0.00
6582 Staff Tuition Reimbursement	500.00	0.00	0.00	(500.00)	0.00	18,095.30	0.00	0.00	(18,095.30)	0.00
6583 Summer Curriculum Development	0.00	0.00	0.00	0.00	0.00	4,760.38	0.00	0.00	(4,760.38)	0.00
6590 Other Purchased Services	0.00	0.00	0.00	0.00	0.00	1,000.00	0.00	0.00	(1,000.00)	0.00
Total Professional Development	674.00	0.00	0.00	(674.00)	0.00	57,229.87	0.00	0.00	(57,229.87)	0.00
Instructional										
6611 Instructional Supplies	0.00	0.00	0.00	0.00	0.00	43,025.92	0.00	0.00	(43,025.92)	0.00
6615 Maintenance - Instructional	0.00	0.00	0.00	0.00	0.00	6,994.53	0.00	0.00	(6,994.53)	0.00
6618 Rental/Leases - Instructional	6,043.24	0.00	0.00	(6,043.24)	0.00	120,454.59	0.00	0.00	(120,454.59)	0.00
6619 Office Supplies	0.00	0.00	0.00	0.00	0.00	12,935.59	0.00	0.00	(12,935.59)	0.00
6630 Nurse Supplies	0.00	0.00	0.00	0.00	0.00	9,262.94	0.00	0.00	(9,262.94)	0.00
6641 Textbooks/Workbooks	0.00	0.00	0.00	0.00	0.00	20,872.27	0.00	0.00	(20,872.27)	0.00
6642 Library Books	0.00	0.00	0.00	0.00	0.00	3,308.36	0.00	0.00	(3,308.36)	0.00
6643 Periodicals	0.00	0.00	0.00	0.00	0.00	153.85	0.00	0.00	(153.85)	0.00
6670 Computer Software	0.00	0.00	0.00	0.00	0.00	162,284.21	0.00	0.00	(162,284.21)	0.00
6692 Resource Books & Subscriptions	0.00	0.00	0.00	0.00	0.00	1,268.42	0.00	0.00	(1,268.42)	0.00
6694 Testing Materials	0.00	0.00	0.00	0.00	0.00	629.80	0.00	0.00	(629.80)	0.00
6696 Dues/Other Fees	9,785.00	0.00	0.00	(9,785.00)	0.00	53,468.79	0.00	0.00	(53,468.79)	0.00
6697 ResLife Activities	41.33	0.00	0.00	(41.33)	0.00	4,670.79	0.00	0.00	(4,670.79)	0.00
6698 Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	12,736.88	0.00	0.00	(12,736.88)	0.00
Total Instructional	15,869.57	0.00	0.00	(15,869.57)	0.00	452,066.94	0.00	0.00	(452,066.94)	0.00
Equipment										
6731 Replacement Equipment	0.00	0.00	0.00	0.00	0.00	111,403.90	0.00	0.00	(111,403.90)	0.00
6733 New Equipment	0.00	0.00	0.00	0.00	0.00	27,304.88	0.00	0.00	(27,304.88)	0.00
Total Equipment	0.00	0.00	0.00	0.00	0.00	138,708.78	0.00	0.00	(138,708.78)	0.00
Debt Service										
6830 Interest Expense	7,976.75	0.00	0.00	(7,976.75)	0.00	216,370.16	0.00	0.00	(216,370.16)	0.00
Total Debt Service	7,976.75	0.00	0.00	(7,976.75)	0.00	216,370.16	0.00	0.00	(216,370.16)	0.00
Facility Maintenance										
7421 Disposal Services	2,750.64	0.00	0.00	(2,750.64)	0.00	37,973.19	0.00	0.00	(37,973.19)	0.00
7423 Custodial Supplies	0.00	0.00	0.00	0.00	0.00	58,845.24	0.00	0.00	(58,845.24)	0.00
7432 Repairs & Maintenance	0.00	0.00	0.00	0.00	0.00	312,028.75	0.00	0.00	(312,028.75)	0.00
Total Facility Maintenance	2,750.64	0.00	0.00	(2,750.64)	0.00	408,847.18	0.00	0.00	(408,847.18)	0.00
Utilities										
7531 Telephone	200.00	0.00	0.00	(200.00)	0.00	20,477.25	0.00	0.00	(20,477.25)	0.00
7540 Internet Services	0.00	0.00	0.00	0.00	0.00	8,039.79	0.00	0.00	(8,039.79)	0.00
7622 Electricity	12.55	0.00	0.00	(12.55)	0.00	237,638.58	0.00	0.00	(237,638.58)	0.00
7623 LP Gas	0.00	0.00	0.00	0.00	0.00	13,180.99	0.00	0.00	(13,180.99)	0.00



# January 14, 2019 - Consolidated Department by Budget - MTD and YTD Encumbrances

Run: 1/14/2019 @ 11:57 AM

Page: 3

All

	M-T-D Actual	M-T-D Encumbrance	M-T-D Budget	Variance	Prct	Y-T-D Actual	Y-T-D Encumbrance	Y-T-D Budget	Variance	Prct
7624 Heating Oil	0.00	0.00	0.00	0.00	0.00	93,645.10	0.00	0.00	(93,645.10)	0.00
7626 Vehicle Fuel	0.00	0.00	0.00	0.00	0.00	10,742.43	0.00	0.00	(10,742.43)	0.00
Total Utilities	212.55	0.00	0.00	(212.55)	0.00	383,724.14	0.00	0.00	(383,724.14)	0.00
Food Service										
7630 Reduced Lunch Expense	0.00	0.00	0.00	0.00	0.00	2,730.40	0.00	0.00	(2,730.40)	0.00
7631 Food Subsidy	440.00	0.00	0.00	(440.00)	0.00	339,674.23	0.00	0.00	(339,674.23)	0.00
7650 Homestay Fees	825.00	0.00	0.00	(825.00)	0.00	4,125.00	0.00	0.00	(4,125.00)	0.00
Agent Fees										
7732 Agent Commission Fees	2,300.00	0.00	0.00	(2,300.00)	0.00	262,184.83	0.00	0.00	(262,184.83)	0.00
Total Agent Fees	2,300.00	0.00	0.00	(2,300.00)	0.00	262,184.83	0.00	0.00	(262,184.83)	0.00
Total Expenses	(590,793.44)	0.00	0.00	590,793.44	0.00	(10,457,601.68)	0.00	0.00	10,457,601.68	0.00
Excess Revenue Over (Under) Expenditures	(590,793.44)	0.00	0.00	590,793.44	0.00	8,854,733.72	0.00	0.00	29,769,937.08	0.00

THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

- 9. Woodstock Academy Administration Reports
  - d. Head of School Report
    - i. 2019-2020 Calendars  
(BOT, Academic, Residential Life)

(Attachment 6)

**Suggested Motion:**

*I move to recommend to the Corporation the adoption of the 2017-2018 Financial Audit.*

**Woodstock Academy**  
**Consolidated Financial Statements**  
**and**  
**Report of Independent**  
**Certified Public Accountant**  
  
**For the Years Ended**  
**June 30, 2018 and 2017**

**Woodstock Academy**  
**Table of Contents**  
**For the Years Ended June 30, 2018 and 2017**

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	<u>Page</u>
<b>Independent Auditor's Report</b>	i
<b>Basic Consolidated Financial Statements</b>	
Statements of Financial Position	1
Statements of Activities	2
Statements of Cash Flows	3
Notes to the Consolidated Financial Statements	4
<b>Other</b>	
Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with <i>Government Auditing Standards</i>	ii





**CERTIFIED PUBLIC ACCOUNTANTS**

43 Enterprise Drive • Bristol, CT 06010-3990 • 860/582-6715 • Fax 860/585-6339

*Independent Auditor's Report*

Board of Trustees  
Woodstock Academy

**Report on the Financial Statements**

We have audited the accompanying consolidated financial statements of Woodstock Academy, which comprise the consolidated statement of financial position as of June 30, 2018 and 2017, and the related consolidated statements of activities and cash flows for the years then ended, and the related notes to the consolidated financial statements.

***Management's Responsibility for the Financial Statements***

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

***Auditor's Responsibility***

Our responsibility is to express an opinion on these consolidated financial statements based on our audits. We conducted our audits in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States. Those standards require that we plan and perform the audits to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

***Opinion***

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of Woodstock Academy as of June 30, 2018 and 2017, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

**Other Reporting Required by *Government Auditing Standards***

In accordance with *Government Auditing Standards*, we have also issued our report dated September 5, 2018 on our consideration of Woodstock Academy's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Woodstock Academy's internal control over financial reporting and compliance.

A handwritten signature in black ink that reads "Maletta & Company". The signature is stylized, with the first name "Maletta" written in a cursive script and "& Company" written in a more formal, slightly cursive style.

Maletta & Company  
Certified Public Accountants

Bristol Connecticut  
September 5, 2018

**Woodstock Academy**  
**Statement of Financial Position**  
**As of June 30, 2018 and 2017**

	2018	2017
<b>Assets</b>		
<b>Current Assets</b>		
Cash and Cash Equivalents	\$ 2,024,989	\$ 2,622,836
Investments	2,240,382	1,537,989
Other Receivables	7,744	97,799
Prepaid Expenses	151,906	14,995
Inventory	16,099	-
Total Current Assets	4,441,120	4,273,619
<b>Property and Equipment, Net</b>	23,280,356	24,206,244
<b>Other Assets</b>		
Investments	2,913,477	2,745,922
Deferred Interest	7,716	15,432
Cash - Restricted	54,745	54,712
Long-Term Deposit	92,800	-
Total Other Assets	3,068,738	2,816,066
<b>Total Assets</b>	<b>\$ 30,790,214</b>	<b>\$ 31,295,929</b>
<b>Liabilities and Net Assets</b>		
<b>Current Liabilities</b>		
Accounts Payable	\$ 139,684	\$ 302,503
Accrued Expenses	725,287	485,654
Prepaid Tuition	2,538,426	2,118,246
Student Deposits Payable	172,897	225,301
Current Portion of Mortgages Payable	328,935	320,657
Current Portion of Capital Lease Payable	127,716	127,716
Student Activity Funds	316,823	251,392
Total Current Liabilities	4,349,768	3,831,469
<b>Long-Term Debt</b>		
Mortgages Payable	17,834,566	18,166,705
Capital Lease Payable	-	127,716
Security Deposits	2,900	1,400
	17,837,466	18,295,821
<b>Total Liabilities</b>	22,187,234	22,127,290
<b>Net Assets</b>		
Unrestricted	5,105,995	6,487,887
Temporarily Restricted	2,005,169	1,807,255
Permanently Restricted	1,491,816	873,497
Total Net Assets	8,602,980	9,168,639
<b>Total Liabilities and Net Assets</b>	<b>\$ 30,790,214</b>	<b>\$ 31,295,929</b>

*The accompanying notes are an integral  
part of these financial statements*

**Woodstock Academy**  
**Statement of Activities**  
**For the Years Ended June 30, 2018 and 2017**

	Unrestricted	Temporarily Restricted	Permanently Restricted	2018 Total	Unrestricted	Temporarily Restricted	Permanently Restricted	2017 Total
<b>Operating Revenues and Support</b>								
Tuition	\$ 13,591,755	\$ -	\$ -	\$ 13,591,755	\$ 13,272,776	\$ -	\$ -	\$ 13,272,776
International Student Revenue	6,266,247	-	-	6,266,247	4,322,188	-	-	4,322,188
Contributions	103,069	175,882	-	278,951	97,911	179,709	-	277,620
Fees	25,760	-	-	25,760	29,164	-	-	29,164
Miscellaneous	75,444	-	-	75,444	53,362	-	-	53,362
Rental Income	68,550	-	-	68,550	25,990	-	-	25,990
School Store Sales	26,838	-	-	26,838	-	-	-	-
Investment Return for Operations	-	33,905	-	33,905	2,075	62,937	-	65,012
Fundraising Events	14,125	-	-	14,125	-	-	-	-
Total Revenue and Support Before Net Assets Released from Restrictions	20,171,788	209,787	-	20,381,575	17,803,466	242,646	-	18,046,112
Net Assets Released from Restrictions	150,515	(150,515)	-	-	119,620	(119,620)	-	-
<b>Total Operating Revenues and Support</b>	<b>20,322,303</b>	<b>59,272</b>	<b>-</b>	<b>20,381,575</b>	<b>17,923,086</b>	<b>123,026</b>	<b>-</b>	<b>18,046,112</b>
<b>Operating Expenses</b>								
Salaries and Benefits	14,248,767	-	-	14,248,767	12,554,043	-	-	12,554,043
Program and Administrative	5,825,210	-	-	5,825,210	4,398,185	-	-	4,398,185
Awards	44,338	-	-	44,338	55,125	-	-	55,125
Interest Expense	7,716	-	-	7,716	7,716	-	-	7,716
<b>Total Operating Expenses</b>	<b>20,126,031</b>	<b>-</b>	<b>-</b>	<b>20,126,031</b>	<b>17,015,069</b>	<b>-</b>	<b>-</b>	<b>17,015,069</b>
<b>Results of Operations</b>	<b>196,272</b>	<b>59,272</b>	<b>-</b>	<b>255,544</b>	<b>908,017</b>	<b>123,026</b>	<b>-</b>	<b>1,031,043</b>
<b>Non-Operating Revenues and (Expenses)</b>								
Endowment Contributions	-	-	618,319	618,319	-	-	-	-
Contributions for Capital Improvements	-	260,738	-	260,738	-	-	-	-
Loss on Sale of Assets	(148,742)	-	-	(148,742)	-	-	-	-
Investment Income	55,632	-	-	55,632	68,724	-	-	68,724
Investment Return in Excess/(Deficit) of Spending Policy	16,009	138,642	-	154,651	22,348	168,628	-	190,976
Interest Expense	(476,044)	-	-	(476,044)	(121,412)	-	-	(121,412)
Depreciation Expense	(1,285,757)	-	-	(1,285,757)	(1,034,110)	-	-	(1,034,110)
Net Assets Released from Restrictions	260,738	(260,738)	-	-	-	-	-	-
<b>Total Non-Operating Revenues and (Expenses)</b>	<b>(1,578,164)</b>	<b>138,642</b>	<b>618,319</b>	<b>(821,203)</b>	<b>(1,064,450)</b>	<b>168,628</b>	<b>-</b>	<b>(895,822)</b>
<b>Change in Net Assets</b>	<b>(1,381,892)</b>	<b>197,914</b>	<b>618,319</b>	<b>(565,659)</b>	<b>(156,433)</b>	<b>291,654</b>	<b>-</b>	<b>135,221</b>
<b>Net Assets, Beginning</b>	<b>6,487,887</b>	<b>1,807,255</b>	<b>873,497</b>	<b>9,168,639</b>	<b>6,644,320</b>	<b>1,515,601</b>	<b>873,497</b>	<b>9,033,418</b>
<b>Net Assets, Ending</b>	<b>\$ 5,105,995</b>	<b>\$2,005,169</b>	<b>\$ 1,491,816</b>	<b>\$ 8,602,980</b>	<b>\$ 6,487,887</b>	<b>\$1,807,255</b>	<b>\$873,497</b>	<b>\$ 9,168,639</b>

*The accompanying notes are an integral part of these financial statements*



**Woodstock Academy**  
**Statement of Cash Flows**  
**For the Years Ended June 30, 2018 and 2017**

	2018	2017
<b>Cash Flows from Operating Activities</b>		
Change in Net Assets	\$ (565,659)	\$ 135,221
Adjustments to Reconcile Change in Net Assets to Net Cash Provided by Operating Activities:		
Depreciation	1,285,757	1,034,110
Unrealized Change in Value of Investments	(164,404)	(255,500)
Loss on Sale of Assets	148,742	-
Decrease/(Increase) In:		
Other Receivables	90,055	(95,919)
Prepaid Expenses	(136,911)	(14,995)
Inventory	(16,099)	-
Deferred Interest	7,716	7,716
Cash - Restricted	(33)	(11,005)
Long-Term Deposit	(92,800)	-
Increase/(Decrease) in:		
Accounts Payable	(162,819)	67,174
Accrued Expenses	239,633	10,038
Prepaid Tuition	420,180	(65,608)
Student Deposits Payable	(52,404)	99,795
Student Activity Funds	65,431	(61,844)
Security Deposits	1,500	1,400
Net Cash Provided by Operating Activities	1,067,885	850,583
<b>Cash Flows from Investing Activities</b>		
Purchase of Property and Equipment	(759,968)	(14,940,916)
Proceeds From Sale of Property	251,358	-
Sale of Investments	100,000	247,863
Purchase of Investments	(805,544)	(54,431)
Net Cash (Used) by Investing Activities	(1,214,154)	(14,747,484)
<b>Cash Flows from Financing Activities</b>		
Principal Payments on Debt	(451,578)	(221,196)
Proceeds From Borrowings	-	14,800,000
Net Cash (Used) by Financing Activities	(451,578)	14,578,804
<b>Net Increase/(Decrease) in Cash</b>	(597,847)	681,903
<b>Cash and Cash Equivalents, Beginning</b>	2,622,836	1,940,933
<b>Cash and Cash Equivalents, Ending</b>	<u>\$ 2,024,989</u>	<u>\$ 2,622,836</u>
<b>Supplemental Information</b>		
Cash Paid for Interest	\$ 483,760	\$ 129,128

*The accompanying notes are an integral  
part of these financial statements*

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

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**Note 1 - Summary of Significant Accounting Policies**

**Organization and Nature of Activities**

Woodstock Academy is a private school founded in 1801, which offers a high school education to students primarily from the Northeast Connecticut area and also to international students.

Woodstock Academy Foundation, Inc. is a nonprofit corporation founded in 2011 that provides goods, services or funds to organizations through grants for specific program needs, scholarships that are based on the merits of specific program expectations, funding of capital improvements, and endowments for specific new programs that are beyond the normal scope of the organization's operating objectives.

**Principles of Consolidation**

The consolidated financial statements include the accounts Woodstock Academy and Woodstock Academy Foundation, Inc. after the elimination of inter-company transactions, hereafter collectively referred to as "the Academy."

**Basis of Accounting**

The accompanying financial statements have been prepared on the accrual basis of accounting.

**Basis of Presentation**

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board. Under these standards the Academy is required to report information regarding its financial position and activities according to three classes of net assets:

*Unrestricted Net Assets* - Net assets that are not subject to donor imposed stipulations.

*Temporarily Restricted Net Assets* - Net assets subject to donor-imposed stipulations that may or will be met, whether by actions of the Academy and/or the passage of time. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

*Permanently Restricted Net Assets* - Net assets subject to donor-imposed stipulations that they be maintained permanently by the Academy. Generally, the donors of these assets permit the Academy to use all or part of the income earned on any related investment for general or specific purposes.

**Income Tax Structure**

The Academy is not a private foundation and has been granted tax-exempt status from federal income taxes under Section 501(c)(3) of the Internal Revenue code and accordingly does not provide a provision for income taxes on its related earnings.

The Academy regularly reviews and evaluates its tax positions taken in previously filed information returns and as reflected in its financial statements, with regard to issues affecting its tax exempt status, unrelated business income, and related matters. It believes that in the event of an examination by taxing authorities, its positions would prevail based upon the technical merits of such positions. Therefore, the Academy has concluded that no tax benefits or liabilities are required to be recognized.

**Measure of Operations**

The Academy includes in its measure of operations all support and revenues that are an integral part of its programs and supporting activities. The measure of operations includes the investment return equal to the Academy's endowment spending policy and excludes investment returns in excess of the spending policy, permanently restricted contributions, income from investments designated for long-term investment by Board policy, and contributions for capital additions and related expenses, such as depreciation and interest.



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

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**Note 1 - Summary of Significant Accounting Policies (Cont'd)**

**Use of Estimates**

The process of preparing financial statements in conformity with generally accepted accounting principles requires the use of estimates and assumptions regarding certain types of assets, liabilities, revenues, and expenses. Such estimates primarily relate to unsettled transactions and events as of the date of the financial statements. Accordingly, upon settlement, actual results may differ from estimated amounts.

**Cash and Cash Equivalents**

For purposes of the Statement of Cash Flows, the Academy considers highly liquid investments with an original maturity of ninety days or less to be cash equivalents, except for cash and short-term investments held for long-term investment as part of the Academy's investment strategies. Occasionally the amount of cash on deposit may exceed federally insured amounts. The Academy has not experienced any losses on its accounts and believes the accounts are not exposed to any significant credit risk.

**Accounts Receivable**

The Academy uses the allowance method of accounting for bad debts. On a periodic basis, the Academy evaluates its accounts receivable and establishes an allowance for doubtful accounts, when deemed necessary, based on its history of past write-offs, collections and current credit conditions.

**Property and Equipment**

Property and equipment is carried at cost, for assets prior to June 30, 1986, at estimated cost, or, if donated, at the estimated fair value at the date of donation. Property and equipment with a value over \$1,000 providing a benefit to the Academy greater than two years is capitalized. The Academy records depreciation using the straight-line method over an estimated useful life as follows:

Asset	Life
Buildings and Improvements	15 – 40 Years
Furniture, Fixtures and Equipment	5 – 10 Years
Vehicles	3 – 5 Years
Computer Equipment and Software	3 – 5 Years

**Compensated Absences**

Employees of the Academy are entitled to paid time off depending on job classification, length of service and other factors. The Academy has accrued for vested sick pay up to the employees' last anniversary date. Accrued sick and vacation pay amounted to \$127,891 and is reported in accrued expenses on the statement of financial position.

**Revenue Recognition**

The Academy recognizes tuition revenue based upon the contractual agreements with the sending towns. The towns pay tuition based upon the number of students from the previous or current year depending on the contractual agreement multiplied by the per student tuition rate. The Academy recognizes revenue for private pay students based upon the period for which the education is provided.

**Donated Services**

The Academy pays for most services requiring specific expertise. However, many individuals volunteer their time and perform a variety of tasks that assist the Academy. No amounts have been reflected in the financial statements for donated services in 2018.

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 1 - Summary of Significant Accounting Policies (Cont'd)**

**Contributions**

Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and /or nature of any donor restrictions. Support that is restricted by the donor is reported as an increase in unrestricted net assets if the restriction expires in the reporting period in which the support is recognized. All other donor-restricted support is reported as an increase in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the Statement of Activities and Changes in Net Assets as net assets released from restrictions.

**Advertising Costs**

The Academy expenses advertising costs as incurred.

**Subsequent Events**

Subsequent events have been evaluated through September 5, 2018, the date through which the financial statement were available to be issued. Management believes there are no subsequent events requiring disclosure or recognition in the financial statements.

**Change in Accounting Principle**

In May 2015, the Financial Accounting Standards Board issued Accounting Standards Update No. 2015-07, *Disclosures for Investments in Certain Entities that Calculate Net Asset Value per Share (or Its Equivalent)*, which removes the requirement to categorize within the fair value hierarchy all investments for which fair value is measured using the net asset value per share practical expedient.

**Note 2 – Property and Equipment**

A summary of property and equipment as of June 30, 2018 and 2017 is as follows:

	2018	2017
Land	\$ 3,932,257	\$ 4,007,257
Assets in Progress	26,572	-
Buildings and Improvements	34,274,608	35,448,248
Furniture and Fixtures	2,499,446	2,344,754
Vehicles	286,359	257,888
Rental Property	338,711	338,711
Property and Equipment	41,357,953	42,396,858
Less Accumulated Depreciation	(18,077,597)	(18,190,614)
Property and Equipment, Net	<u>\$ 23,280,356</u>	<u>\$ 24,206,244</u>

Depreciation expense for the year ended June 30, 2018 and 2017 was \$1,285,757 and \$1,034,110, respectively. Construction in progress relates to gymnasium storage improvements.

**Note 3 – Restricted Cash**

The Academy has provided the Town of Woodstock a certificate of deposit in lieu of a bond for the construction related to the athletic field additions. This certificate of deposit balance as of June 30, 2018 and 2017 was \$6,013 and \$6,005, respectively.

As part of the USDA mortgage note the Academy must fund a reserve account with monthly deposits of \$915 until the reserve account reaches \$109,800, at which time deposits may be suspended, except to replace withdrawals. With prior approval, funds may be used for payments on the mortgage, repairing or replacing damage to the facility that has been caused by catastrophe, or making extensions and improvements to the facility. The account balance as of June 30, 2018 and 2017 was \$48,732 and \$48,708, respectively.



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 4 – Investments**

Investments stated at fair market value as of June 30, 2018 and 2017 were as follows:

	2018	2017
Cash and Cash Equivalents	\$ 426,459	\$ 394,943
Certificates of Deposit	675,013	451,707
U.S. Treasuries	198,850	-
Equities and Equity ETFs	711,847	444,991
Corporate Bonds	378,860	391,312
Bond ETFs	177,152	217,368
Equity Mutual Funds	1,652,801	1,474,934
Bond Mutual Funds	932,877	908,656
	<u>\$ 5,153,859</u>	<u>\$ 4,283,911</u>

The following is a schedule of investment return and its classification in the statement of activities for the year ended June 30, 2018:

	Unrestricted	Temporarily Restricted	Permanently Restricted	2018 Total
Interest and Dividends	\$ 41,155	\$ 47,921	\$ -	\$ 89,076
Net Unrealized Gain/(Loss)	31,334	133,070	-	164,404
Investment Fees	(848)	(8,444)	-	(9,292)
Total Return on Investments	<u>71,641</u>	<u>172,547</u>	<u>-</u>	<u>244,188</u>
Classification				
Operating Investment Return	-	33,905	-	33,905
Non-Operating Investment Return	71,641	138,642	-	210,283
Total Return on Investments	<u>\$ 71,641</u>	<u>\$ 172,547</u>	<u>\$ -</u>	<u>\$ 244,188</u>

The following is a schedule of investment return and its classification in the statement of activities for the year ended June 30, 2017:

	Unrestricted	Temporarily Restricted	Permanently Restricted	2017 Total
Interest and Dividends	\$ 38,182	\$ 40,191	\$ -	\$ 78,373
Net Unrealized Gain/(Loss)	56,650	198,880	-	255,530
Investment Fees	(1,685)	(7,506)	-	(9,191)
Total Return on Investments	<u>93,147</u>	<u>231,565</u>	<u>-</u>	<u>324,712</u>
Classification				
Operating Investment Return	2,075	62,937	-	65,012
Non-Operating Investment Return	91,072	168,628	-	259,700
Total Return on Investments	<u>\$ 93,147</u>	<u>\$ 231,565</u>	<u>\$ -</u>	<u>\$ 324,712</u>

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

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**Note 5 – Fair Value of Financial Instruments**

Generally accepted accounting principles establish a framework for measuring fair value. That framework provides a fair value hierarchy that prioritizes the inputs to valuation techniques used to measure fair value. The hierarchy gives the highest priority to unadjusted quoted prices in active markets for identical assets (Level 1 measurements) and the lowest priority to unobservable inputs (Level 3 measurements). The three levels of the fair value hierarchy are described below:

*Level 1* - Inputs to the valuation methodology are unadjusted quoted prices for identical assets in active markets that the Academy has the ability to access.

*Level 2* - Inputs to the valuation methodology include:

- Quoted prices for similar assets in active markets;
- Quoted prices for identical or similar assets in inactive markets;
- Inputs other than quoted prices that are observable for the asset or liability; and Inputs that are derived principally from or corroborated by observable market data by correlation or other means.

If the asset or liability has a specified (contractual) term, the Level 2 input must be observable for substantially the full term of the asset.

*Level 3* - Inputs to the valuation methodology are unobservable and significant to the fair value measurement.

The asset's fair value measurement level within the fair value hierarchy is based on the lowest level of any input that is significant to the fair value measurement. Valuation techniques used need to maximize the use of observable inputs and minimize the use of unobservable inputs. When, as a practical expedient, an investment is measured at fair value on the basis of net asset value, its classification as Level 2 or 3 will be impacted by the ability to redeem the investment at net asset value at the measurement date. If there is uncertainty or the inability to redeem an investment at net asset value in the near term subsequent to the measurement date, the investment is categorized as Level 3.

In general, management relies on the third-party investment managers to provide valuations on a monthly basis. Management verifies these valuations in a number of ways including, but not limited to, assessing the valuation methodologies used by each manager and reviewing the footnotes related to valuation in audited financial statements. The following is a description of the valuation methodologies used for investments measured at fair value:

*Cash, Cash Equivalents, and CDs* – Cash, cash equivalents, and certificates of deposit (CDs) are valued as cash.

*Equities and ETFs* – Equities and ETFs are valued at the closing price reported in the active market in which the individual securities are traded.

*Corporate Bonds* – Corporate bonds are valued at the fair market value provided by third-party investment fund managers.

*Equity and Bond Funds* – Equity and bond funds are valued at the quoted net asset value per share (NAV) provided by third-party investment fund managers.

The Academy's other financial instruments include cash, receivables, prepaid expenses, accounts payable, accrued expenses, and debt. The carrying amounts reported in the statements of financial position for these financial instruments approximate their fair value due to their short term nature.

There have been no changes in the methodologies used at June 30, 2018 and 2017.

The methods described above may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, while the Academy believes its valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value of certain financial instruments could result in a different fair value measurement at the reporting date.



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 5 – Fair Value of Financial Instruments (Cont'd)**

The following is a summary of the fair value measurements of financial instruments by class that are measured at fair value on a recurring basis as of June 30, 2018 and 2017:

	Total 6/30/18	Fair Value Measurements at Reporting Date Using			Assets Valued at NAV (a)
		Level 1	Level 2	Level 3	
Cash and Cash Equivalents	\$ 426,459	\$ 426,459	\$ -	\$ -	\$ -
Certificates of Deposit	675,013	-	675,013	-	-
U.S. Treasuries	198,850	198,850	-	-	-
Equities	711,847	711,847	-	-	-
Corporate Bonds	378,860	378,860	-	-	-
Exchange Traded Funds (ETFs) - Bonds	177,152	177,152	-	-	-
Equity Funds	1,652,801	-	-	-	1,652,801
Bond Funds	932,877	19,373	-	-	913,504
	<u>\$ 5,153,859</u>	<u>\$ 1,912,541</u>	<u>\$ 675,013</u>	<u>\$ -</u>	<u>\$ 2,566,305</u>

	Total 6/30/17	Fair Value Measurements at Reporting Date Using			Assets Valued at NAV (a)
		Level 1	Level 2	Level 3	
Cash and Cash Equivalents	\$ 394,943	\$ 394,943	\$ -	\$ -	\$ -
Certificates of Deposit	451,707	-	451,707	-	-
Equities	444,991	444,991	-	-	-
Corporate Bonds	391,312	391,312	-	-	-
Exchange Traded Funds (ETFs) - Bonds	217,368	217,368	-	-	-
Equity Funds	1,474,934	-	-	-	1,474,934
Bond Funds	908,656	-	-	-	908,656
	<u>\$ 4,283,911</u>	<u>\$ 1,448,614</u>	<u>\$ 451,707</u>	<u>\$ -</u>	<u>\$ 2,383,590</u>

- (a) Investments that are measured at fair value using the net asset value per share (or its equivalent) as a practical expedient have not been classified in the fair value hierarchy. The fair value amounts presented in this table are intended to permit reconciliation of the fair value hierarchy to the amounts presented in the statement of financial position.

The Academy invests in the following investments that are reported at net asset value. Investments reported at net asset value are excluded from the fair value hierarchy and are as follows as of June 30, 2018 and 2017:

	2018 Fair Value	Unfunded Commitments	Redemption Frequency	Redemption Notice Period
Equity Funds	\$ 1,652,801	\$ -	last business day of month	5 days
Bond Funds	913,504	-	last business day of month	5 days
	<u>\$ 2,566,305</u>	<u>\$ -</u>		

	2017 Fair Value	Unfunded Commitments	Redemption Frequency	Redemption Notice Period
Equity Funds	\$ 1,474,934	\$ -	last business day of month	5 days
Bond Funds	908,656	-	last business day of month	5 days
	<u>\$ 2,383,590</u>	<u>\$ -</u>		



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

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**Note 6 – Endowment**

The Academy has several donor restricted endowment funds. As required by generally accepted accounting principles, net assets associated with endowment funds, are classified and reported based on the existence or absence of donor-imposed restrictions.

*Interpretation of Relevant Law* - The Board of Trustees of the Academy has interpreted the Uniform Prudent Management of Institutional Funds Act (UPMIFA) as requiring the preservation of the fair value of the original gift as of the gift date of the donor-restricted endowment funds absent explicit donor stipulations to the contrary. As a result of this interpretation, the Academy classifies as permanently restricted net assets (a) the original value of gifts donated to the permanent endowment, (b) the original value of subsequent gifts to the permanent endowment, and (c) accumulations to the permanent endowment made in accordance with the direction of the applicable donor gift instrument at the time the accumulation is added to the fund. The remaining portion of the donor-restricted endowment fund that is not classified in permanently restricted net assets is classified as temporarily restricted net assets until those amounts are appropriated for expenditure by the organization in a manner consistent with the standard of prudence prescribed by UPMIFA. In accordance with UPMIFA, the Academy considers the following factors in making a determination to appropriate or accumulate donor-restricted endowment funds:

- The duration and preservation of the fund;
- The purposes of the organization and the donor-restricted endowment fund;
- General economic conditions;
- The possible effect of inflation and deflation;
- The expected total return from income and the appreciation of investments;
- Other resources of the organization; and
- The investment policies of the organization

*Funds with Deficiencies* - From time to time, the fair value of assets associated with individual donor-restricted endowment funds may fall below the level that the donor or UPMIFA requires the Academy to retain as a fund of perpetual duration. In accordance with GAAP, deficiencies of this nature that are reported in temporarily restricted net assets were \$-0- and \$-0- as of June 30, 2018 and 2017.

*Return Objectives and Risk Parameters* - The Academy has adopted investment and spending policies for endowment assets that attempt to provide a predictable stream of funding to programs supported by its endowment while seeking to maintain the purchasing power of the endowment assets. Endowment assets include those assets of donor-restricted funds that the organization must hold in perpetuity or for a donor-specified period(s) as well as board-designated funds. Under this policy, as approved by the Board of Trustees, the endowment assets are invested using a diversified asset allocation strategy to avoid incurring a concentration of risk inherent in overinvesting in specific instruments, individual financial institutions or maturities.

*Strategies Employed for Achieving Objectives* - To satisfy its long-term rate-of-return objectives, the Academy relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Academy targets a diversified asset allocation that places a greater emphasis on equity-based investments to achieve its long-term return objectives within prudent risk constraints.

*Spending Policy and How the Investment Objectives Relate to Spending Policy* - As approved by the Board of Trustees, the Academy has a policy of appropriating for distribution each year up to 5% of the average of the prior three years of the fund's total worth as determined by the earnings, dividends, interest and growth as of March 31<sup>st</sup>.

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 6 – Endowment (Cont'd)**

The composition of the Academy's endowment funds at June 30, 2018 and 2017 were as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	2018 Total
Donor-Restricted Endowment Funds	\$ -	\$ 1,767,565	\$ 1,491,816	\$ 3,259,381
Board-Designated Endowment Funds	205,821	-	-	205,821
Total	<u>\$ 205,821</u>	<u>\$ 1,767,565</u>	<u>\$ 1,491,816</u>	<u>\$ 3,465,202</u>
	Unrestricted	Temporarily Restricted	Permanently Restricted	2017 Total
Donor-Restricted Endowment Funds	\$ -	\$ 1,611,589	\$ 873,497	\$ 2,485,086
Board-Designated Endowment Funds	192,210	-	-	192,210
Total	<u>\$ 192,210</u>	<u>\$ 1,611,589</u>	<u>\$ 873,497</u>	<u>\$ 2,677,296</u>

The changes in endowment net assets for the year ended June 30, 2018 and 2017 were as follows:

	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment Net Assets, 7/1/2016	\$ 175,606	\$ 1,422,048	\$ 873,497	\$ 2,471,151
Reclassifications	-	-	-	-
Contributions and Designations	-	6,205	-	6,205
Investment Return				
Investment Income	3,083	40,313	-	43,396
Net Appreciation/(Depreciation)	13,521	190,860	-	204,381
Total Investment Return	16,604	231,173	-	247,777
Amounts Appropriated for Expenditure	-	(47,837)	-	(47,837)
Transfer Out Quasi-Endowment Funds	-	-	-	-
Endowment Net Assets, 6/30/2017	<u>\$ 192,210</u>	<u>\$ 1,611,589</u>	<u>\$ 873,497</u>	<u>\$ 2,677,296</u>
	Unrestricted	Temporarily Restricted	Permanently Restricted	Total
Endowment Net Assets, 7/1/2017	\$ 192,210	\$ 1,611,589	\$ 873,497	\$ 2,677,296
Reclassifications	-	-	-	-
Contributions and Designations	300	17,958	618,319	636,577
Investment Return				
Investment Income	3,695	47,718	-	51,413
Net Appreciation/(Depreciation)	9,616	124,205	-	133,821
Total Investment Return	13,311	171,923	-	185,234
Amounts Appropriated for Expenditure	-	(33,905)	-	(33,905)
Transfer Out Quasi-Endowment Funds	-	-	-	-
Endowment Net Assets, 6/30/2018	<u>\$ 205,821</u>	<u>\$ 1,767,565</u>	<u>\$ 1,491,816</u>	<u>\$ 3,465,202</u>



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 7 – Debt**

As of June 30, 2018 and 2017 the following debts were outstanding:

	Current	Long-Term	2018 Total	2017 Total
\$9,000,000 mortgage payable to USDA dated June 15, 2017. Monthly payments of principal and interest of \$29,070 over 40 years, with an interest rate of 2.375%. Secured, matures July 2057.	\$ 139,849	\$ 8,723,582	\$ 8,863,431	\$ 9,000,000
\$5,800,000 mortgage payable to USDA dated June 15, 2017. Monthly payments of principal and interest of \$18,734 over 40 years, with an interest rate of 2.375%. Secured, matures July 2057.	90,125	5,621,863	5,711,988	5,800,000
\$725,000 mortgage payable to Robert and Martha Beckwith, dated August 21, 2014. Monthly payments of principal and interest of \$5,454 over 15 years, with interest rate adjusting at two five year intervals at prime plus 1%. Currently at 4.25% until August 2019. Secured, matures August 2029.	41,556	539,522	581,078	620,908
\$786,000 note payable to Town of Woodstock, dated June 2014. Annual fixed principal payment of \$19,650 plus interest at 2.75% for 40 years, matures June 2053.	19,650	668,100	687,750	707,400
\$2,500,000 mortgage payable to USDA, dated November 20, 2012 (Loan Resolution Security Agreement effective date). Monthly payments of principal and interest of \$9,150, interest at 3.125%, payable over 40 years. Secured, matures January 2053.	37,755	2,281,499	2,319,254	2,359,054
	<u>\$ 328,935</u>	<u>\$ 17,834,566</u>	<u>\$ 18,163,501</u>	<u>\$ 18,487,362</u>

Future minimum principal payments for the years ended June 30, 2018 and 2017 are as follows:

Years Ending	2018 Amount	2017 Amount
2018		\$ 320,657
2019	\$ 328,935	328,935
2020	337,455	337,455
2021	346,224	346,224
2022	355,218	355,218
2023	364,539	
Thereafter	16,431,130	16,798,873
	<u>\$ 18,163,501</u>	<u>\$ 18,487,362</u>

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 8 – Capital Lease**

	Current	Long-Term	2018 Total	2017 Total
\$510,864 lease payable to Apple, Inc., dated July 30, 2015, 4 annual payments of \$127,716. Expires July 2019. Equipment purchase option at end of lease is FMV.	\$ 127,716	\$ -	\$ 127,716	\$ 255,432

Future minimum lease payments together with the present value of the net minimum payment are as follows:

Years Ending June 30,	2018	2017
2018		\$ 127,716
2019	\$ 127,716	127,716
2020	-	-
2021	-	-
2022	-	-
Thereafter	-	-
Total Minimum Payments	127,716	\$ 255,432
Less Amount Representing Interest	(7,716)	(15,432)
Present Value of Net Minimum Payments	\$ 120,000	\$ 240,000

**Note 9 – Operating Leases**

The Academy leases office equipment under various lease agreements that expire in 2019. The following is a schedule of future minimum payments required under operating leases for the years ended June 30, 2018 and 2017:

Years Ending June 30,	2018	2017
2018		\$ 66,534
2019	\$ 12,613	12,613
2020	5,494	5,494
2021	-	-
2022	-	-
2023	-	-
Thereafter	-	-
	\$ 18,107	\$ 84,641



**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 10 – Net Assets**

*Temporarily Restricted* - Temporarily restricted net assets represent the unspent cumulative investment return of the permanently restricted endowment funds that donors have designated for specific purposes and unspent donor-restricted contributions. The following is a schedule of temporarily restricted net assets, by purpose restriction, as of June 30, 2018 and 2017:

	Cumulative Additions to Endowment Funds	Contributions	2018 Total
Scholarships and Gifts	\$ 1,008,702	\$ 12,203	\$ 1,020,905
Academy Funds	758,863	-	758,863
Woodstock Academy Foundation	-	225,401	225,401
	<u>\$ 1,767,565</u>	<u>\$ 237,604</u>	<u>\$ 2,005,169</u>

	Cumulative Additions to Endowment Funds	Contributions	2017 Total
Scholarships and Gifts	\$ 930,147	\$ 8,397	\$ 938,544
Academy Funds	681,442	-	681,442
Woodstock Academy Foundation	-	187,269	187,269
	<u>\$ 1,611,589</u>	<u>\$ 195,666</u>	<u>\$ 1,807,255</u>

Net assets were released from restrictions based on the satisfaction of donor imposed stipulations. The following is a schedule of temporarily restricted net assets released from restrictions by purpose for the years ended June 30, 2018 and 2017:

	2018	2017
Scholarships and Gifts	\$ 44,338	\$ 15,100
Academy Funds	-	46,843
Woodstock Academy Foundation	366,915	57,677
	<u>\$ 411,253</u>	<u>\$ 119,620</u>

*Permanently Restricted* – Permanently restricted net assets represent the principal of donor-restricted contributions designed for investing in perpetuity. The following is a schedule of permanently restricted net assets, by purpose restriction, as of June 30, 2018 and 2017:

	2018 Endowment Funds	2017 Endowment Funds
Scholarships and Gifts	\$ 1,054,318	\$ 435,999
Academy Funds	437,498	437,498
	<u>\$ 1,491,816</u>	<u>\$ 873,497</u>

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

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**Note 11 – Collective Bargaining Agreements**

The Academy's educators (approximately 62% of all employees) are covered by a collective bargaining agreement with Woodstock Academy Education Association which is scheduled to expire on June 30, 2019.

The Academy's custodial employees (approximately 6% of all employees) are covered by a collective bargaining agreement with AFSCME Local1303, which expired on June 30, 2015.

**Note 12 – Employee Retirement Benefits**

The Academy sponsors a 401(k) plan for all eligible employees not covered by a union collective bargaining agreement. The Academy contributes 6% of the eligible employees' compensation to the plan. The expenses for the years ended June 30, 2018 and 2017 were \$91,159 and \$101,730, respectively.

**Note 13 – Self Funding**

The Academy has elected to self-fund all of its state unemployment compensation claims. In the event a former employee is entitled to state unemployment compensation, the Academy will be directly liable for payment of all claims. The expense recorded for the years ended June 30, 2018 and 2017 was \$16,416 and \$34,515, respectively. The amount of potential claims as of June 30, 2018 and 2017 has been estimated to be \$34,149 and 30,850, respectively; for which a liability has been recorded.

The Academy also self-funds a portion of its medical insurance coverage with an aggregate cap and stop-loss provision. The Academy's recorded an estimated liability for claims that have not been processed as of June 30, 2018 is \$184,510 and \$184,510, respectively.

**Note 14 – Related Party Transactions**

The Academy has a seller-financed mortgage from a board member for the purchase of a parcel of land. The balance due as of June 30, 2018 and 2017 was \$581,078 and \$620,908, respectively.

**Note 15 – Concentration**

Currently the Academy receives its tuition from six area towns and from a select number of private paying students. The tuition received from one of the towns represents approximately 42% of total tuition received. The contract with that town has expired and the Academy is currently on a month-to-month basis with that town.

**Note 16 – Contingencies**

The Academy provides sick days to the employees; which, if they are not used, will accumulate to certain maximums. An employee must be sick in order to receive pay for the sick days, or, if an employee has reached their maximum sick days, they will receive remuneration for the excess days. In addition, when an employee reaches certain years of service, the employee becomes vested in the sick day remuneration. The financial statements of the Academy reflect the liability for the vested obligations only.

**Woodstock Academy**  
**Notes to the Consolidated Financial Statements**  
**As of and For the Years Ended June 30, 2018 and 2017**

**Note 17 – Functional Expenses**

The following is a schedule of the Academy's functional expenses for the years ended June 30, 2018 and 2017:

	Program Services	Supporting Services		
	Education and Student Activities	Fundraising	General and Administrative	2018 Total
Salaries and Benefits	\$ 10,927,324	\$ 465,607	\$ 2,855,836	\$ 14,248,767
Program and Administrative	4,766,406	229,934	828,870	5,825,210
Awards	44,338	-	-	44,338
Depreciation	1,205,920	-	79,837	1,285,757
Interest Expense	483,760	-	-	483,760
	<u>\$ 17,427,748</u>	<u>\$ 695,541</u>	<u>\$ 3,764,543</u>	<u>\$ 21,887,832</u>

	Program Services	Supporting Services		
	Education and Student Activities	Fundraising	General and Administrative	2017 Total
Salaries and Benefits	\$ 10,519,514	\$ 453,462	\$ 1,581,067	\$ 12,554,043
Program and Administrative	3,715,351	223,926	458,908	4,398,185
Awards	55,125	-	-	55,125
Depreciation	954,273	-	79,837	1,034,110
Interest Expense	129,128	-	-	129,128
	<u>\$ 15,373,391</u>	<u>\$ 677,388</u>	<u>\$ 2,119,812</u>	<u>\$ 18,170,591</u>

**Note 18 – Student Activity Funds**

Student activities that generate their own revenue are considered agency funds. The Academy holds student activity funds in trust for the benefit of the funds owners, but generally does not dictate the uses for these funds. These funds are not considered assets of the Academy and are recorded as a liability on the statement of financial position.





CERTIFIED PUBLIC ACCOUNTANTS

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**Report on Internal Control over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards**

*Independent Auditor's Report*

Board of Trustees  
Woodstock Academy

We have audited in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, the consolidated financial statements of Woodstock Academy, which comprise the consolidated statement of financial position as of June 30, 2018, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the consolidated financial statements and have issued our report thereon dated September 5, 2018.

**Internal Control over Financial Reporting**

In planning and performing our audit of the consolidated financial statements, we considered Woodstock Academy's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the consolidated financial statements, but not for the purpose of expressing an opinion on the effectiveness of Woodstock Academy's internal control. Accordingly, we do not express an opinion on the effectiveness of Woodstock Academy's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit, we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether Woodstock Academy's consolidated financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit and, accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.



### **Purpose of This Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink, appearing to read "Maletta & Company", with a stylized flourish at the end.

Maletta & Company  
Certified Public Accountants

Bristol, Connecticut  
September 5, 2018

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

9. Woodstock Academy Administration Reports
  - b. Associate Head of School Report
    - i. January Update

(Attachment 7)



## January Updates from the Associate Head of School

### What's Happening...

#### School Programs:

- Fall sports wrap-up: Volleyball – ECC Regular Season Champions, ECC Tournament Champions, 2<sup>nd</sup> in CT Fall Brawl; 2<sup>nd</sup> place State Championship. Girls & Boys Soccer -- ECC Regular Season Champions and ECC Tournament Champions.
- 41 athletes were inducted into the Scholar Athlete Honor Society in November.
- Music wrap-up: Hill Singers performed at the Governor's Mansion and opened for the Pentatonix at The Mohegan Sun in December!
- Eastconn published great article on our collaborative efforts at WA!  
<http://issuu.com/eastconn/docs/connectionsfall2018?e=2634241/65113381>
- First Gallery show of the year, *Water and Wood*, featured the woodblock prints of Lynita Shimizu of Ashford and Matt Bowen of Lyme, New Hampshire.
- The WA Science Department has been approved for a chapter of the Science National Honor Society! They will welcome 36 kids at their inaugural induction this spring.
- The WA Model UN won the Outstanding Small Delegation at the Rutgers Model UN Conference in early December.
- The Rocket League eSport team were the State Champions! Team members include: Eddy Chen (T), Kursen Bai (T), Sunny Mo (T), Abner Shen (T), Jiacheng Ying (T), and Quincy Li (T).
- The Fall 2018 digital issue of *The Deep End* has been published. This wonderful collection of student work features photography, drawing, painting, mixed media, music, poetry, fiction and non-fiction. <http://thedeependwa.com/> It also includes the winners of our Fall art and writing competition: Trinity Phar (W), Photography (Photo of The Academy Building); Zachary Fontaine (W), Mixed Media (*My Shattered Image*); Sophie Archambault (P), Poetry ("Five Senses Sunset"); and Brooklyn Penkauskas (B), Music (*Transfiguration*).

#### Student Achievements:

- The following students received the Connecticut Association of Public School Superintendents Award: Rebekah Wesler (W), Zachary Paige (P), Kejian Jefferson Wu (T), Ashleigh Angle (B), Mackenzie Eaton (U), Ely Driscoll (E), Delaney McIntire (C)
- Junior, Nathan Craig (W) was selected to represent The Woodstock Academy in the Governor's Scholarship Award Competition.
- 19 students accepted to be part of the New England Music Festival! Chandler Creedon (W), Keegan Kelleher (W), Jan Pan (T), Rockwell Valentine (W), Asa Bazinet (P), Lily Brin (P), Logan Brock (P), Lucas Couture (W), Emma Green (P), Sophia Mawson (P), Aidan McCarthy (P), Thomas Musumeci (W), Samantha Orlowski (W), Zachary Paige (P), Sophia Pontbriand (W), Anna Raymond (P), Margaret Ritzau (T), Vincent Tocci (W), Brooklyn Penkauskas (B).
- The Academy had 7 finalists in the *Stranger Sagas* writing contest: Alyssa Arends (B), Haley Shor (P), Cole Gremo (W), Sophie Archambault (P), Nina Vasquez-Nichols (B), Lillian Bates (B), Kieran Czmyr (B).
- Natalie Low (P) and Paula Hernandez (E) were recognized by the Connecticut High School Coaches Association as first volleyball team All-State members. This is the first time in program history that WA has had two girls on the 1st team in the same year.
- Paula Hernandez was also recognized as the 2018 CHSCA Volleyball Player of The Year. This is also a first in program history.
- Mia Ruggeri (W), as part of the Spirit of America Dancers, was selected to dance in the 2018 Macy's Day Parade.

#### Staff and Faculty:

- Sara Dziedzic received a \$500 grant from the Connecticut Coalition to End Homelessness to fund her Hunger and Homelessness Awareness project!



- Sara Dziedzic was also selected as a recipient of this year's UConn ECE Small Classrooms and Community Development Grant receiving \$2300 to fund a Human Rights Conference.
- Eric Chalupka was nominated for the Best Lighting (non-equity) by the Broadway World Regional Awards!
- Melissa Beck's translation of a Suplicia poem will be used by British composer, Jessica Curry, as the front piece of the musical score Curry has written for the Oriana choir in London.
- Val May's most recent publication is available online: <https://www.hhmi.org/biointeractive/developing-explanation-tuskless-elephants>
- Tom Young was invited to be an AP reader for the statistics test again in June!

## Upcoming Events...

01/16 – Piano Recitals, 6:00 PM, Center for the Arts Lecture Hall  
 01/18 – NHS Middle School Leadership Workshop, 3:30—5:00 PM, Student Commons  
 01/23 – Exams Blocks 1&2; 01/24 – Exams Blocks 3&4; 01/25 – Intersession Day; 01/28 – Semester 2 Begins  
 02/08 – Opening night of the new Gallery Show: *Locally Sourced* (featuring the work of three extraordinary artists of Northeastern Connecticut: Richard Jaworowski, Barbara Lussier, and Olga Poloukhine.  
 02/22 – Spanish Dinner, 6 PM, The Student Commons (tickets available at the door)  
 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)  
 03/30 – Farm to table event and closing of *Locally Sourced*. (purchase tickets at [woodstockacademy.org/locallysourced](https://www.woodstockacademy.org/locallysourced))

# THE WOODSTOCK ACADEMY BOARD OF TRUSTEES



## BOARD MEETING

Meeting date: Tuesday, January 15, 2018  
Time: 7:00 PM  
Location: Student Commons - North Campus

- 9. Woodstock Academy Administration Reports
  - d. Head of School Report
    - i. 2019-2020 Calendars  
(BOT, Academic, Residential Life)

(Attachment 8)

### Suggested Motion:

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

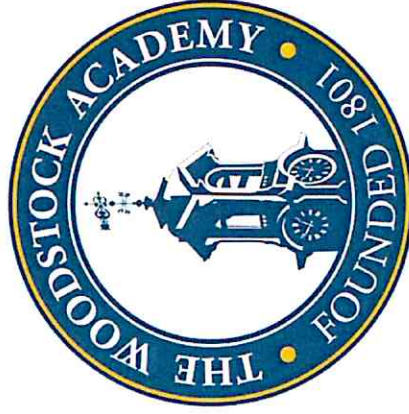
# The Woodstock Academy Academic Calendar

## 2019-2020



### Significant Dates

8/19/19	Professional Development	No School
8/20/19	Professional Development	No School
8/26/19	First Day--New Students	Full Day
8/27/19	First Day--All Students	Full Day
8/30/19	Early Dismissal	Half Day
9/2/19	Labor Day	No School
10/14/19	Columbus Day	No School
10/16/19	Student Test Day	Half Day
11/27/19	Thanksgiving Break Begins	No School
11/29/19	Thanksgiving Break Ends	No School
12/23/19	Winter Break Begins	No School
1/3/20	Winter Break Ends	No School
1/20/20	Martin Luther King Day	No School
2/17/20	President's Day	No School
2/18/20	Professional Development	No School
3/6/20	Professional Development	No School
4/10/20	Spring Break Begins	No School
4/17/20	Spring Break Ends	No School
5/25/20	Memorial Day	No School
6/10/20	Last Day of School	Half Day
6/13/20	Convocation	TENTATIVE



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November 19						
Su	M	Tu	W	Th	F	Sa
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March 20						
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July 20						
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October 19						
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February 20						
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June 20						
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September 19						
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January 20						
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May 20						
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August 19						
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December 19						
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April 20						
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August	5	December	15	April	16
September	20	January	19	May	20
October	22	February	18	June	8
November	18	March	21	Total	182



# The Woodstock Academy Board of Trustees Calendar

## 2019-2020



### Meeting Dates

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

August 19						
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September 19						
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December 19						
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January 20						
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February 20						
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March 20						
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April 20						
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May 20						
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June 20						
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July 20						
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# The Woodstock Academy Residential Life Calendar

2019-2020



## Significant Dates

08/19/19	Football Tryouts	
08/21/19	New Res Life Student's Arrival	Arrival
08/22/20	Returning Res Life Student's Arrival	Arrival
08/24/19	SAT Test Date	
08/22/19	Cross Country Tryouts	
08/26/19	First Day-New Students	
08/27/19	First Day-Return. Students	
08/29/19	Soccer/Field Hockey Tryouts	
08/29/19	Volleyball Tryouts	
09/02/19	Holiday	No School
10/05/19	SAT Test Date	
10/14/19	Holiday	No School
11/02/19	SAT Test Date	
11/26/19	Students Depart after Class	Optional
11/27/19	Holiday Begins	No School
12/01/19	Students Return by 6 PM	
12/07/19	SAT Test Date	
12/20/19	Students Depart after Class	Mandatory
12/23/19	Winter Break Begins	Dorms Closed
01/05/20	Students Return by 6 PM	Dorms Open
01/12/20	TOEFL Test Date	
01/20/20	Holiday	No School
02/02/20	TOEFL Test Date	
02/14/20	Students Depart after Class	Optional
02/17/20	Holiday	No School
02/18/20	Students Return by 6 PM	
03/14/20	SAT Test Date	
03/16/20	TOEFL Test Date	
03/30/20	TOEFL Test Date	
04/09/20	Students Depart after Class	Mandatory
04/10/20	Spring Break Begins	Dorms Closed
04/19/20	Students Return by 6 PM	Dorms Open
05/02/20	SAT Test Date	
05/11/20	TOEFL Test Date	
05/18/20	TOEFL Test Date	
05/25/20	Holiday	No School
06/06/20	SAT Test Date	
06/10/20	Tentative Last Day of School	
06/13/20	Commencement	

November 19						
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October 19						
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September 19						
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August 19						
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March 20						
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February 20						
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January 20						
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July 20						
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June 20						
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April 20						
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June 10, 2020 is the tentative Last Day of School. This could change based on weather cancellations.