

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
ANNUAL MEETING
Minutes of the Meeting
South Campus
Auditorium / Center for the Arts
August 21, 2018
7:30 p.m.**



These minutes are for informational purposes

PRESENT: Beckwith, Martha; Bellerose, James; Bentley, Cary; Blackmer, Robert; Carabeau, Garry; Child, Barbara; Davis, Cliff; Frankhouser, Hans (W); Higgins, Edwin; Johnston, Kevin; Kelly, Paul; Larrow, Jeff; Livernois, Jay (Ex-Officio); Marmat, Gerald (E); McGinn, Walter; Musumeci, Joseph; Paquette, Philippa; Swenson, Christine; Teed, David; Trivella, Joan (B); Young, Scott
ADMINISTRATION: Favreau, Amy; Guillot, William; Harten, Michael; Rigney, John; Sandford, Chris; Singleton, Holly; Sturdevant, Jon; Woodland, Julie
ABSENT WITH NOTIFICATION: Asikainen, Samantha; Cerrone, Kate; Morse, David
ABSENT: Field, David; Hustus, Christine
GUESTS: Jeri Musumeci; Megan Bard Morse; Bob Smith and others

1. Call to order

The meeting was called to order by President Swenson at 7:46 p.m.

2. Community Participation – None.

3. Student Council Report – None.

4. Board and Foundation Term Recommendations

a. Term Renewal – Alumni Trustees (Trustees of the Corporation)

MOTION: (Kelly/Young) To move to appoint Jeff Larrow as a Trustee of the Corporation for a six-year term.
Unanimous

MOTION: (Kelly/McGinn) To move to renew the appointments of Cary Bentley, Robert Blackmer, and Martha Beckwith as Trustees of the Corporation for six-year terms which end in 2024.

Unanimous

b. Term Appointment – President of the Alumni Association as Ex-Officio Member

MOTION: (Kelly/Musumeci) To move to appoint the President of the Alumni Association, Jay Livernois, as an Ex-Officio member of The Woodstock Academy Board of Trustees.

Unanimous

c. Term Renewal – Slate of Officers for Board of Trustees for 2018-2019

MOTION: (Kelly/McGinn) To move to accept the slate of officers for The Board of Trustees for the 2018-2019 school year, as presented.

President	Christine Swenson
Vice-President	Edwin Higgins
Secretary	Philippa Paquette
Assistant Secretary	Barbara Child
Treasurer	David Teed
Assistant Treasurer	Paul Kelly

Unanimous

d. Term Renewal – WA Foundation Directors

MOTION: (Kelly/Carabeau) To move that the President of The Board of Trustees cast one ballot on behalf of The Board of Trustees to accept the term appointment of the following Foundation Directors.

Sandy Frederickson, whose term shall expire in 2021
Adam Troy, whose term shall expire in 2019

Unanimous

MOTION: (Kelly/McGinn) To move that the President of The Board of Trustees cast one ballot on behalf of The Board of Trustees to accept the three-year term renewals of the following Foundation Directors.

Martha Beckwith
John Rauh
Kent Weaver

Unanimous

e. Term Renewal – WA Foundation Officers

The Directors of The Foundation will vote through an electronic consensus vote to accept the following slate of officers of The Woodstock Academy Foundation for the 2018-2019 year by their next meeting and report the results to the BOT.

President	Martha Beckwith
Vice-President	Phillip Willis
Secretary	Christine Swenson
Treasurer	Paul Kelly

Unanimous

5. Correspondence

President Swenson and Head of School Sandford summarized the contents of the correspondence packet.

6. Board Reports

a. Secretary's Report

i. Minutes of the Annual Meeting of August 22, 2017

MOTION: (McGinn/Musumeci) To approve the Minutes of the Annual Meeting of August 22, 2017.
Unanimous

ii. **Minutes of the Regular Meeting of May 22, 2018**

MOTION: (Higgins/McGinn) To approve the Minutes of the Regular Meeting of May 22, 2018.
All voted Yes except Davis and Trivella, who abstained. Motion carries.

iii. **Minutes of the Special Meeting of July 2, 2019**

MOTION: (Higgins/McGinn) To approve the Minutes of the Special Meeting of July 2, 2019.
All voted Yes except Marmat and Blackmer, who abstained. Motion carries.

b. President's Report

- i. **Trustee and Staff Reception** (Thursday, August 30, 2018)—President Swenson asked for full BOT participation
- ii. **Retreat—September 18, 2018**—President Swenson hopes for quality discussion.

c. Committee Reports

- i. Buildings and Grounds
- ii. Executive Committee
- iii. Finance Committee
- iv. Nominating Committee

There were no questions about the minutes included in the meeting packet.

7. Woodstock Academy Administration Reports

a. Associate Head Report

- i. **Beginning of School Year Report**—Associate Head of School Singleton reviewed her August Updates handout which highlighted events that occurred over the summer. She emphasized key dates and times for upcoming events. Questions were asked and answered.
- ii. **Assistant Head of School for South Campus: Residential Program Report**—Associate Head of School for South Campus Rigney reviewed his South Campus Update for August handout which recapped summer programming. The handout also previewed improvements and plans for the 2018-2019 school year. There were no questions.

b. Associate Head of Finance and Operations Report

- i. **2018-2019 Budget Update**—Head of School Sandford provided a brief summary about the status of the current 2018-2019 budget. He looks forward to the implementation of the new accounting software and stated the current audit is nearly complete.
- ii. **Capital Projects Update**— Head of School Sandford and Interim Head of School Guillot reviewed various projects including work done to sidewalks, floors and walls. The bathroom project on South campus is complete. The Buildings and Grounds committee will discuss all projects in greater detail next week.
- iii. **Introduction of Interim Associate Head of School Bill Guillot** — Head of School Sandford welcomed Interim Head of School Guillot, thanking him for his hard work. Interim Head of School Guillot provided a detailed entry plan for his new position. Questions were asked and answered. Mr. Guillot was thankful for the support of the administrative team.

c. Associate Head of School for Advancement

- i. **Homecoming 2018**—Associate Head of School for Advancement Jon Sturdevant described the fun events planned for alumni and Trustees over the upcoming Homecoming weekend, such as the Gallery opening, “Call to Artists.” Besides a wide array of athletic events, people should check the website to learn more about campus tours and class reunions.
- ii. **Golf Tournament Update**—The Annual Golf Tournament sold out again this year, and a great crowd attended. Around \$20K was raised.
- iii. **Capital Projects / Campaigns Update**—Mr. Sturdevant reviewed a handout which described updated fundraising priorities and listed all the improvements made to North campus, South campus, and the Bentley Athletic Complex. He thanked the Board of Trustees for reaching the goal of 100% Trustee participation in endowment efforts.

d. Assistant Head of School for Enrollment

- i. **2018-2019 Enrollment Report**—Assistant Head of School for Enrollment Amy Favreau provided an overview of the process, goals, and strategy of recruitment. She shared specific admissions data and detailed enrollment results within her handout. Mrs. Favreau is encouraged by the continued success enjoyed by her department. Various questions were asked and answered.

e. Headmaster Report

- i. **2017-2018 Annual Report**—Head of School Sandford presented the Annual Report included in the meeting packet and answered questions. The group was encouraged to read it in greater depth online or to request a copy from his office.
- ii. **College Application Results**—Head of School Sandford explained the format and composition of this report. Information came from a cross section of seniors who self-reported their admissions data. Questions were asked and answered. Copies of this report were shared with the superintendents from all sending towns.
- iii. **Organizational Chart and Staffing Update**—A staffing update was provided and a revised organizational chart was reviewed as required in Policy 2100.

MOTION: (Davis/Bellerose) To approve the 2018-2019 Administrative Staff Organizational Chart as presented.

Unanimous

- iv. **Theory of Action**—Head of School Sandford presented The Theory of Action for 2018-2019 for discussion, saying adjustments might be made after his evaluation was complete. Brief discussion ensued.

8. Other Items—Jay Livernois spoke about the new History of The Woodstock Academy book, scholarships for students who want to attend The Academy, the upcoming alumni art exhibit, the Academic Hall of Fame, and the upcoming 150th anniversary of The Academy building.

Regarding the changes to the by-laws which occurred at the Annual Meeting of the Corporation, the Trustees stressed that communication to the sending towns should be authored by the Trustees rather than the Administration.

Brief discussion, to be continued later, ensued about the Eastford/Union late buses.

9. Community Participation – None.

10. Executive Session

a. Personnel

b. Head of School Review

MOTION: (Paquette/McGinn) Following a short recess at 8:56 p.m., to enter into Executive Session at 9:10 p.m. for the purpose of discussing Personnel and the Head of School Review.

Unanimous

The meeting returned from Executive Session at 10:11 p.m.

11. Possible Action – None.

12. Adjournment

MOTION: (Bentley/Carabeau) To adjourn the meeting at 10:12 p.m.

Unanimous

Respectfully submitted,

Julie Woodland

Julie Woodland
Board Clerk

The Woodstock Academy shall prepare ALL students for a lifetime of learning by providing academic rigor, a safe environment, and a diversity of educational experiences which will foster a sense of respect for self and others, and will encourage active investment in family, school, community, and the world.