



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

NOTICE OF SPECIAL MEETING

Meeting date: Tuesday, May 22, 2018

*Time: *Changed to 7:15 PM

Location: Student Commons, North Campus

*Board meeting is the same night as the Northeastern CT Chamber of Commerce Business After Hours event in the Atrium of The Center for the Arts on South Campus. The start time for the BOT meeting is adjusted to accommodate travel from South to North Campus.

Revised AGENDA

1. **Call to Order** (7:00-7:05)
2. **Teacher of the Year** (7:05-7:15)
3. **Head of School Recognition** (7:15-7:20)
4. **Community Participation** (3/5 minutes/participant, subsequent agenda times to be adjusted) (7:20-7:30)
5. **Student Council Report**
6. **Board Reports**
 - a. Secretary's Report (Attachment 1)
 - i. Minutes of Special Meeting April 23, 2018
 - b. President's Report (7:30-7:35)
 - i. Correspondence (Attachment 2)
 1. Letter from the Town of Woodstock
 2. Letter to A. Estell, Chair, Union Board of Education
 3. Email from K. Coddington - resignation as Brooklyn Sending Town Rep.
 4. Letter to P. Lusa
 5. Letter from L. Cremers (Action Required)
 - c. Committee Reports - questions/discussion on reports provided in packet (7:35-7:40) (Attachment 3)
 - i. Executive
 - ii. Negotiating
 - iii. Policy
 - d. Alumni Board Update
7. **Woodstock Academy Administration Reports**
 - a. Associate Head of Finance and Operations
 - i. 2017-2018 Budget Update (Attachment 4)
 - ii. 2018 Scholarship Approval (Attachment 5)
 - b. Associate Head of School for Advancement
 - i. Annual Report Draft
 - ii. Giving Update
 - c. Associate Head of School Report (7:40-7:50)
 - i. Teaching and Learning
 - ii. Academic Spotlight: Science, Student Services Report (Harten) (Attachment 6)
 - iii. Board questions/discussion

Continued –

- d. Head of School Report (7:50-8:05)
 - i. June Board Meeting (Retreat)
 - ii. End of Year Update (Attachment 7)
 - iii. Staff Emeritus/a Recommendation (Attachment 8)
 - iv. Summer Programming Presentation
 - v. By-Laws Update/Discussion (Attachment 9)

8. Other Items

9. Citizen's Participation (3/5 minutes/participant)

10. Executive Session

- a. Budget Adjustment Plan
- b. Head of School Annual Review Process

11. Possible action based on Executive Session

12. Adjournment

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 1

Board Meeting Date: May 22, 2018

Agenda Topic: Secretary's Report

Summary of Issues: Minutes of the Meeting of April 23, 2018.

Background: N/A

Recommended Motion: I move to accept the Minutes of the Meeting of April 23, 2018.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.



PRESENT: M. Beckwith, J. Bellerose, C. Bentley, R. Blackmer, G. Carabeau, K. Cerrone (P), B. Child, K. Coddling (B), C. Davis, E. Higgins, K. Johnston, P. Kelly, J. Larrow, G. Marmat (E), W. McGinn, D. Morse, J. Musumeci, P. Paquette (7:13 PM), C. Swenson, D. Teed, S. Young.

ADMINISTRATION: A. Favreau, M. Harten, J. Rigney, C. Sandford, H. Singleton, J. Sturdevant.

ABSENT EXCUSED: S. Asikainen, H. Frankhouser (W), C. Hustus (E), J. Rauh, J. Trivella (B).

ABSENT: D. Field.

GUESTS: K. Birlin, S. Birlin, J. Crescimanno, G. Edwards, R. Holden, M. B. Morse, S. Morse, C. Preston, K. Taft, V. Vaida, C. Wilcox, Cheryl Wilcox, E. Wilcox, M. Wilcox.

1. Call to order

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

2. Head of School Recognition

Kenneth Patrick Birlin 19 – Canterbury

Kenneth is an all-around great guy, he has a great sense of community and shows his commitments to school, friends, and family every day. My experiences with Kenneth have been nothing but positive. He can be very determined to solve tasks and enjoys pushing himself to enrich his experiences. Kenneth has a great outlook on life and is a happy person. He is a pretty good athlete from what I hear, too; he definitely cares a lot about the WA track and cross-country teams.

Mikayla Delima Wilcox '19 – Pomfret

As a junior in the National Honor Society, Mikayla chaired the donations committee for the Unified Olympics at The Woodstock Academy. Mikayla took the job seriously and went above and beyond to secure donations from 15 local businesses in order to provide enjoyable snacks for the athletes. She effectively organized a team of her peers to request and pick up donations. The refreshments were a big hit with the unified athletes from Woodstock and four other area schools and Mikayla's organization made this possible.

3. Community Participation – None.

4. Student Council Report

Griffin Edwards provided the report. The blood drive is scheduled for Wed., April 25. Plans are underway for Teacher Appreciation Week in May. International Week and Student Council is A\at the end of May and members have been working with the International Club for quite a while on this. Student Council elections will be held soon.

5. Board Reports

a. Secretary's Report

i. Minutes of March 20, 2018

MOTION: (Morse/Marmat) To approve the Minutes of March 20, 2018 meeting

Abstain: Bellerose, Carabeau, Davis, Johnston, Teed

All others in favor

ii. Minutes of Public Forum April 2, 2018

MOTION: (Johnston/Codding) To approve the Minutes of Public Forum April 2, 2018 meeting with the notation that S. Young was not in attendance.

Abstain: Child, Davis, Kelly, Larrow, Morse, Young.

All others in favor

iii. Minutes of Special Meeting April 12, 2018

MOTION: (Johnston/Carabeau) To approve the Minutes of the Special Meeting on April 12, 2018.

Abstain: Beckwith, Carabeau, Child, Davis, Larrow, McGinn

All others in favor

b. President's Report

i. Correspondence

1. Letter of thanks from Patricia Buell, Brooklyn Superintendent
2. Letter of congratulations from Amber Fairfield Bierkan, WA Alum '68
3. Email from R. Canavan – resignation as Alumni Trustee

President Swenson briefly reviewed the various correspondence.

c. Committee Reports - questions/discussion on reports provided in packet

- i. Academic
- ii. Building and Grounds
- iii. By-Laws
- iv. Executive
- v. Finance
- vi. Negotiating

d. Alumni Board Update

Alumni Association President J. Larrow reviewed the pre-publication order form for Dr. Robert Smith's *A History of The Woodstock Academy*.

6. Woodstock Academy Administration Reports

a. Assistant Head of School for Enrollment

i. Tutoring Report (Theory of Action)

Mrs. Favreau briefly reviewed the Tutoring Report which was in the packet previously sent to the Board. Establishing the tutoring program was an Action Step on the 2017/2018 Theory of Action.

b. Associate Head for Finance and Operations

i. 2017-2018 Budget Update

c. Associate Head of School for Advancement

i. Naming Recommendation

On behalf of the administration, Mr. Sturdevant proposed naming the sound booth in the Bates Auditorium as the Silas D. Bunnell Control Booth, in memory of Silas Dean Bunnell '17 (1999-2018).

Silas was a one-of-a-kind, well-rounded, outgoing, and driven student. During his junior year at The Academy, Silas joined the production team and assisted with numerous events in Bates Memorial Auditorium and throughout The Academy's campus. During his senior year, he developed a stage lighting independent study to further his interest in the background of technical theater where he exceeded all expectations. After graduating, Silas continued his love of lighting design by coming back to The Academy to assist in all ways possible for events while majoring in technical theater management at Eastern Connecticut University.

MOTION: (Young/Marmat) To approve naming the sound booth in the Bates Auditorium the Silas D. Bunnell Control Booth.

Unanimous

ii. Giving Update

The registration brochure for the golf tournament was placed at everyone's seat. Last year raised approximately \$25,000 for athletics and we hope to do the same or better this year.

The Academy has received a check for \$618,319.40 as a result of the previously discussed estate gift for endowment.

The estate gift is going to the Foundation's new investment manager to be grown. One of the agenda items for the next Foundation meeting is discussing/approving the new Investment Policy Statement.

A highlight of the recent China trip was a commitment for \$250,000 to fund science CLABS and the STEAM Center from one of our sophomore student's parents. The next development trip is in late July/early August to meet new parents and continue developing relationships with current parents.

18 of 28 (64.3%) Trustees have given so far during this fiscal year. Mr. Sturdevant expressed confidence that the Board will achieve 100% Trustee participation, as was accomplished last year, which is a baseline we hope to achieve each year. A preview of the annual report will be presented at the May 15th Trustee meeting.

As of today, we have received \$1,143,360.44 in total gifts and commitments during this fiscal year.

d. Associate Head of School Report

i. Teaching and Learning

Mrs. Singleton briefly reviewed the Monthly Updates provided at the start of the meeting, and which are included as part of these Minutes. New departments chairs for next year are: A. Bottone for Health and Physical Education, D. Walley for Guidance, and R. Telford for English.

ii. Academic Spotlight: Family and Consumer Science Report

Dr. Harten presented the Academic Spotlight on the Family and Consumer Science department, a copy of which was provided at the start of the meeting and are included as part of these Minutes. Next year, this department will be split into two departments: Health and Physical Education and Career, Family and Technology.

iii. Board questions/discussion

e. Head of School Report (7:45-8:00)

i. 18-19 Operating Fiscal Plan (Final Review)

Head of School Sanford reviewed the 18-19 Operating Fiscal Plan through a PowerPoint presentation, a copy of which was provided to Board members at the start of the meeting, and a copy of which is included with the Minutes.

A brief discussion ensued. Mr. Teed asked that the vote be scheduled for the Mary Board meeting. Mr. Davis suggested that, in fairness to our sending towns who have already set their budgets, the budget be voted on tonight.

MOTION: (Kelly/Paquette) To accept the 18-19 Fiscal Plan as presented.

Opposed: Musumeci, Teed

All others in favor

ii. Policies

1. 4118.113 Personnel/Students – Harassment

2. 8134 Governance of The Board - Scholarship and Awards Committee

MOTION: (Cerrone/Carabeau) To approve policies 4118.113 and 8134 as presented:

Unanimous

7. Other Items – None.

8. Citizen's Participation (3/5 minutes/participant)

V. Vaida provided various remarks. As there is some confusion between private and independent tuition, she would appreciate further clarity going forward.

Another community member would like to know when she would know which sports might be cut, or if there is an effort to try to keep all sports.

9. Executive Session

- a. Legal
- b. Administrator Contracts

MOTION: (Bentley/Musumeci) To enter into Executive Session at 8:24 PM to discuss Legal and Administrator Contracts. Mr. Sandford, Mrs. Singleton, Mr. Sturdevant, Mr. Rigney, and Mrs. Favreau are invited into the session.

Unanimous

The meeting returned to regular session at 10:05 PM.

10. Possible action based on Executive Session

MOTION: (Kelly/Teed) To approve the administrator contracts as discussed in Executive Session.

Opposed: Cerrone

Abstain: Bentley

All others in favor

11. Adjournment

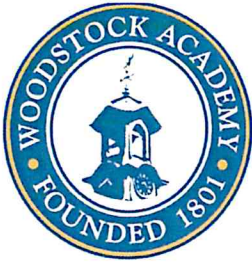
MOTION: (Davis/Johnston) To adjourn at 10:05 PM.

Unanimous

Respectfully Submitted,

Susan Ahern Straub

Susan Ahern Straub
Board Clerk



April Updates from the Associate Head of School

What's Happening...

Student Achievements:

- 5 Writing Centaur tutors have been recognized in UConn's Connecticut Student Writing Contest. Parker Kalafus (P), Sophie Archambault (P), and Alyssa Arends (B) received Honorable Mention. Selena Muniz (C) will have her poem "Counting Pennies" included in the *Connecticut Student Writers* magazine. Azya Thornton (C) will be published and also has the honor of reading her winning fiction piece, "Galaxies Apart," at the May 10th reception.
- Tre Mitchell (W) has been named the Connecticut Boys Basketball Player of the Year by USA Today High School Sports!
- Anna Murphy (W) is being recognized at the Evening of Champions sponsored by the Connecticut Rivers Council where she will receive the Young American Award; this award is presented to a young person who has achieved excellence, shown outstanding leadership or noteworthy service to the community.

School Programs:

- The Unified Team received a Top School Fundraising Team award for their participation in the Special Olympics Penguin Plunge.
- Robotics Team at the CTEEA State Seaperch Championship won 1st Place Stock Class, 1st Place Open Class, and 2nd Place Open Class! The teams have qualified to go to nationals at UMass Dartmouth in June!

Faculty & Staff

- Melita Monahan, Italian teacher, has been approved to be a UConn Early College Experience instructor starting in the 2018-19 school year.
- Chris Sandford was named by ECSU as the 2018 Outstanding Educational Leader.
- New Department Chairs for next year have been announced: Adam Bottone (PE/Health), David Walley (Guidance), and Rich Telford (English).

Upcoming Events...

- | | |
|---|--|
| April 24 th – | Guest Author, Katherine Hauswirth, 7 PM, Bracken Memorial Library |
| April 25 th – | Blood Drive, 8 AM—12:30 PM, Alumni Fieldhouse |
| April 28 th – | The Woodstock Academy Model UN Conference, 8 AM—5 PM, north campus |
| May 6 th – | Freshmen Scholars Brunch, noon, The Student Commons |
| May 8 th – | Guest Author, Jane Desrosiers, 7 PM, Bracken Memorial Library |
| May 11 th – | WA Gives Back, 2:30 PM, The Palmer Arboretum |
| May 18 th & 19 th – | <i>Shrek The Musical</i> , 7 PM, 1 PM, & 7 PM (respectively) |

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

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 2

Board Meeting Date: May 22, 2018

Agenda Topic: Correspondence

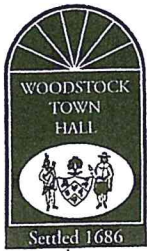
Summary of Issues: NOTIFICATION

Background: There are several pieces of correspondence related to Board notification.

Recommended Motion: INFORMATIONAL – N/A

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.



TOWN OF WOODSTOCK

415 Route 169
Woodstock, Connecticut 06281-3039
www.woodstockct.gov

ASSESSOR
860-928-6929 x327

BUILDING
860-928-1388 x328

HIGHWAY
860-974-0330

INLAND/WETLANDS
860-928-1388 x328

PLANNING & ZONING
860-963-2128 x332

RECREATION
860-315-5175

REGISTRAR
860-928-6595 x339

SELECTMEN
860-928-0208 x310

TAX COLLECTOR
860-928-9469 x316

TOWN CLERK
860-928-6595 x322

TRANSFER STATION
860-928-2770

TREASURER
860-928-5935 x337

WPCA
860-928-6929 x394

FAX #
860-963-7557

April 24, 2018

Mr. Sunny D. Ezete, P.E.
Transportation Supervising Engineer – District 2
CT Department of Transportation, District II
2800 Berlin Turnpike
Newington, CT 06131


Dear Mr. Ezete:

When the Woodstock Academy purchased property located on Route 169 in Woodstock last summer to be used as their "South Campus", the school year brought an increase in traffic to the intersection of Routes 169 and 171. I am requesting that a traffic study review be done to be sure that the intersection is safe for all.

Should we install a traffic light to accommodate heavy traffic in the morning and afternoon hours?

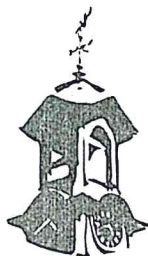
If I may be of any assistance, please feel free to contact my office at 860-928-0208 x310.

Sincerely,


Michael L. Alberts
First Selectman

MLA/jac

Cc: Chris Sandford, Headmaster, Woodstock Academy
Viktor Toth, Superintendent of Schools, Woodstock Public Schools
John Navarro, Public Works Director



WOODSTOCK ACADEMY *founded in 1801*

May 1, 2018

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

Dear Ms. Estell,

I hope this letter finds you well.

I recently met with Superintendent, Joseph Reardon. Per our conversation, the current agreement between The Woodstock Academy and the town of Union Board of Education will continue, as is, for the next five school years (2018-2023).

The Union community is a great partner of The Academy, and the Union students play a large role in making The Academy the special place that it is.

Please know that our door is always open; we look forward to strengthening our already cooperative relationship. As always, we would be happy to do a presentation to your Board upon your request.

Sincerely,

Christopher J. Sandford
Head of School

cc: Board of Trustees
Joseph Reardon, Superintendent

Enclosure

Subject: FW: BOT

Date: Tuesday, May 1, 2018 at 8:19:13 AM Eastern Daylight Time

From: Susan Straub

From: Kelly Coddling <kcoddling1@gmail.com>

Date: Monday, April 30, 2018 at 4:57 PM

To: Christopher Sandford <csandford@woodstockacademy.org>

Subject: BOT

Dear Chris,

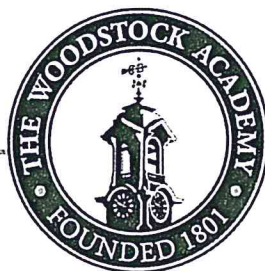
I regret to inform you that effective immediately I will be resigning my position on both the Brooklyn Board of Education and the Woodstock Academy Board of Trustees due to personal/family issues. I have enjoyed my time on both boards and have learned a great deal. I have found my time on the Woodstock Board of Trustees to be especially rewarding. I thank you for all that you do for the students at the academy. It's been a pleasure serving on the board.

If you could please forward to Christine with my appreciation for her time and effort spent to improve the academy as well I would greatly appreciate it.

Sincerely,

Kelly Coddling

This e-mail message is intended only for the person or entity to which it is addressed and may contain CONFIDENTIAL or PRIVILEGED material. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender and destroy all copies of the original message. If you are the intended recipient but do not wish to receive communications through this medium, please so advise the sender immediately.



May 9, 2018

Mr. Peter Lusa
101 Holmes Road
Pomfret Center, CT 06259

Dear Mr. Lusa: *Peter*

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your mother, Sandy (Panciera) Lusa.

To honor her memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for our boys outdoor track and field athletic department program.

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

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

May 14, 2018

Mr. Christopher Sandford
Head of School
Woodstock Academy

Dear Chris,

Please accept this letter as my formal request for a leave of absence for the 2018/2019 school year. This leave is required for family health issues, my parents are of poor health and in need of care. The level of care needed for my parents is rising steadily and living over one hundred miles away is not conducive to daily caregiving. I wish to take the time to help with medical requirements and living arrangements and this will take me away from my responsibilities here at Woodstock Academy.

Sincerely,

Lauren Cremers
Science Department Chairperson

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 3

Board Meeting Date: May 22, 2018

Agenda Topic: Committee Reports

Summary of Issues: Meeting minutes from the various sub-committees.

Background: N/A

Recommended Motion: INFORMATIONAL – N/A.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.

MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
Executive Committee
May 2, 2018



These minutes are
informational only.

PRESENT: H. Frankhouser (W), E. Higgins, G. Marmat (E), P. Paquette, C. Sandford,
C. Swenson (by telephone until arrival at 7:20 PM), D. Teed, J. Trivella (B).

ABSENT EXCUSED: K. Cerrone (P) P. Kelly.

GUEST: W. McGinn, J. Musumeci.

1. Call to Order

The meeting was called to order at 7:01 p.m. by Vice-President E. Higgins.

2. Citizen's Participation - None.

President Swenson arrived at 7:20 PM and assumed chair of the meeting.

3. Secretary's Report – April 4, 2018

Motion: (Trivella/Frankhouser) To approve the Minutes of April 4, 2018.
Unanimous

4. Correspondence

Head of School reviewed the correspondence.

5. Staff Emerita Recommendation

The Board of Trustees will vote on Mr. Sandford's recommendations.

6. Teacher of the Year (17-18)

A presentation will be made at the May 15th Board meeting.

7. Scholarship Approval

Scholarship management may be moved to the Foundation in order to improve investment returns.

8. Set Date for June Board Meeting

The meeting date will remain June 19th, the published date. Mrs. Swenson plans for this to be primarily a retreat to address the institutional identity and the implications of possible options.

9. End of Year Schedule

The committee reviewed the schedule.

Continued

10. Summer Programming Presentation

This will be presented at the May 15th Board meeting. J. Rigney is overseeing athletic programs and M. Harten will oversee academic programs. It is being advertised through social media.

11. By-Laws Update/Discussion

There was full agreement on the committee for all bylaws except on Section 2 which was not unanimous. This was a concern with length of term and whether the sending town representative has to be a member of the sending town board of education. C. Swenson does not want The Academy to be responsible for supervising the town representative if they are not performing to expectations. It should be the responsibility of the specific town board of education.

12. Other Items – None.

13. Citizen's Participation – None.

14. Executive Session

Motion: (Higgins/Teed) To enter into Executive Session at 7:40 p.m. to discuss:

- a. Budget Adjustment Plan
- b. Head of School Annual Review Process

C. Sandford is invited to remain for the session.

Unanimous

The meeting returned to regular session at 8:52 p.m.

15. Possible Action - None.

16. Adjournment

Motion: (Teed/Frankhouser) To adjourn the meeting at 8:52 p.m.

Unanimous

Respectfully submitted,

Philippa Paquette

he 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.



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES
MINUTES OF THE MEETING
NEGOTIATING COMMITTEE

These minutes are
informational only.

MAY 1, 2018

PRESENT: M. Beckwith, C. Bentley, W. McGinn, J. Musumeci, C. Sandford.

EXCUSED ABSENT: S. Asikainen, C. Swenson.

GUEST: J. Campbell, L. Wajer (7:10 PM).

1. Call to Order

The meeting was called to order at 7:00 PM by Chair, Cary Bentley.

2. Citizen's Participation – None.

3. Secretary's Report

Motion: (Beckwith/McGinn) To accept the Minutes of March 20, 2018
Unanimous

4. Executive Session

a. Woodstock Academy Education Association (WAEA)

Motion: (McGinn/Musumeci) To enter into Executive Session at 7:03 PM to discuss The Woodstock Academy Education Association (WAEA) contract. Mr. Sandford, Mr. Campbell, and Mrs. Wajer are invited into the Executive Session.
Unanimous

The meeting returned to regular session 8:35 PM

5. Possible action based on Executive Session – None.

6. Citizen Participation – None.

7. Adjournment

Motion: (Musumeci/McGinn) To adjourn the meeting at 8:35 PM

Respectfully submitted,

Christopher Sandford
Head of School

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

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Policy Committee
May 9, 2018



These minutes are
informational only.

PRESENT: S. Asikainen, J. Bellerose, G. Carabeau, B. Child, E. Higgins, C. Sandford.

ABSENT EXCUSED: J. Musumeci.

1. Call to Order

The meeting was called to order at 6:27 p.m.

2. Citizen's Participation

3. Secretary's Report – January 16, 2018.

Motion: (Higgins/Bellerose) To approve the Minutes of January 16, 2018.

Unanimous

4. Policies – New/Update

a. 6162.51 Survey of Students

Head of School Sandford reviewed the policy and answered questions.

b. 6171 Special Education

Head of School Sandford reviewed the policy and answered questions.

Motion: (Child/Asikainen) To recommend approval of policies 6162.51 and 6171 as presented.

Unanimous

5. Discussion involving homebound tutoring

Reviewed new laws and regulations concerning homebound tutoring and possible policy changes.

6. Other – None.

7. Citizen's Participation – None.

8. Adjournment

Motion: (Child/Bellerose) To adjourn at 7:05 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

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

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 4

Board Meeting Date: May 22, 2018

Agenda Topic: 2017-2018 Budget Update

Summary of Issues: Financial updates on the 2017-2018 budget

Background: N/A

Recommended Motion: INFORMATIONAL – N/A.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.

as of 04/30/2018

WOODSTOCK ACADEMY
Operating
FY 2017-2018

	<u>Current</u> <u>Actual</u>	<u>Annual</u> <u>Budget</u>	<u>Annual</u> <u>Projected</u>	<u>Variance</u>
Revenue				
Private Tuitions	\$1,435,980	\$1,435,980	\$1,435,980	\$0
Regular Ed. Tuitions	\$9,999,274	\$13,060,580	\$12,748,166	(\$312,414)
Special Services Tuition	\$651,626	\$939,000	\$939,000	\$0
Other Revenue	\$42,397	\$56,500	\$56,500	\$0
Total Revenue	\$12,129,277	\$15,492,060	\$15,179,646	(\$312,414)
Expenditures				
Salaries	\$7,678,469	\$9,708,590	\$9,708,590	\$0
Benefits	\$1,895,645	\$2,225,569	\$2,025,842	\$199,727
Academics	\$268,705	\$520,587	\$419,687	\$100,900
Facilities	\$956,858	\$1,012,962	\$1,012,962	\$0
Athletics	\$462,538	\$593,400	\$559,313	\$34,087
Administration	\$608,536	\$783,587	\$783,587	\$0
Debt Service	\$444,656	\$647,365	\$647,365	\$0
Total Expenditures	\$12,315,407	\$15,492,060	\$15,157,346	\$334,714
Surplus/(Deficit)	(\$186,130)	\$0	\$22,300	\$22,300

as of 04/30/2018

WOODSTOCK ACADEMY
Private and Boarding
FY 2017-2018

	<u>Current Actual</u>	<u>Annual Budget</u>	<u>Annual Projected</u>	<u>Variance</u>
Revenue				
Private Tuitions	\$244,861.00	\$246,500.00	\$246,500.00	\$0.00
Regular Ed. Tuitions	\$4,175,071.00	\$5,156,136.00	\$4,475,071.00	(\$681,065.00)
Total Revenue	\$4,419,932.00	\$5,402,636.00	\$4,721,571.00	(\$681,065.00)
Expenditures				
Salaries	\$1,263,555.00	\$1,743,440.00	\$1,424,740.00	\$318,700.00
Benefits	\$281,255.00	\$308,700.00	\$216,585.00	\$92,115.00
Facilities/Insurance	\$651,762.00	\$768,700.00	\$768,700.00	\$0.00
Transportation	\$245,091.00	\$354,000.00	\$319,000.00	\$35,000.00
Board	\$643,219.00	\$712,875.00	\$712,875.00	\$0.00
Agents	\$415,843.00	\$607,500.00	\$415,843.00	\$191,657.00
Debt Service	\$359,835.00	\$499,671.00	\$499,671.00	\$0.00
Academics, Activities	\$273,268.00	\$407,750.00	\$364,157.00	\$43,593.00
Total Expenditures	\$4,133,828.00	\$5,402,636.00	\$4,721,571.00	\$681,065.00
Surplus/(Deficit)	\$286,104.00	\$0.00	\$0.00	\$0.00

**WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL FORM**
Woodstock, Connecticut

ATTACHMENT 5

Board Meeting Date: May 22, 2018

Agenda Topic: 2017-2018 Scholarship Approval

Summary of Issues: To set the annual scholarship disbursement amounts of The Academy managed scholarships.

Background: Each year, the Finance Committee recommends to the Board the disbursement amount for each scholarship managed by The Academy.

Recommended Motion: I move that the Board approve the Finance Committee's recommended 2017/2018 scholarship disbursement amounts.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.

Woodstock Academy
Annual Scholarships
2018

	Proposed Scholarship Amount 2018	Approved Scholarship Amount 2017	Approved Amount FY 16	Approved Amount FY 15
<u>Scholarship Funds</u>				
Alumni Fund	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Bates/Klare Memorial Fund	\$ 1,800	\$ 1,800	\$ 1,800	\$ 1,800
Ken Beatson Fund	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Christopher Bradley Fund	\$ 350	\$ 350	\$ 350	\$ 350
Brush Fund	\$ -	\$ -	\$ -	\$ -
Conover Memorial Fund	\$ 250	\$ 250	\$ 250	\$ 250
Couture Memorial Fund	\$ 500	\$ 500	\$ 500	\$ 500
Dauray	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Foisey Fund	\$ 1,500	\$ 1,500	\$ 1,500	\$ 2,000
Gerry Suprenant	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
Gordon Fund	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500
Hannah Green	\$ 500	\$ 500	\$ 500	\$ 500
Barbara Klare Memorial				
Laskey Fund	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Lawton Fund	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Linemaster Fund	\$ 750	\$ 750	\$ 750	\$ 750
Loos	\$ 2,500	\$ 2,500	\$ 2,500	\$ 2,500
Luppi	\$ 500	\$ 500	\$ 500	\$ 500
Marsland Fund	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000
Morse Fund	\$ 150	\$ 150	\$ 150	\$ 150
Arlene Bradley Science	\$ 750	\$ 750	\$ 750	\$ 750
Noe Fund	\$ 300	\$ 300	\$ 300	\$ 300
Noren Fund	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500
Parkerton Fund	\$ 25	\$ 25	\$ 25	\$ 25
Paul	\$ 500	\$ 500	\$ 500	\$ 500
Rodensky Fund	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
Rondeau Fund	\$ 600	\$ 600	\$ 600	\$ 600
Sherman-Weed Fund	\$ 900	\$ 900	\$ 900	\$ 900
Spelman	\$ 300	\$ 300	\$ 300	\$ 300
Suleski Fund MIP	\$ 100	\$ 100	\$ 100	\$ 100
Suleski Fund MVP	\$ 50	\$ 50	\$ 50	\$ 50
Warren Soccor	\$ 500	\$ 500	\$ 500	\$ 500
Williams Fund	\$ 12,000	\$ 12,000	\$ 12,000	\$ 12,000
Wiltzie Fund	\$ 75	\$ 75	\$ 75	\$ 75
Wlaskiewicz Fund	\$ 250	\$ 250	\$ 250	\$ 250
	\$ 44,650	\$ 44,650	\$ 44,650	\$ 45,150

Undergraduate Awards-Fall

Class of 1943 Fund	50	50	50	50
Law Fund	100	100	100	100
Lyon	200	200	200	200
Lucy Parkerton	150	150	150	150

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 6

Board Meeting Date: May 22, 2018

Agenda Topic: Academic Spotlight

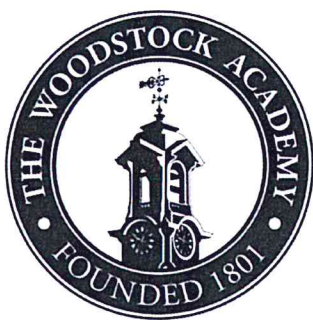
Summary of Issues: Information and updates on individual departments

Background: N/A

Recommended Motion: INFORMATIONAL – N/A

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.



Academic Spotlight

Department: Science

Department Chair: Lauren T. Cremers

Faculty Members: Nancy Beauregard-Waldron, Caroline Chute, Sharon Geyer, Melany Gronski, Christina Jolliff, Susan Lovegreen, Peter Lusa, Valerie May, Bernie Norman, Julie Sandeen, Josh Welch

Major changes to curriculum/program in the last 3 years:

- The Next Generation Science Standards (NGSS) are the driving force behind the changes in the science curriculum here at WA. NGSS has been adopted by the state of Connecticut and our science teachers have taken on the task of identifying the standards suitable for each class. These standards recognize the importance of science, technology, engineering, and mathematics as crucial cultural achievements that affect our economy, our humanity and the standards of our lives (Bybee, 2013). Using the idea that there are three dimensions to learning consisting of disciplinary core ideas, science and engineering practices, and cross cutting concepts, we are helping students achieve a cohesive understanding of science.
- Implementation of the Next Generation Science Standards has started with our ninth grade Foundations of Science class. This school year Bernie Norman and Julie Sandeen have been implementing a more discovery-based curriculum. Our biology teachers are working through the curriculum and have started implementing the standards earlier than the state deadlines call for, and chemistry has taken on the goal of implementation next year (2018/2019). These actions are taking place to assure the success of our students on the standardized test that will be tested next school year.
- Forensic science elective has been added to our offerings, and Melany Gronski has created a curriculum that uses the three dimensions of NGSS to allow students to increase their knowledge of forensics specifically but also engage them in ways that help them become effective, efficient members of society in years to come.

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

Department's integration of technology:

- Technology plays a vital role in the science classroom. Students use their one-to-one devices to research information on the topics of research before a lab occurs, again when collecting data in the lab using one of our many probes such as pH, temperature and colorimeters and finally to write up the lab report.
- The use of software during class, such as the app Socrative, is used for both formative and summative assessments, GoogleDocs, Nearpod, ShowMe and Shadowpuppet are also used regularly for class presentations, sharing work, etc.
- Integrating technology into our labs as well as our classrooms has created an environment that shows off technology as a tool that we can use daily to help find information, collect and analyze data, easily share information with group members and finally relay our conclusions to others.

Faculty/program highlights in last two years:

- Many of our teachers attended the CSTA annual conference this year where the focus was on NGSS. Lauren Cremers and Valerie May attended the National Association of Biology Teachers Conference and the National Science Teachers Association conference. All science teachers participated in an in house professional development on NGSS curriculum alignment.
- Valerie May has not only attended but has been a presenter at each of the National and local conferences as well as holding workshops across the country for the implementation of NGSS techniques in the classroom.
- Sharon Geyer was chosen as the UConn ECE rookie of the year, won a grant from ECE for lab equipment and was a presenter at an International Chemistry Conference.
- Sharon and Caroline Chute advised students in a National crystal-growing contest where the students won honors for their crystals.

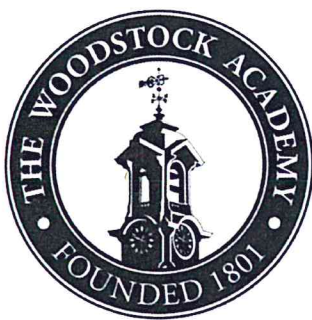
Department Goals for 2017-18:

The Science department will implement the Next Generation Science Standards. Each content area group of teachers will meet and plan goals to implement NGSS. Specifically, Foundations of Science will start the full implementation, Biology will be testing and revising the units they have developed this year for full integration next school year and Chemistry will be creating and implementing at least one unit for the curriculum this year.

References

Bybee, R. W. (2013). *Next generation science standards. for states, by states*. Washington, D.C.: National Academies Press.

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



Academic Spotlight

Department: Student Services

Department Chair: Victoria Despres

Faculty Members: Mark Chuoke, Gail McCarthy, Jess Swanson, Jennifer Moore, Beth Coleman, Vince Edwards, Mackenzie LeBlanc

Major changes to curriculum/program in the last 3 years:

- Community based transition: creating partnerships with local schools and businesses for placement
- Implementation of AIMSWEB for benchmark and progress monitoring of reading and math skills
- Implementation of department chairperson position 2016-2017
- Dual campus programming – including holding meetings on both campuses
- Implementation of paraeducator professional development
- Regular presence and participation at monthly WALT meetings
- Engaged with SERC to bring training about writing SMART IEPs
- Revision of departmental forms and communication methods to enhance student advocacy, teacher input and evaluation.

Department's integration of technology:

- Use of Ebackpack and PowerSchool
- Apps for review and practice of skills including iXL, ReadWorks, Newsela, Quizlet and Khan Academy
- Apps for organization and time management including 30/30, ClaroPDF, Notability and Homework
- Apps for prewriting strategies including Coggle, Grammarly, and ShowMe

Faculty/program highlights in last two years:

- Victoria Despres successfully completed the SERC Enhancing Leadership Series during 2016-2017
- Victoria Despres and Vince Edwards attended a WrightsLaw Special Education Law training in the fall of 2016.
- Vince Edwards has successfully run two student groups this year – 2 for young men (one each semester) and one about stress reduction and anxiety

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

- Gail McCarthy organized a tour of QVCC in March 2018 to tour the academic program and manufacturing facilities.
- Gail McCarthy completed a guest speaker series within her class to introduce careers to her 9th graders.
- Students completed job internships at Woodstock Elementary, The Inn At Woodstock Hill, South Campus Café and Centaur Shoppe and with NEPS.

Department Goals for 2017-18:

1. In order to build relationships with students, members of our department will be offered four opportunities to attend dinner on south campus - October 25, December 13, Feb 21, May 23.
2. In order to continue collaborating and maintaining presence on both campuses, members of our department will keep data on how frequently they have traveled between campuses, the average duration of visits, and the purpose for traveling.
3. The department will hold two department meetings per month, one on North Campus and the other on South.
4. The student services department will gather data once per quarter in regards to student presence on both campuses and to evaluate student isolation.

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

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES**
AGENDA ITEM INFORMATIONAL SHEET
Woodstock, Connecticut

ATTACHMENT 7

Board Meeting Date: May 22, 2018

Agenda Topic: 2017-2018 End of the Year Updates

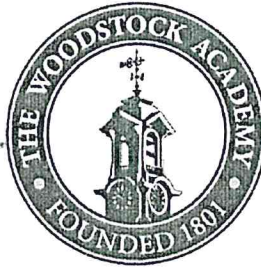
Summary of Issues: Updates on the 2017-2018 end of the year

Background: N/A

Recommended Motion: INFORMATIONAL – N/A

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.



MEMORANDUM

To: Members of the Board of Trustees

From: Chris Sandford, Head of School

Date: May 2, 2018

Re: 2017-2018 Calendar Updates

We wanted to share these end of year dates with you:

Friday, June 15 7:00 p.m. Class Night

***Saturday, June 16** 10:00 AM Commencement

*Note change in date/time

We also want you to be aware of these other important dates:

May 6	Freshmen scholar brunch
May 7	Senior class meeting
May 8	Dining for a cause at The Courthouse, Project Graduation
May 11	WA Gives Back
May 18	<i>Shrek</i>
May 19	<i>Shrek</i>
May 22	After Hours at the Atrium
May 23	Boston Alumni Event
May 30	World Language Induction
May 31	Pops Concert – Rotary Park
June 1	Prom – Providence
June 3	Senior Athletic Awards
June 5	Guest Author night
June 7	Pink House
	Art Awards
June 8	Pink House rain date
	Music show case WAMPA
June 12	Spring Sports Awards
June 14	Exams seniors/rehearsal
June 15	Exams seniors/rehearsal
	Class Night/Baccalaureate
June 16	Graduation 10 AM

We hope you will be able to join us for these exciting events.

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 8

Board Meeting Date: May 22, 2018

Agenda Topic: Staff Emeritus/a Recommendation

Summary of Issues: Based on Policy 8331 Emeritus/a Status, The Board may designate the honor of Staff Emeritus/a to employees who have served with great distinction.

Background: Peter Green, Robert Derrico, and Gloria Hanczar are retiring after each completing over twenty-five years of dedicated service to The Academy.

Recommended Motion: I move to accept the recommendation of Head of School Sandford to designate Peter Green, Robert Derrico and Gloria Hanczar as Staff Emeriti.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.



MEMORANDUM

To: The Board of Trustees

From: Chris Sandford, Head of School

Date: May 15, 2018

Re: Staff Emeritus/a

The Woodstock Academy Board of Trustees created the award of emeritus/a status as a special honor for employees who have served with great distinction. It is an honorific title given to individuals for their long and exemplary service, and in recognition of their extraordinary and significant contributions to The Academy Community.

It is my recommendation that Peter Green, Robert Derrico, and Gloria Hanczar each be awarded the designation of Staff Emeriti. These distinguished educators have completed over twenty-five years of service to The Woodstock Academy and are retiring in good standing. Their selection for this honor will remain as an example to future members of our Academy community.

Thank you.

Attached: The Woodstock Academy Policy 8331

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
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

ATTACHMENT 9

Board Meeting Date: May 22, 2018

Agenda Topic: Bylaws Update and Discussion

Summary of Issues: An Ad Hoc Bylaws Committee was established by President Swenson to conduct a review *The Charter and By-Laws*, with attention on compliance with The Woodstock Academy Mission and state statutes.

Background: Based on discussions at the February Retreat, an ad hoc committee was appointed to review the By-Laws.

Recommended Motion: I move to accept the revisions to the Bylaws as presented.

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.

DRAFT

The Woodstock Academy Governance Manual



Woodstock, Connecticut

Draft

Table of Contents

	Page
Preface	X
Bylaws of The Woodstock Academy Corporation	X
Bylaws of The Woodstock Academy Board of Trustees	X
The Woodstock Academy Charter and Amendments	X

Preface to
The Woodstock Academy
Manual of Governance

The General Assembly of the State of Connecticut granted The Woodstock Academy a Charter shortly after its founding in 1801. The Charter and subsequent amendments established the system of governance of The Woodstock Academy Corporation by the Board of Trustees. The Trustees are charged with the management of “all the property and affairs of said Corporation” (Charter of Woodstock Academy, 1933 Amendment, Section 6). Trustees provide fiduciary supervision of the Academy and delegate daily operation to the Academy Administration.

Members of The Woodstock Academy Corporation consist of “all persons twenty-one years of age or over who shall have attended the Academy ..., and shall have completed thereby with credit, the equivalent of one school year's work” (Charter of Woodstock Academy, 1933 Amendment, Section 5). The corporation is granted all the powers conferred by the laws of the state of Connecticut upon corporations organized without capital stock. The Corporation also holds an annual meeting to review an audit report.

The bylaws for both the Corporation and Trustees are contained in this Governance Manual. Despite the division of bylaws, the Corporation and Trustees form one organization. The separation of the bylaws is intended to clarify the role of each group.

**Bylaws
of
The Woodstock Academy Corporation**

Section 1
Annual Meeting of the Corporation

The annual meeting of the members of The Woodstock Academy Corporation (hereafter "the Corporation") shall be held on the campus of The Woodstock Academy, prior to the start of the school year, as determined by the president of the Board of Trustees, the hour and place to be designated by the president, by notice to be published in a newspaper having a circulation in Windham County. Such newspaper notice shall be published not more than forty-five nor less than fifteen days before the date of such meeting.

The Nominating Committee of The Woodstock Academy Board of Trustees shall propose members of the Corporation for election to the Board of Trustees at the annual meeting of the Corporation (see the Bylaws of The Woodstock Academy Board of Trustees, Section 2.2.1).

Section 2
Special Meetings of the Corporation

Special meetings of the members of the Corporation may be held at any time on the campus of The Academy, upon the call of the president of the Board of Trustees. Any five trustees or twenty-five corporators may petition the president to call a special meeting of the Corporation and shall state in said petition the business to be transacted at said special meeting. The president shall call a special meeting of the Corporation to be held within sixty days thereafter to act upon the matters set forth in said petition. All such meetings of the Corporation shall be called by notice published in a newspaper having a circulation in Windham County, not less than fifteen nor more than forty-five days before the date of such special meeting.

Section 3
Quorum and Proceedings of the Corporation

Except where contrary to the Charter or these Bylaws, a quorum of the corporation shall consist of seven corporators.

Except where contrary to the Charter or these Bylaws, all meetings of the Corporation shall be conducted in accordance with *Robert's Rules of Order*.

No business shall be transacted at any meeting of the Corporation other than that provided for in the bylaws, unless notice of the proposed business be contained in the call.

Section 4 Duties of Officers

The President of the Board of Trustees shall preside at all meetings of the Corporation. The Vice-President of the Board of Trustees, in the absence of or by request of the President, may perform all the duties and exercise all of the powers of the President.

The Secretary of the Board of Trustees shall keep a true and accurate record of the doings of the meetings of the Corporation, and shall perform all the duties and exercise all the powers prescribed by law, by these Bylaws, and by vote of the Board of Trustees.

The Treasurer of the Board of Trustees shall cause to be kept a true and accurate record of financial affairs of said Corporation, in manner and form as may be prescribed by the Board of Trustees.

Section 5 Auditing

An annual audit of The Woodstock Academy is required. At a meeting of the Board of Trustees, preceding the end of The Woodstock Academy's fiscal year, a firm of certified public accountants shall be chosen, whose duties shall be to examine carefully accounts of The Academy and make a certified written report to the trustees and present it to the Corporators at the annual meeting.

Section 6 Seal

The seal of the Corporation shall be circular in form and shall bear the following legend: "The Woodstock Academy, Woodstock, Connecticut, Founded 1801."

Section 7
Amendments

The Board of Trustees shall propose amended bylaws for approval by two-thirds of the members of the Corporation present at the annual meeting, said amendment having been proposed at the previous annual meeting, or at a special meeting of the Corporation called for that purpose.

**Bylaws
of
The Woodstock Academy Board of Trustees**

Section 1
Annual Meeting of the Board of Trustees

1.0 Annual Meeting of the Board of Trustees:

The annual meeting of The Woodstock Academy Board of Trustees (hereafter "The Board of Trustees") shall be held on the campus of The Woodstock Academy (hereafter "The Academy") prior to the start of the school year as determined by the President of the Board of Trustees (hereafter "The President"), the hour and place to be designated by the President, by notice to be published in a newspaper having a circulation in Windham County or any manner as may be established by majority vote of the trustees and is consistent with parliamentary procedure (Section 3.5). Notice shall be published given not more than forty-five nor less than fifteen days before the date of such meeting.

Section 2
Trustees

2.0 Board of Trustees Size:

The Board of Trustees shall consist of a minimum of five and a maximum of thirty trustees.

2.1 Charter Requirements for the Board of Trustees:

The 1933 Amendment to the Charter of The Woodstock Academy regulates the composition of the Board of Trustees and The Woodstock Academy Corporation (hereafter "The Corporation").

2.1.1 One-third of Trustees must be members of the Corporation

"No more than two-thirds of trustees may be persons who are not members of the Corporation" (Charter Amendment of 1933, Section 6).

2.1.2 Members of the Corporation Defined

"Members of said Corporation shall consist of all persons twenty-one years of age or over who shall have attended The Academy conducted by said Corporation the equivalent of one school year, and

shall have completed thereby with credit, the equivalent of one school year's work" (Charter Amendment of 1933, Section 5).

2.2 Classes of Trustees and Tenure:

There shall be five classes of trustee: Trustees of the Corporation, Trustees of the Community, Trustees of the Sending Towns, Ex-Officio Trustees, and Honorary Trustees. Trustees of all classes must consist of individuals willing to support the mission of The Woodstock Academy.

The term of Trustees is six years, except for Ex-Officio Trustees who serve while in office, and Honorary Trustees who retain the title in perpetuity.

2.2.1 Trustees of the Corporation:

All trustees of this class shall be members of The Woodstock Academy Corporation. The Nominating Committee of the Board of Trustees shall propose candidates for Corporate Trustee to the Annual meeting of the Corporation. The Corporation at the Annual meeting shall consider nominees and elect, by majority vote, Corporate Trustees. The Corporation shall elect a number of trustees sufficient to satisfy the Charter requirements (see Sec. 2.1.1).

2.2.2 Trustees of the Community:

The Nominating Committee shall propose to the Board of Trustees candidates for Community Trustee. The Board of Trustees shall consider nominees and elect, by majority vote, new trustees.

2.2.3 Trustees of the Sending Towns:

Trustees of this class are also responsible for maintaining communications between the sending towns and the Board of Trustees. A sending town is a town or jurisdiction which has a contract with The Woodstock Academy for the education of its students.

Sending towns may have up to one trustees of this class.

Only the Board of Education of a sending town may propose to the Nominating Committee candidates of this class. The Nominating Committee shall submit candidates to the Board of Trustees. The Board of Trustees shall consider nominees and elect, by majority vote, Sending Towns Trustees.

Trustees of this class need not be members of the Board of Education of the sending town. They must, for their entire term, be residents of the sending town by which they were nominated. The Board of Trustees may fill the unexpired term, if any, of a vacancy caused by the death, removal, or resignation of a trustee. The Board of Education of the sending town of the person whose seat is vacated may propose a replacement candidate to the Nominating Committee.

2.2.4 Ex-Officio Trustees:

The President of The Woodstock Academy Alumni Association shall be a trustee ex-officio.

2.2.5 Honorary Trustees:

From time to time, the Board of Trustees may confer the title of Honorary Trustee on persons in recognition of distinguished service to The Academy. Such a trustee shall not have voting privileges and shall not be numbered among the trustees allowed by the charter.

2.3 Vacancies in Board of Trustees:

Any vacancy caused by the death, removal, or resignation of a Corporate or Community Trustee may be filled for the unexpired term of such vacancy by the Board of Trustees. Section 2.2.3 of these bylaws shall govern the filling of Sending Town Trustee vacancies.

2.4 Trustee's Absence from Regular Meetings:

A trustee, absent from three consecutive regular meetings, unless excused by the Board of Trustees, may be replaced at the direction of the President.

Section 3

Trustees' Meetings

3.1 Annual Meeting:

The annual meeting of the Board of Trustees shall be held prior to the start of the school year as determined by the President.

3.2 Regular Meetings:

Regular meetings shall be held at such times as may be established by the Board of Trustees.

3.3 Special Meetings:

Special meetings for a specified purpose may be called by the President or by five trustees.

3.4 Notice:

Notices of meetings of the Board of Trustees shall be given in such manner as may be established, from time to time, by a majority vote by the trustees.

3.5 Parliamentary Procedure:

Except where contrary to the Charter or these bylaws, all meetings of the Corporation, the Board of Trustees, and its committees shall be conducted in accordance with *Robert's Rules of Order*.

3.6 Quorum:

Except where contrary to the Charter or these bylaws, a quorum of the Board of Trustees, or of its committees, shall consist of forty percent of the voting membership of said board or committee.

Section 4

In Absentia Voting by Trustees

4.0 *In Absentia* Voting by Trustees:

Trustees *in absentia* may vote in such manner as may be established by majority vote of the Board of Trustees.

Section 5

Officers

5.0 Election of Officers:

The trustees shall elect at the annual meeting a President, one or more Vice-Presidents, a Secretary, and a Treasurer. They may also elect one or more Assistant Secretaries, and one or more Assistant Treasurers. Said officers shall take office immediately upon their election, and shall hold office for one year from said date and until their successors are duly chosen and qualified, unless sooner removed for cause by a two-thirds vote of the Board of Trustees at a meeting duly called and held for that purpose.

5.1 Duties of the President and Vice-President:

The President of the Board of Trustees shall preside at all meetings of the Corporation and Board of Trustees. The Vice-President of the Board of Trustees, in the absence of or by request of the President, may perform all the duties and exercise all of the powers of the President.

5.2 Secretary:

The Secretary or the Secretary's designee shall keep a true and accurate record of the meetings of the Board of Trustees and of the Executive Committee, and shall perform all the duties and exercise all the powers prescribed by law, by these bylaws, and by vote of the Board of Trustees.

5.3 Treasurer:

The Treasurer shall arrange for the receipt and custody of all funds and securities of The Academy and disbursements of the same, in accordance with the direction of the Board of Trustees, shall cause to be kept a true and accurate record of financial affairs of said Corporation in manner and form as

may be prescribed by the Board of Trustees. The Treasurer shall also perform such other duties and exercise such other powers as are provided by law, these bylaws, and by the vote of the Board of Trustees.

5.4 Assistant Officers:

The Assistant Secretary and Assistant Treasurer shall exercise all powers of the Secretary and Treasurer as shall be designated by the Board of Trustees.

The Board of Trustees may further specifically delegate to the Assistant Secretary and Assistant Treasurer any particular duties of the Secretary and Treasurer.

Section 6
Committees

6.0 Terms of Committees

Committees shall be appointed annually by the President. Committee members may be removed by majority vote of the Board of Trustees.

6.1 Executive Committee:

The Executive Committee shall be composed of the officers of the Board of Trustees and such other trustees as may be appointed by the President.

6.2 Finance Committee:

The President shall appoint a Finance Committee composed of the Treasurer, Assistant Treasurer, and at least two additional members of the Board of Trustees. The Finance Committee shall exercise all the powers and perform all the duties prescribed by the Board of Trustees.

6.3 Nominating Committee:

The President shall appoint a Nominating Committee.

6.4 Other Committees:

The President may establish additional committees as needed. Members shall hold office for one year, or until their successors are appointed, or the business of the committee is completed.

Section 7
Borrowing

7.0 Borrowing:

The Board of Trustees shall have authority to borrow such amounts as may, from time to time be needed, provided that three-fourths of those present at a properly called meeting of the Board of Trustees approves.

Section 8
Auditing

8.0 Auditing:

An annual audit of The Woodstock Academy is required. At a meeting of the Board of Trustees, preceding the end of The Woodstock Academy's fiscal year, a firm of certified public accountants shall be chosen whose duties shall be to examine carefully accounts of The Academy, and make a certified written report to the trustees and be presented to the Corporators at the annual meeting.

Section 9
Seal

9.0 Seal:

The seal of the Corporation shall be circular in form and shall bear the following legend: "The Woodstock Academy, Woodstock, Connecticut, Founded 1801."

Section 10
Amendments

10.0 Amendments:

Bylaws Com. Approved Draft (3-27-18) Wednesday, March 28, 2018

The Board of Trustees shall propose amended bylaws for approval by two-thirds of the members of the Corporation present at the annual meeting, said amendment having been proposed at the previous annual meeting, or at a special meeting of the Corporation called for that purpose.

CHARTER OF WOODSTOCK ACADEMY
State of Connecticut

General Assembly, 1802 Session

At a General Assembly of the State of Connecticut in America, holden at Hartford, in said state, on the second Thursday of May, being the 13th day of said month, and continued by adjournments from day to day, until thein the year of our Lord, one Thousand Eight Hundred and Two.

A Resolve incorporating the Proprietors of Woodstock Academy in Connecticut.

Whereas, John McClellan, an agent appointed by the Proprietors of Woodstock Academy in Woodstock, has, by his petition in behalf of said Proprietors, represented to this Assembly that an act of incorporation would be of great use to said Proprietors in the management of their joint Property and other concerns therein.

Resolved by this Assembly, That Samuel McClellan, Eliphalet Lyman, Nehamia Child, Ebenezer Smith, William Potter, Hezekiah Bugbee, Ichabod Marcy, Jesse Bolles, David Holmes and others who are or hereafter may be Proprietors of Woodstock Academy, so called, in Woodstock, be and hereby are elected and made a body corporate by the name and title of the Proprietors of Woodstock--Academy and by that name shall be and hereby are made capable in law, to have, purchase, receive, possess and enjoy to them and their successors real and personal estate of any kind and quality whatsoever, to the annual amount of Three Thousand Dollars, and the same to sell, grant, or aliene to sue and be sued, plead and be inpleaded, defend and be defended in all Courts in this State; to have and use a common seal, and the same to break, alter and renew at pleasure, and to ordain and carry into effect such By-Laws and regulations as shall be deemed necessary or useful for the well-ordering and governing of the affairs of said corporation, not repugnant to the laws of this state, or to the Constitution and Laws of the United States, and for the Government of said Corporation, it is hereby

Resolved, That there shall be five trustees annually appointed by the Proprietors, annual meeting shall be at such times as said Proprietors may appoint, which Trustees shall have power or a major part of them to choose their airman to superintendent the affairs of the Corporation and carry into effect all the By-Laws and regulations of the Proprietors.

And it is further resolved, The first meeting of proprietors, shall be called, by any two of their number, by giving a verbal or written notice to all the other proprietors of the time and place of meeting. And to constitute a quorum, twelve shares at least shall be represented, and the proprietors shall have power in their meetings to ordain and constitute any officers, which they may deem necessary for the well-ordering of the concerns of the said Academy, and to require of the officers, such security or annex such pecuniary penalties to a breach of Trust, as they shall judge reasonable, and the Proprietors are hereby empowered to make such rules and regulations concerning the mode of transferring shares by assignment or otherways and to enlarge the number of shares, as they shall deem expedient; which rules and regulations shall be to all intents and purposes valid, and they are empowered to tax the several shares in said institution for the purpose of making repairs in the buildings or fences, or for furnishing Books or apparatus for the Institution or for other necessary or useful purposes as they shall judge for the benefit of the Corporation and the sums so assessed shall be collectable by warrant and distress, in the manner that the taxes of this state may, by law, be collected.

Provided, That this Resolve or any part thereof may be altered, amended or repeated at the pleasure of the General Assembly.

AMENDMENT

General Assembly, 1868 Session

Resolved by this Assembly, net the charter of the Proprietors of Woodstock Academy be, and hereby is so amended as to allow an increase in the number of trustees of said Academy not to exceed thirteen in all, and that said trustees shall, upon being duly elected, continue in office until others are chosen to fill their places.

Approved July 24th, 1868

AMENDMENT

General Assembly, 1933 Session

An Act Revising the Charter of the Proprietors of Woodstock Academy and changing its name to The Woodstock Academy
Be enacted by the Senate and House of Representatives in general

assembly convened.

Section 1
CORPORATION CONTINUED

The Corporation heretofore known as Proprietors of Woodstock Academy, organized and existing by virtue of a special act of the general assembly of this state held at Hartford on the second Thursday of May, 1802, shall be and continue to be a body politic and corporate subject however to the following provisions:

Section 2
NAME

The name of said Corporation shall hereafter be The Woodstock Academy.

Section 3
CORPORATE PURPOSES

The only purposes for which said Corporation shall exist shall be to maintain and operate a school and engage in educational enterprises in said town of Woodstock for the benefit of the inhabitants of said town and vicinity.

Section 4
POWERS

To that end it shall have all the powers conferred by the laws of the state of Connecticut upon corporations organized without capital stock except that it may not impose fines or penalties or lay assessments or dues upon its members. Such powers shall include the following: to have succession by its corporate name perpetually; to sue and be sued and to complain in any court; to make and use a common seal and alter the same at pleasure; to own, purchase, sell and convey such real or personal estate as the purposes of such corporation shall require, and all other property which shall have been in good faith mortgaged and conveyed to it, by way of security or in satisfaction of debts or by purchase at sales upon judgments or decrees obtained for such debts; to elect or appoint in such manner as it may determine all necessary and proper officials and agents, to fix their compensation and duties; to make by-laws consistent with law for its government, the regulations of its affairs and the management of its property; to wind up and dissolve itself or to wound up and dissolved in

manner provided by law.

Section 5 MEMBERSHIP

The members of said Corporation shall consist, first, of all persons now living who are so called stockholders of record of said Corporation, and second, of all persons twenty-one years of age or over who shall have attended the Academy conducted by said Corporation the equivalent of one school year, and shall have completed thereby with credit, the equivalent of one school year's work. The so called stock of **said** Corporation hereafter shall not be transferrable by sale, gift, will, distribution or otherwise.

Section 6 TRUSTEES

All the property and affairs of said Corporation shall be under the management and control of a Board of Trustees consisting of not more than thirty and not less than five persons. Within said limits the number of trustees and their terms of office shall be determined by the by-laws of said Corporation. Also the by-laws may provide the method of the election of said trustees, whether by vote of the members, or by vote of the board of trustees, or both. But not more than two-thirds of such trustees, however chosen, may be persons who are *not* members of said Corporation.

All acts of sections of acts relating to said Corporation in so far as they are inconsistent with this act are hereby repealed.

This act shall not become effective until it shall have been approved by a vote of three-fourths of the so called stockholders of said Corporation present at a special meeting of said Corporation to be held on, the premises of Woodstock Academy in Woodstock, Connecticut, during the month of June, 1933. The present Board of Trustees of said Corporation shall fix the date and time of said meeting and shall give written notice thereof and the purpose for which said meeting is to be held by mailing a copy of this act and a notice of the time, place and purpose of said meeting to each known living so called stockholder at his or her last known address and by publishing a similar notice and copy at least once in one or more newspapers having a circulation in said town not more than thirty nor less than ten days before said meeting. If at said meeting said Corporation shall

Bylaws Com. Approved Draft (3-27-18) Wednesday, March 28, 2018

become effective forthwith (see note), the President and the Secretary of said Corporation shall within thirty days thereafter sign and cause to be filed in the office of the Secretary of State a certificate to the effect that the said meeting was warned and held in accordance herewith and that said Corporation has accepted this charter in the manner herein prescribed.

Note: Ratified at a special meeting of so called stockholders held June 24th, 1933.

**THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
AGENDA ITEM INFORMATIONAL SHEET**
Woodstock, Connecticut

Board Meeting Date: May 22, 2018

Agenda Topic: ***EXECUTIVE SESSION***

- a. Budget Adjustment Plan
- b. Head of School Annual Review Process

Summary of Issues: Discussed in Executive Session

Background: Discussed in Executive Session

Recommended Motion: I move to enter into Executive Session and invite (_____ Names _____)
to attend this session to discuss:

- a. Budget Adjustment Plan
- b. Head of School Annual Review Process

Vision of The Woodstock Academy

The Woodstock Academy is a student-centered school which emphasizes individual growth and development through student engagement in diverse instructional opportunities effectively managed by an empowered faculty, supported by a participating community, and characterized by the highest global values of a rapidly changing world.