



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

NOTICE OF MEETING

Meeting date: Tuesday, March 20, 2018

Time: Board meetings begin promptly at 7:00 p.m.

Location: Student Commons, North Campus

AGENDA

1. **Call to Order** (7:00-7:05)
2. **Head of School Recognition** (7:05-7:10)
3. **Community Participation** (3/5 minutes/participant, subsequent agenda times to be adjusted) (30 minutes)
4. **Student Council Report**
5. **Board Reports**
 - a. Secretary's Report (Attachment 1)
 - i. Minutes of January 16, 2018
 - b. President's Report (7:40-7:45)
 - i. Correspondence (Attachment 2)
 1. Letter from Putnam Rotary – Ray Brousseau Basketball Tournament
 2. Letter to L. Skene
 - c. Committee Reports - questions/discussion on reports provided in packet (7:45-7:50) (Attachment 3)
 - i. Academic
 - ii. Building and Grounds
 - iii. By-Laws
 - iv. Executive
 - v. Finance
 - d. Alumni Board Update
6. **Woodstock Academy Administration Reports**
 - a. Associate Head of School Report (7:50-8:00)
 - i. Teaching and Learning
 - ii. Academic Spotlight: Math
 - iii. Board questions/discussion
 - b. Head of School Report (8:00-8:15)
 - i. 2018-2019 School Calendar (Second Reading) (Attachment 4)
 - ii. 2018-2019 Board Calendar (Second Reading) (Attachment 5)
 - iii. Health Services Report (B. Saucier)
 - iv. 2017-2018 Operating and Board Budget Status
 - v. Policies (First Reading) (Attachment 6)
 1. 4118.113 Personnel/Students – Harassment
 2. 4218 Personnel – Consecutive Absence Policy
 3. 8134 Governance of The Board – Scholarship and Awards Committee

Continued –

7. Other Items

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

9. Executive Session

- a. Reduction in Force
- b. AFSCME Contract
- c. Head of School Vacation Schedule

(Attachment 7)

10. Possible action based on Executive Session

11. Adjournment

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

ATTACHMENT 1

Board Meeting Date: March 20, 2018

Agenda Topic: Secretary's Report

Summary of Issues: Minutes of the meeting of January 16, 2018.

Background: N/A

Recommended Motion: I move to accept the Minutes of the January 16, 2018 meeting.

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: S. Asikainen, M. Beckwith, J. Bellerose, C. Bentley, G. Carabeau, K. Cerrone, B. Child, K. Coddling (B), H. Frankhouser, E. Higgins, C. Hustus (E), K. Johnston, P. Kelly, J. Larrow, G. Marmat (E), W. McGinn, D. Morse, J. Musumeci, P. Paquette, J. Rauh (7:06 PM), C. Swenson, D. Teed, J. Trivella (B), S. Young.

ADMINISTRATION: J. Campbell, C. Sandford, J. Sturdevant.

ABSENT EXCUSED: R. Blackmer, R. Canavan, C. Davis.

ABSENT: D. Field.

GUESTS: M. Bard Morse.

1. Call to order

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

2. Nominating Committee Report

Mr. Kelly reviewed the recommendations of the Nominating Committee.

MOTION: (Kelly/Teed) To accept the recommendation of the Nominating Committee to appoint Hans Frankhouser as a Sending Town Representative from Woodstock and reappoint Cliff Davis as a Board member.
Mr. Davis will become a member At Large.

Unanimous

Mr. Kelly requested that the Board observe a moment of silence in memory of former Board member, Robert Holland, who passed away in December. Mr. Kelly and Mrs. Swenson visited Mr. Holland at home in early December to present a Woodstock Academy chair with a plaque to honor and celebrate Mr. Holland's tenure on the Board.

3. Community Participation – None.

4. Board Reports

a. Secretary's Report

i. Minutes of November 28, 2017

MOTION: (Morse/Carabeau) To approve the Minutes of November 28, 2017 meeting.

Abstain: Bellerose, Johnston, Larrow, Paquette.

All others in favor

b. President's Report

i. Correspondence

1. Letter from Daily Bread
2. Letter to R. Holland
3. Letter to S. Walsh
4. Letter to J. Kasperzyk
5. Letter to K. Morin
6. Letter to R. Derrico
7. Letter to G. Hanczar
8. Letter to C. Morrill
9. Letter to P. Green

10. CABA Legislative Breakfast Invitation
11. Resignation of Sending Town Representative

Head of School Sanford reviewed the various correspondence.

- ii. Board of Trustees Retreat Details (February)
President Swenson encouraged all to attend.
Head of School Sanford reviewed details for the retreat. A report from the Bylaws Ad Hoc Committee will be the topic for this meeting.
- c. Committee Reports - questions/discussion on reports provided in packet
 - i. Academic
 - ii. Building and Grounds
 - iii. By-Laws
 - iv. Executive
 - v. Finance

5. Woodstock Academy Administration Reports

- a. Associate Head of School for Finance and Operations Report
 - i. 2016-2017 Audit Report (Second Reading)

MOTION: (Kelly/Teed) To endorse the Findings of the Audit and send it to the Annual Meeting for acceptance.

Abstain: Frankhouser

All others in favor

- ii. 2017-2018 Operating and Board Budget Status
Mr. Campbell noted that the Finance Committee minutes provided in the Board packet include a copy of the 2018-2019 Regular Operating Budget Summary and the Billing Enrollment summary. The Finance Committee has endorsed the presentation to the full Board at the March meeting, and administration wanted to provide the data ahead of time.

A brief discussion ensued.

- b. Associate Head of School for Advancement
 - i. The Center for the Arts Presentation
Mr. Sturdevant provided a presentation and reviewed the strategic planning process for the Center for the Arts.

A brief discussion ensued.

- ii. New WA Foundation Update
At the November 15, 2017 meeting of the Woodstock Academy Foundation, the Directors endorsed the appointment of two new members. As previously discussed, Sandy Fredrickson and Adam Troy have agreed to serve as Foundation Directors.

MOTION: (Beckwith/Carabeau) To appoint Sandra Fredrickson and Adam Troy as interim Directors of The Woodstock Academy Foundation, until accepted at the Annual meeting.

Unanimous

- iii. End of Year Appeals
Mr. Sturdevant reported that \$191,001 has been received from 124 donors, 29 of whom are staff and 15 trustees.

d. Head of School Report (7:40-7:55)

i. 2018-2019 School Calendar (First Reading)

Head of School Sandford detailed the process of developing the calendar. There had been an internal discussion on how to adjust the holiday schedules, given that the rate of absence is approximately 40%.

A survey was conducted asking families if they prefer an extended break at Thanksgiving or during the winter holiday break. 61% responded that they wanted winter break extended. As students will now attend school on election day and Veteran's Day, these extra days will be added to the winter holiday break while still ending school on June 12. Although we have tried to align the calendar with sending towns as much as possible, we will start school on August 28 and have an extended winter holiday break, while some sending towns will start after Labor Day.

A brief discussion ensued.

ii. 2018-2019 Board Calendar (First Reading)

Head of School asked subcommittee chairs to review proposed meeting dates. Mr. Sandford noted that the Trustee Staff Reception is scheduled for August 30 and both the September and February retreat days are on the calendar.

6. Other Items – None.

7. Citizen's Participation – None.

8. Executive Session

- a. Legal Update
- b. Security MOU

MOTION: (Johnston/Morse) To enter into Executive Session at 7:54 PM. Mr. Sandford is invited into the session for the discussion of:

- a. Legal Update
- b. Security MOU

Unanimous

The meeting returned to regular session at 8:17 PM

9. Possible action based on Executive Session

MOTION: (Teed/Morse) To authorize the Head of School to negotiate a contract with the Woodstock Public Schools for the purpose of armed security accessing Woodstock Public School property. The Head of School shall report back at the completion of negotiations, before signing contract.

Unanimous

10. Adjournment

MOTION: (Paquette/Asikainen) To adjourn at 8:17 PM.

Unanimous

Respectfully Submitted,

Susan Ahern Straub

Susan Ahern Straub
Board Clerk

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

ATTACHMENT 2

Board Meeting Date: March 20, 2018

Agenda Topic: Correspondence

Summary of Issues: NOTIFICATION

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

Recommended Motion: INFORMATIONAL – N/A

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Putnam Rotary Club

Service Above Self • One Profits Most Who Serves Best

P.O. BOX 604 Putnam, CT 06260

CLUB# 6507 | ORGANIZED 1923

MEETINGS: TUESDAY 12:15 PM

February 12, 2018

Dear Athletic Director:

Each year, the Putnam Rotary Club hosts the *Ray Brousseau All Star Senior Shoot-Out* to honor and recognize the senior basketball players in our area. This event provides our male and female basketball players one last opportunity to play with peers from around the region and be recognized as student-athletes in the "Quiet Corner".

This year, the game is scheduled for **Monday, March 19, 2018**, at **Putnam High School**. We are happy to invite your senior basketball players to be a part of this game. The women's game starts at 5:30 p.m., and the men's game will begin at approximately 7:00 p.m., immediately following the women's game. Each player will receive a shirt and play in the regulation game. In addition, each player will receive a medal, and one player from each team will be honored as the Most Valuable Player (MVP).

We are requesting that you provide the game information, enclosed, to all of your senior players, and extend an invitation to them to participate. Please provide, by March 1st, all names and shirt sizes to Sue Straub at sstraub@woodstockacademy.org. This is a great opportunity; your seniors will play one last time in our region, and be recognized for their work on the hardwood.

Our local sponsors provide the funding for this showcase. These sponsors provide much support to our region and, in some cases, our program; we are thankful for their generosity. As athletic leaders, we encourage you and your coaches to attend the game and support basketball in our region.

We look forward to seeing seniors from your town on the court on March 19th. This is a great event, and it will provide wonderful memories for our student-athletes as they move beyond high school. If you have any questions, please contact me at (860) 961-1379.

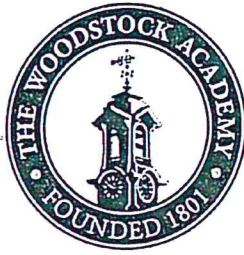
Thank you in advance,

A handwritten signature in black ink, appearing to read "Chris Sandford".

Chris Sandford
Senior Shoot-Out Co-Chair

Enclosure

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

March 14, 2018

Mrs. Lauren Skene
157 Stonebridge Road
Woodstock, CT 06281

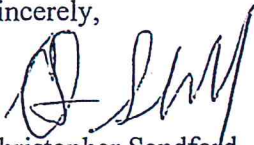
Dear Mrs. Skene: *Lauren*

This letter is to notify you that your request for unpaid leave for the 2018-2019 school year, as outlined in your letter dated March 1, 2018, has been received.

Your request has been accepted; however, based on Article V, Section G, sub-section 1 of the Woodstock Academy Education (WAEA) contract, your request must be submitted for formal approval by the Board of Trustees. I plan to submit your request at the upcoming Board meeting on March 20, 2018.

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

CS:sas

Cc: Board of Trustees
H. Singleton
R. Rhault
M. Chuoke, WAEA
Personnel File

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

ATTACHMENT 3

Board Meeting Date: March 20, 2018

Agenda Topic: Committee Reports

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

Background: N/A

Recommended Motion: INFORMATIONAL – N/A.

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MINUTES OF THE MEETING
The Woodstock Academy Board of Trustees
Academic Committee
February 12, 2018



These minutes are
informational only.

PRESENT: M. Harten, V. May, J. Musko, J. Musumeci (5:35 PM), P. Paquette, H. Singleton, S. Young (5:50 PM).

ABSENT EXCUSED: B. Child, P. Green.

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of the Meeting of January 8, 2018

MOTION: (Singleton/May) To approve the Minutes of January 8, 2018.

Abstain: Musko

All others in favor

4. Course proposals: Fire Technology; College and Career Readiness

This course would fall under the career department. The committee discussed the level of student interest and any prerequisites. This course provides background support for students who might seek later certification. Local fire departments have asked The Academy to provide this type of course. V. May mentioned there is an advanced first aid certification that they could earn.

The committee discussed this as a very useful course. The instructors will depend on the number of signups.

5. Next Generation Science Standards (NGSS) Overview

V. May is an expert on these standards which have been moved up a couple of years to pilot in 2018-19 for testing. She presented the NGSS slides and discussed their meanings. Professional development for teachers needs to focus on science practices. Middle school standards are very high.

6. CSDE Next Gen Accountability report

Special needs populations maintained their scores, but regular education students' scores went up, so the gap has increased. Specific skill gaps will be identified from SAT data and incorporated into IEP goals.

7. Wood Tech/STEAM Update

M. Harten and H. Singleton have been fielding questions about the move from wood tech to the makerspace.

8. Other – None.

9. Citizen's Participation – None.

Continued –

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Academic Committee
February 12, 2018
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10. Adjournment

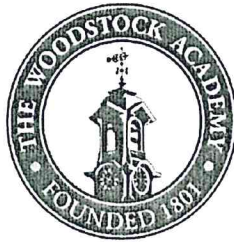
MOTION: (Harten/Young) To adjourn at 6:30 p.m.

Unanimous

Respectfully submitted,

Philippa Paquette

MINUTES OF THE MEETING
The Woodstock Academy Board of Trustees
Academic Committee
March 12, 2018



These minutes are
informational only.

PRESENT: P. Green, M. Harten, J. Musko, J. Musumeci, P. Paquette, H. Singleton.

ABSENT EXCUSED: B. Child, V. May, S. Young.

1. Call to Order

The meeting was called to order at 5:30 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of the Meeting of February 12, 2018.

MOTION: (Harten/Musumeci) To approve the Minutes of February 12, 2018.

Abstain: Green

All others in favor

4. WALT update: Goals/Procedures for next year

a. Dave Walley is going to be the Director of College & Career Counseling to replace Peter Green. Richard Telford will be the new English Department chair. Health and PE will be chaired by Adam Bottone. JoAnn Johnson will be department chair of Career, Family and Technology.

b. WALT discussed improving SCP courses. Nine strategies were identified.

Hands-on learning and homework will be the focus for improving instruction for next year. This will be a priority for professional development and department time. WALT will take the lead. Hands-on learning will tie into Makerspace development.

c. Develop a more productive procedure for the meetings. R. Rhault proposed this for next year:

- i. Establish big idea for month's meeting and decide what information is needed.
- ii. Gather data, hold department meeting in same week.
- iii. Analyze data and make recommendation.

The "big idea" can be generated by anyone in the system and include representatives of both south and north campus and day and boarding students. WALT is the equivalent to a district "data team."

5. Academy Summer Programming Update

Most summer camps are focused on incoming grades 7-9, but some include 6 and some to adults. The camps are reasonably priced trying to compete with other opportunities in the community. Athletic and academic camps will mingle on campus. Students who attended camps last summer will be asked to help publicize these camps.

Continued –

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Academic Committee

March 12, 2018

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6. Other –

Mrs. Singleton provided a woodshop update. She met with the petitioners. They requested a special explorations-style class with revised curriculum to include access to the makerspace.

We have acquired a professional-quality RED digital video camera.

7. Citizen's Participation – None.

8. Adjournment

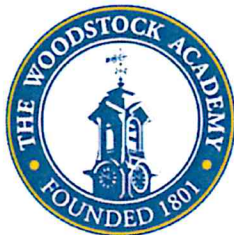
MOTION: (Singleton/Musumeci) To adjourn at 6:21 p.m.

Unanimous

Respectfully submitted,

Philippa Paquette

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Building and Grounds Committee
February 12, 2018**



These minutes are
informational only.

PRESENT: M. Beckwith, R. Blackmer, J. Bellerose, R. Canavan, J. Campbell, D. Morse, J. Musumeci, J. Rigney.

ABSENT EXCUSED: K. Johnston.

1. Call to order

The meeting was called to order by Mr. Blackmer at 6:31 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of December 11, 2017

MOTION: (Beckwith/Morse) To approve the minutes of December 11, 2017 as presented.

Unanimous

4. Art Gallery Updates

Mr. Campbell reviewed the status of the nearly completed Art Gallery. The remaining item left for installation is the lighting. The project is now scheduled for completion in February, 2018.

5. Auditorium Seating Update

Mr. Campbell reviewed the status of the Auditorium in the Center for the Arts at South Campus seating project. Painting has been completed. Trenching of the floor to include wiring for programming at the back of the main floor has now been included in the project. Seating installation is still scheduled to begin during the first week of March. The project is scheduled for completion in March, 2018.

6. Handicapped Bathroom Installation

Mr. Campbell reviewed the status of the handicapped bathroom project that will begin after the seating project in the Auditorium of the Center for the Arts is completed. The project remains scheduled for completion in March, 2018.

7. Security Grant Funding Update

Mr. Rigney provide information on the status of the now approved Security Grant Funding. The Academy has been awarded approximately \$839,000, of which the Academy is responsible for approximately 35%. To date, with expenditures incurred for internet and telephone connection between campuses and security communications over the summer, The Academy has already accounted for a significant portion of its share. The deadline for expending the balance of the grant is 6/30/2020.

8. 2018-2019 Facilities Budget Update

Mr. Campbell provided the committee an update of the projects currently scheduled to be included in the 2018-2019 Operating budget. He explained some of the modifications made for projects completed, as well as those discontinued.

9. Methane Heating Proposal

Mr. Morse reviewed a proposal being discussed in conjunction with Millers Farm of Woodstock for a Methane Heating unit. The proposal is currently in a very early stage of progress.

Continued –

10. Other - None.

11. Citizen's Participation - None.

12. Executive Session – None.

13. Adjournment

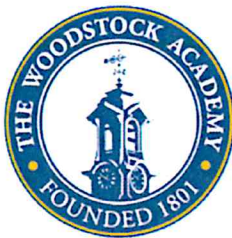
MOTION: (Morse/Beckwith) To adjourn the meeting at 7:06 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Building and Grounds Committee
March 12, 2018**



These minutes are
informational only.

PRESENT: M. Beckwith, R. Blackmer, J. Bellerose, J. Campbell, R. Canavan, K. Johnston, J. Musumeci.,
C. Sanford.

ABSENT EXCUSED: D. Morse.

1. Call to order

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

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of February 12, 2018

MOTION: (Beckwith/Musumeci) To approve the minutes of February 12, 2018, as presented.

Abstain: Johnston

All Others in Favor

4. Art Gallery Updates

Mr. Sanford stated that the Gallery was very near completion. The committee viewed the site.

5. Auditorium Seating Update

Mr. Sanford stated that the Theater was very near completion. The committee viewed the site.

6. Handicapped Bathroom Installation

Mr. Sanford stated that this project was on hold until summer.

7. Off-Campus Property Review

Mr. Sanford discussed off-campus properties with regard to future sale. He reviewed the potential costs involved if The Academy were to continue to maintain these properties. The committee asked the administration to continue this review for further discussion.

8. Other

Mr. Sanford reviewed the status of a citation from the CT DEEP regarding underground storage tanks. Mr. Campbell attended a hearing with CT DEEP, and he will work to complete tank testing and personnel training to bring The Academy into compliance.

Mr. Sanford reviewed the status of the sidewalk and wall project for the north campus.

Continued –

9. Citizen's Participation - None.

10. Executive Session – None.

11. Adjournment

MOTION: (Beckwith/Musumeci) To adjourn the meeting at 6:56 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
By-Laws Ad Hoc Committee
January 30, 2018



These minutes are
informational only.

Present: G. Carabeau, E. Higgins, W. McGinn, C. Sandford, J. Trivella.

Absent Excused: J. Musumeci, C. Swenson.

1. Call to order

The meeting was called to order at 6:05 p.m.

2. Citizen's Participation – none.

3. Secretary's Report – January 3, 2018

Motion: (Higgins/Trivella) To approve the minutes of January 16, 2018.

Unanimous

4. Discussion

Discussion ensued about additional changes and final recommendations to the Executive Committee.

5. Other – none.

6. Citizen's Participation – none.

7. Adjournment

Motion: (Trivella/Higgins) To adjourn at 7:24 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

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MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
By-Laws Ad Hoc Committee
March 14, 2018



These minutes are
informational only.

Present: E. Higgins, W. McGinn, J. Musumeci, J. Trivella.

Absent Excused: G. Carabeau

1. Call to order

The meeting was called to order at 6:05 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – January 30, 2018

Motion: (Higgins/Trivella) To approve the minutes of January 30, 2018.

Unanimous

4. Discussion

Motion: (Higgins/Trivella) To approve the following sections of the Bylaws for review by the Executive Committee legal advisor and editor:

Corporation Bylaws Sections 1, 3, 4, 5, 6 and 7.

Trustee Bylaws Sections 3, 5, 7, 8, 9, and 10.

Unanimous

5. Other - None.

6. Citizen's Participation - None.

7. Adjournment

Motion: (Higgins/Trivella) To adjourn at 7:35 p.m.

Unanimous

Respectfully submitted,

Walter McGinn, Chair

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MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
Executive Committee
February 20, 2018



These minutes are
informational only.

PRESENT: K. Cerrone, H. Frankhouser, E. Higgins, P. Kelly, G. Marmat (E), P. Paquette, C. Sandford. D. Teed, J. Trivella (B).

ABSENT EXCUSED: J. Musumeci, C. Swenson.

GUEST: W. McGinn, H. Singleton.

1. Call to Order

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

2. Citizen's Participation – None.

3. Secretary's Report – January 3, 2018

Motion: (Kelly/Carabeau) To approve the Minutes of January 3, 2018.
Unanimous

4. Correspondence – None.

5. Board of Trustees Retreat Details (February)

W. McGinn reviewed Bylaws recommendations which will be presented for the Board at its retreat. Discussion ensued.

6. Athletics Update

H. Singleton reviewed the White Paper "The Future of The Academy Athletic Department".

7. Other Items – None.

8. Citizen's Participation – None.

9. Executive Session

Motion: (Kelly/Teed) To enter into Executive Session at 9:01p.m. to discuss:

- a. Head of School Mid-Year Review

Continued -

14. Possible Action – None.

15. Adjournment

Motion: (Kelly/Teed) To adjourn the meeting at 9:02 p.m.
Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Finance Committee
February 12, 2018**



These minutes are
informational only.

PRESENT: M. Beckwith, C. Bentley, R. Blackmer, J. Campbell, K. Coddling (B), C. Hustus (E), P. Kelly, D. Teed.

ABSENT: G. Carabeau, R. Chenail (W).

1. Call to order

The meeting was called to order by Chairman Kelly at 7:08 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of January 8, 2018

MOTION: (Beckwith/Bentley) To approve the minutes of January 8, 2018 as presented.

Abstain: Hustus;

All others in favor

4. 2017-18 Budget Status

Mr. Campbell reviewed the status of the Operating and Boarding budgets through January 31, 2018. Expenditures to date are as expected for the school year. Some expenditures have been reclassified between the two budgets.

5. 2018-2019 Operating and Boarding Budgets

Mr. Campbell reviewed the status of the 2018-2019 Operating Budget that is currently pending Board of Trustee approval at its next meeting. The committee had no changes to recommend.

6. Security Grant

Mr. Campbell reviewed the impact of the recently received Security Grant Funding that was written and submitted by Mr. John Rigney, Assistant Head of School- Residential Life. The funding expenditure deadline is 06/30/2020.

7. Other

At Mr. Kelly's request, Mr. Campbell reviewed the status of the current projects underway at the art gallery and auditorium of the Center for the Arts.

8. Citizen's Participation - None.

9. Adjournment

MOTION: (Bentley/Blackmer) To adjourn the meeting at 7:30 p.m.

Unanimous

Respectfully submitted,

Joseph Campbell

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**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Finance Committee
March 12, 2018**



These minutes are
informational only.

PRESENT: M. Beckwith, C. Bentley, R. Blackmer, J. Campbell, P. Kelly, C. Sandford, D. Teed.

ABSENT: G. Carabeau, K. Coddling (B), C. Hustus (E).

1. Call to order

The meeting was called to order by Chairman Kelly at 7:08 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of February 12, 2018

MOTION: (Beckwith/Blackmer) To approve the minutes of February 12, 2018, as presented.
Unanimous

4. 2017-18 Budget Status

Mr. Campbell reviewed the status of the Operating and Boarding budgets through February 28, 2018. Expenditures to date are as expected for the school year. Some expenditures have been reclassified between the two budgets.

5. 2018-2019 Boarding Budget Rough Draft

Mr. Sandford reviewed a rough draft of the 2018-2019 Boarding Budget based on an anticipated number of returning and new students. He stated that it would be reviewed each month until the end of the current school year before recommendation.

6. Other – None.

7. Citizen's Participation - None.

8. Adjournment

MOTION: (Bentley/Blackmer) To adjourn the meeting at 7:30 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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THE WOODSTOCK ACADEMY
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			WOODSTOCK ACADEMY		
as of 02/28/2018				Operating	
				FY 2017-2018	
			Current	Annual	Annual
			<u>Actual</u>	<u>Budget</u>	<u>Projected</u>
Revenue					
Private Tuitions			\$1,435,980	\$1,435,980	\$1,435,980
Regular Ed. Tuitions			\$8,168,770	\$13,060,580	\$13,060,580
Special Services Tuition			\$557,510	\$939,000	\$939,000
Other Revenue			\$17,739	\$56,500	\$56,500
Total Revenue			\$10,179,999	\$15,492,060	\$15,492,060
Expenditures					
Salaries			\$5,903,572	\$9,708,590	\$9,708,590
Benefits			\$1,655,967	\$2,225,569	\$2,225,569
Academics			\$237,507	\$520,587	\$520,587
Facilities			\$956,858	\$1,012,962	\$1,012,962
Athletics			\$325,820	\$593,400	\$593,400
Administration			\$522,521	\$783,587	\$783,587
Debt Service			\$327,602	\$647,365	\$647,365
Total Expenditures			\$9,929,847	\$15,492,060	\$15,492,060
Surplus/(Deficit)			\$250,152	\$0	\$0

			WOODSTOCK ACADEMY		
as of 02/28/2018				Private and Boarding	
				FY 2017-2018	
			Current	Annual	Annual
			<u>Actual</u>	<u>Budget</u>	<u>Projected</u>
Revenue					
Private Tuitions			\$215,824.00	\$246,500.00	\$246,500.00
Regular Ed. Tuitions			\$3,834,334.00	\$5,156,136.00	\$5,156,136.00
Total Revenue			\$4,050,158.00	\$5,402,636.00	\$5,402,636.00
Expenditures					
Salaries			\$1,090,975.00	\$1,743,440.00	\$1,743,440.00
Benefits			\$145,761.00	\$308,700.00	\$308,700.00
Facilities/Insurance			\$651,762.00	\$768,700.00	\$768,700.00
Transportation			\$211,091.00	\$354,000.00	\$354,000.00
Board			\$643,219.00	\$712,875.00	\$712,875.00
Agents			\$404,843.00	\$607,500.00	\$607,500.00
Debt Service			\$318,196.00	\$499,671.00	\$499,671.00
Academics, Activities			\$273,268.00	\$407,750.00	\$407,750.00
Total Expenditures			\$3,739,115.00	\$5,402,636.00	\$5,402,636.00
Surplus/(Deficit)			\$311,043.00	\$0.00	\$0.00

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

ATTACHMENT 4

Board Meeting Date: March 20, 2018

Agenda Topic: Draft - 2018-2019 School Calendar (Second Reading)

Summary of Issues: The school calendar was drafted in conjunction with our sending towns. It has been endorsed by the Executive Committee.

Background: This proposed calendar was based on data collected from day student families. The survey results showed:
61.3% requested Winter Break be extended;
15.6% requested Thanksgiving Break be extended; and
24.4% requested we make no change from the traditional calendar.

Data was also collected from staff. Their survey results showed:
75.6% requested Winter Break be extended; and
24.4% requested Thanksgiving Break be extended.

Based on our internal conversations and the survey results, we are proposing a full, two-week Winter Break, December 22–January 4.

Recommended Motion: I move to accept the 2018-2019 School calendar, as presented

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The Woodstock Academy



2018-2019 Calendar

DRAFT

1-3-18

Adopted on DATE
by The WA Board of Trustees.

August 4

S	M	T	W	T	F	S
		1	2	3	4	
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

September 19

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

October 22

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

November 19

S	M	T	W	T	F	S
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

IMPORTANT DATES & EVENTS

Family Traditions Night
August 26
New Student Day - 11:30 Dismissal
August 27
First Day of School for all Students
August 28
Labor Day Holiday — No School
August 31 and September 3
Spirit Week
September 24-28
Homecoming Weekend
September 28-29
Columbus Day — No School
October 8
School Testing Day
October 10
Thanksgiving break
November 21-23
Holiday Break
December 24 - January 4
Martin Luther King, Jr. Day — No School
January 21
1st Semester Exams — Noon dismissal
January 23 and 24
Semester Intercession — No School
January 25
Winter Break
February 18-19
Spring Break
April 15-19
Good Friday — No School
April 19
Memorial Day — No School
May 27
2nd Semester Exams — Noon Dismissal
June 11 and 12
Graduation — Tentative: June 15

December 15

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January 17

S	M	T	W	T	F	S
1	2	3	4	5		
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 18

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

March 21

S	M	T	W	T	F	S
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April 17

S	M	T	W	T	F	S
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May 22

S	M	T	W	T	F	S
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

FACULTY & STAFF

PROFESSIONAL DEVELOPMENT DAYS

(No School For Students)

August 20 and 21

June 13, 14, and 17

CALENDAR KEY

☐ Holiday/Vacation—No School for students

☐ Professional Development Day — No school for students

☒ Exam Day — Noon Dismissal

New Student Day—Freshman and Transfer students only

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

ATTACHMENT 5

Board Meeting Date: March 20, 2018

Agenda Topic: Draft - 2018-2019 Board of Trustees Calendar (Second Reading)

Summary of Issues: Schedule of meeting dates.

Background: The calendar provides dates for all regularly scheduled Board and subcommittee meetings. It has been endorsed by the Executive Committee.

Recommended Motion: I move to accept the 2018-2019 Board calendar, as presented

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The Board of Trustees

2018-2019 Calendar



DRAFT 1-3-18

Adopted on DATE
by The WA Board of Trustees.

BOARD OF TRUSTEES
August 21, 2018 Annual Meeting
September 18, 2018 RETREAT
October 16, 2018
November 27, 2018
December 18, 2018
January 15, 2019
**February 26, 2019
March 19, 2019
April 23, 2019
May 21, 2019
June 19, 2019—subject to change
EXECUTIVE
August 1, 2018
September 5, 2018
October 3, 2018
November 7, 2018
December 5, 2018
January 2, 2019
February 6, 2019
March 6, 2019
April 3, 2019
May 1, 2019
June 5, 2019
ACADEMIC & FINANCE
August 13, 2018 **FINANCE** only
September 10, 2018
October 9, 2018 **TUESDAY**
November 12, 2018
December 10, 2018
January 7, 2019
February 11, 2019
March 11, 2019
April 8, 2019
May 13, 2019
June 10, 2019
BUILDING & GROUNDS
September 10, 2018
November 12, 2018
January 7, 2019
March 11, 2019
May 13, 2019
POLICY COMMITTEE
September 12, 2018
November 14, 2018
January 9, 2019
March 13, 2019
May 8, 2019

August 4							September 19							October 22							November 17						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
5	6	7	8	9	10	11	2	3	4	5	6	7	8	1	2	3	4	5	6		4	5	6	7	8	9	10
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20	11	12	13	14	15	16	17
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27	18	19	20	21	22	23	24
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30	

December 15							January 19							February 18							March 21						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
2	3	4		6	7	8	6	7	8	9	10	11	12	3	4	5				1	2						
9	10	11	12	13	14	15	13	14	15	16	17	18	19	10	11	12	13	14	15	16	10	11	12	13	14	15	16
16	17	18	19	20	21	22	20	21	22	23	24	25	26	17	18	19	20	21	22	23	17	18	19	20	21	22	23
23	24	25	26	27	28	29	27	28	29	30	31			24	25	26	27	28			24	25	26	27	28	29	30
30	31																				31						

April 17							May 22							June 8							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
	1	2	(E)	4	5	6														1	
7	(AF)	9	10	11	12	13	5	6	7		(E)	2	3	4	2	3	4	(E)	6	7	8
14	15	16	17	18	19	20	12	(ABF)	14	15	16	17	18	9	(AF)	11	12	13	14	15	
21	22	(T)	24	25	26	27	19	20	(T)	22	23	24	25	16	17	(T)	19	20	21	22	
28	29	30					26	27	28	29	30	31		23	24	25	26	27	28	29	
																					30

- COMMITTEES:**
 (A) - Academic
 (B) - Building & Grounds
 (E) - Executive
 (F) - Finance
 (P) - Policy

- CALENDAR KEY:**
 (Diamond) Trustee Meeting/Retreat
 (Circle) Committee meeting
 (Hexagon) Trustee Staff Reception

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

ATTACHMENT 6

Board Meeting Date: March 20, 2018

Agenda Topic: Policies

Summary of Issues: This is the first reading of these policies. They have been endorsed by the Policy Committee and the Executive Committee.

1. 4118.113 Personnel/Students – Harassment
2. 4218 Personnel – Consecutive Absence Policy
3. 8134 Governance of The Board – Scholarship and Awards Committee

Background: The Policy Committee is undertaking an extensive look at our current policy manual and recommending updates when needed.

Recommended Motion: N/A: They will be voted on next meeting.

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Personnel/Students

Harassment

The Woodstock Academy Board of Trustees strives to provide a safe, positive working and learning climate for its students and employees. Therefore, harassment, in any form, will not be tolerated at The Academy. This policy applies to all students, staff members, board members, parents, vendors, contracted individuals, volunteers, other employees and other visitors who are on Academy grounds or Academy owned property; on buses operated by The Academy; while attending or engaged in Academy activities; and while away from Academy grounds if the misconduct directly affects the good order, efficient management, and welfare of the Academy.

Employees, students, and others are expected to adhere to a standard of conduct that is respectful and courteous to all. The principle of freedom of expression that might otherwise protect the most offensive public speech does not protect or encompass a right to threaten the dignity and privacy of an individual. Such personally directed behavior will not be tolerated. It is contrary to academic values, debilitates its victims, compromises the offenders, and undermines The Academy's fundamental commitment to individual freedom and respect for all its members. Furthermore, acts of intolerance may destroy the very atmosphere in which freedom of expression is otherwise tolerated and cherished.

For purposes of this policy, harassment consists of verbal, written, graphic, or physical conduct relating to an individual's race, **veteran status**, color, religion, sex, national origin/ethnicity, physical attributes or disability, parental or marital status, sexual orientation, gender identity/expression, or age when such conduct/harassment:

1. is sufficiently severe, persistent or pervasive that it affects an individual's ability to participate in or benefit from an educational program or activity or creates an intimidating, threatening or abusive educational environment;
2. has the purpose or effect of substantially or unreasonably interfering with an individual's academic or work performance;
3. otherwise adversely affects an individual's learning or work opportunities;
4. is made either explicitly or implicitly a term or condition of an individual's education, employment, or participation in district programs or activities; or
5. exposure to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual.

Harassment as set forth above may include, but is not limited to:

- verbal, physical, or written intimidation or abuse;
- repeated remarks of a demeaning or condescending nature;
- repeated demeaning jokes, stories, or activities directed at the individual.

For purposes of this policy, sexual harassment shall consist of unwelcome sexual advances; requests for sexual favors; and other inappropriate verbal, written, graphic or physical conduct of a sexual nature when:

1. acceptance of such conduct is made, either explicitly or implicitly, a term or condition of an individual's continued education employment; or participation in district programs or activities;
2. submission to or rejection of such conduct by an individual is used as the basis for decisions affecting the individual; and
3. such conduct is sufficiently severe, persistent or pervasive that it has the purpose or effect of substantially interfering with the employee's job performance or creating an intimidating, hostile or offensive working environment.

Examples of conduct that may constitute sexual harassment include, but are not limited to sexual flirtations, advances, touching or propositions; verbal abuse of a sexual nature; graphic or suggestive comments about an individual's dress or body; sexually degrading words to describe an individual; jokes; pin-ups; calendars; objects; graffiti; vulgar statements; abusive language; innuendos; references to sexual activities; overt sexual conduct; or any conduct that has the effect of unreasonably interfering with an employees' ability to work or creates an intimidating, hostile or offensive working environment.

Each staff member shall be responsible to maintain an educational environment free from all forms of unlawful harassment. Each student shall be responsible to respect the rights of all students and to ensure an environment free from all forms of unlawful harassment.

Should harassment be alleged, it is the policy of this Board that it shall be thoroughly investigated, that there should be no retaliation against the victim of the alleged harassment, and that the problem/concern shall be appropriately addressed.

In order to maintain a work environment that discourages and prohibits unlawful harassment, the Board designates the Head of School or his/her designee as the District's Compliance Officer.

The Academy shall annually inform students, staff, parents, independent contractors and volunteers that unlawful harassment will not be tolerated with the school system.

Legal Reference: Title VII, Civil Rights Act, 42 U.S.C. 2000e, et seq.

29 CFR 1604.11, EEOC Guidelines on Sex Discrimination.

Title IX of the Educational Amendments of 1972, 20 U.S.C. 1681 et seq.

34 CFR Section 106.8(b), OCR Guidelines for Title IX.

Definitions, OCR Guidelines on Sexual Harassment, Fed. Reg. Vol 62, #49, 29CFR Sec. 1606.8
(a) 62 Fed. Reg. 12033 (March 13, 1997) and 66 Fed. Reg. 5512(1/19/01)

Meritor Savings Bank. FSB v. Vinson, 477 U.S. 57 (1986)

Faragher v. City of Boca Raton, No. 97-282 (U.S. Supreme Court, June 26, 1998)

Burlington Industries, Inc. v. Ellerth, No. 97-569, (U.S. Supreme Court, June 26, 1998)

Gebbs v. Lago Vista Indiana School District, No. 99-1866, (U.S. Supreme Court, June 26, 1998)

Davis v. Monroe County Board of Education, No. 97-843, (U.S. Supreme Court, May 24, 1999.)

Connecticut General Statutes

46a-60 Discriminatory employment practices prohibited. (as amended by PA 17-127)

10-15c Discrimination in public schools prohibited. School attendance by five-year olds.
(Amended by P.A. 97-247 to include "sexual orientation")

10-153 Discrimination on account of marital status.

17a-101 Protection of children from abuse.

Policy Adopted: March 10, 2015

Policy Updated: _____

The Woodstock Academy
Woodstock, Academy

Personnel

Consecutive Absence Policy

Employees at The Academy are expected to be at work as scheduled and to work overtime as requested by The Head of School or their designee. Employees are expected to report to work based upon the scheduling needs of the Academy.

It is the responsibility of employees to notify their supervisor as soon as they know that they are going to be absent for any reason. Because of the need to operate as efficiently as possible, and in fairness to other employees who must assume the duties of absent employees, any employee who is, or has been, unable to report to work for any reason for a period of six (6) consecutive months, will be terminated. This termination will not affect whatever rights and/or benefits the employee might have under either The Academy's disability or worker's compensation (injury/not termination) programs.

Policy Adopted: _____

The Woodstock Academy
Woodstock, Connecticut

Governance of The Board

Scholarship and Awards Committee

The Head of School shall appoint a committee to be known as the Scholarship and Awards Committee of The Woodstock Academy.

~~This committee shall be appointed for a maximum four-year period.~~ The composition of this committee shall consist of the Director of Guidance, ~~five~~ a staff member from every department, each member of the guidance department, the ~~Executive Director~~ Associate Head of Institutional Advancement or their designee and the Associate Head of School or their designee shall be a member oversee the operation of the committee.

The committee, at its discretion, may solicit information from other individuals it deems appropriate prior to determining awards and/or scholarships. The committee shall select recipients and distribute these awards/scholarships in strict adherence to the established criteria of such awards/scholarships and within the fiscal limitations as established by Board policy.

No teacher, staff member, or administrator who has a child or relative that may be considered for any award/scholarship shall serve on this committee.

Policy Adopted: August 25, 1998

Policy Update: _____

The Woodstock Academy
Woodstock, Connecticut