



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES
NOTICE OF MEETING

Meeting date: Tuesday, January 16, 2018
Time: Board meetings begin promptly at 7:00 p.m.
Location: Student Commons, North Campus

REVISED
AGENDA

1. Call to Order
2. Nominating Committee Report (7:05–7:10) (Attachment 1)
3. Community Participation (3/5 minutes/participant, subsequent agenda times to be adjusted) (7:10–7:15)
4. Board Reports
 - a. Secretary's Report (Attachment 2)
 - i. Minutes of November 28, 2017
 - b. President's Report (7:15-7:20)
 - i. Correspondence (Attachment 3)
 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. CABE Legislative Breakfast Invitation
 11. Resignation of Sending Town Representative
 - ii. Board of Trustees Retreat Details (February)
 - c. Committee Reports - questions/discussion on reports provided in packet (7:20-7:25) (Attachment 4)
 - 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 (7:25-7:30)
 - i. 2016-2017 Audit Report (Second Reading) (Attachment 5)
 - ii. 2017-2018 Operating and Board Budget Status
 - b. Associate Head of School Report (7:30-7:35)
 - i. Teaching and Learning
 - ii. Academic Spotlight: English and Social Studies
 - iii. Board questions/discussion

Continued –

- c. Associate Head of School for Advancement (7:35- 7:40)
 - i. The Center for the Arts Presentation (Attachment 6)
 - ii. New WA Foundation Directors (Attachment 7)
 - iii. End of Year Appeal Update
- a. Head of School Report (7:40-7:55)
 - i. 2018-2019 School Calendar (First Reading) (Attachment 8)
 - ii. 2018-2019 Board Calendar (First Reading) (Attachment 9)
- 6. Other Items
- 7. Citizen’s Participation (3/5 minutes/participant)
- 8. Executive Session
 - a. Legal Update
 - b. Security MOU (Attachment 10)
- 9. Possible action based on Executive Session
- 10. Adjournment

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

ATTACHMENT 1

Board Meeting Date: January 16, 2018

Agenda Topic: Nominating Committee Reports

Summary of Issues: The Board of Trustees Nominating Committee Recommendation

Background: Appointment of Woodstock Sending Town Representative and an At-Large Member

Recommended Motions: I move to accept the recommendation of the Nominating Committee to appoint Hans Frankhouser as a Sending Town Representative from Woodstock, and reappoint Cliff Davis to an At Large position.

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.

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

ATTACHMENT 2

Board Meeting Date: January 16, 2018

Agenda Topic: Secretary's Report

Summary of Issues: Minutes of the meeting of November 28, 2017.

Background: N/A

Recommended Motion: I move to accept the Minutes of the November 28, 2017 meeting.

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PRESENT: S. Asikainen, M. Beckwith, C. Bentley, R. Blackmer, R. Canavan, G. Carabeau, K. Cerrone, B. Child, K. Coddling (B), E. Higgins, C. Hustus (E), P. Kelly, G. Marmat (E), W. McGinn, D. Morse, J. Musumeci, J. Rauh, C. Swenson, D. Teed, J. Trivella (B), S. Young.

ADMINISTRATION: J. Campbell, A. Favreau, C. Sandford, H. Singleton, J. Sturdevant.

ABSENT EXCUSED: J. Bellerose, R. Holland, K. Johnston, J. Larrow, P. Paquette.

ABSENT: R. Chenail (W), D. Field.

GUESTS: B. Chapuis, G. Edwards, W. Jenkins, M. Bard Morse, B. Tuttle, Jefferson Wu.

1. Call to order

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

2. Head of School Recognition

Kejian “Jefferson” Wu is a junior (Class of 2019). He is from Taiyuan, China.

Jefferson is a boarding student on South Campus who has embodied giving back to the community on a regular basis. He has volunteered at several events, such as Celebrating Agriculture, and has recently begun a peer tutoring program for students interested in raising their TOEFL and SAT scores. Jefferson enlisted students to help him with this program, along with those students who require help. His citizenship and volunteerism at The Academy have showcased him as a role model on how to serve others. Congratulations Jefferson.

Brendan Chapuis is a senior (Class of 2018). He resides in Woodstock.

Brendan is not only an academic superstar but he is a kind and giving young man. In the classroom, he is dynamic, contributing to class discussions and fostering debate on global issues with his peers. He challenges his classmates and adds academic sophistication to the classroom. Brendan also gives back to The Academy community in so many ways. He can be seen running Model UN Club, moderating the Town of Woodstock’s “Meet and Greet” for the candidates, offering free SAT tutoring to local and residential students, as well as volunteering for a number of tours and Open Houses. Congratulations Brendan.

3. Community Participation – None.

4. Student Council Report

Griffin Edwards provided the report. Forty pints of blood were collected from the recent blood drive. The spring blood drive will be open to the entire community. As part of the ongoing efforts to bring both campuses together, a trivia night will be held on South Campus. Griffin also shared that the Student Council is searching for new services to provide to the community and he asked that any ideas be sent to him.

5. Board Reports

a. Secretary’s Report

i. Minutes of October 17, 2017

MOTION: (Higgins/Beckwith) To approve the Minutes of October 17, 2017 meeting with the correction that M. Beckwith was excused absent for the meeting.

Abstain: Asikainen

All others in favor

b. President's Report

i. Correspondence

1. Letter to C. McCombe, Principal, Eastford Elementary School
2. Letter to Brooklyn, Canterbury, Eastford, Pomfret, Union, and Woodstock Boards of Education
3. CABE Legislative Breakfast Invitation

Head of School Sandford reviewed the various correspondence.

ii. Subcommittee Discussion

This item is a follow-up from the Board retreat. The Executive Committee was charged to evaluate the Board subcommittee structure. The next step is to review membership on each committee and ascertain that the chair and the members of each subcommittee wish to continue in their respective roles. A brief discussion ensued. It was decided that a Strategic Plan Agenda item be added to the October 2018 Board meeting.

- iii. Holiday Gathering 2017 – December 10, 2017 – 4:00 – 7:00 PM.
President Swenson encouraged all to attend.

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

- i. Buildings and Grounds
- ii. By-Laws
- iii. Executive Committee
- iv. Finance Committee
- v. Sending Town Contract Negotiation Committee

6. Woodstock Academy Administration Reports

a. Assistant Head of School for Enrollment

i. Enrollment update

The focus is now on spring 2018. Thirty-four applications have been received. Our student shadow program has been changed, and is well-received, as it helps relieve anxiety for incoming students.

b. Associate Head of School for Finance and Operations Report

i. 2017-2018 Operating and Board Budget Status

The October 31, 2017 financials are included in the Minutes with the November 13, 2017 Finance Committee meeting. The budget is rolling along as budgeted.

ii. 2016-2017 Audit Report

The Audit Report was presented to the Finance Committee at its last meeting, and was forwarded to all the Board members by email. It is presented tonight as a first reading. It will not formally be accepted until the Annual Board meeting in August.

c. Associate Head of School Report

i. Teaching and Learning

Each Board member will receive a personalized key fob that will unlock the outside door to the Holt Science Wing on North Campus and the door to the Fireside Room in Annhurst Hall on South Campus.

H. Singleton reviewed a possible change in the football league.

The November Monthly Update was included in the packet that was distributed prior to the start of the meeting.

- ii. Academic Spotlight: Fine Arts
Mrs. Singleton briefly reviewed the Academic Spotlight distributed prior to the start of the meeting.

- iii. Board questions/discussion – None.

d. Associate Head of School for Advancement

- i. The Center for the Arts/Seat Campaign
Project updates include painting the ceiling in the auditorium in January, and the carpet should be in by March 5, in time for our opening show. The opening for the Art Gallery will be February 23.
- ii. WA Foundation Update
The growth of the Foundation is included in the Theory of Action. Potential directors will be recommended and a vote to accept them will take place at the next Board meeting. Sandy Fredrickson and Adam Troy have agreed to serve. Mr. Troy, who lives in Washington, DC, will participate in Foundation meetings via Skype. He will attend a meeting in person once a year. The addition of these Directors will allow us to reach a wider population.
- iii. 2017-2018 *The Gleaner*
The newest edition of *The Gleaner* has been published. South Campus is the focus of this edition. Congratulations go to our Communications Department. Copies of *The Gleaner* will be mailed upon request.
- iv. End of Year Appeals
The job posting for the Director of Annual Giving and Alumni Relations is on our website. It is also posted on the NAIS and Council of Advancement, as well as other national and regional sites. This is a tough position to fill, as not everyone understands the makeup of our school.

e. Head of School Report

- i. R. Telford Research/Book Update
Mr. Telford expressed his profound gratitude for the sabbatical he was granted last year. This project has changed his life. There has been a change of focus of the book; it was to be a reflection on Teale; it will now be a comprehensive biography of him.
- ii. Academic Report (Dr. Harten)
Dr. Harten briefly reviewed the PowerPoint detailing the report, which includes that 100% of the senior class graduated in 2017.

7. Other Items – None.

8. Citizen's Participation – None.

9. Executive Session

- a. Legal Update
- b. Sending Town Contract (Brooklyn)
- c. Personnel Update

MOTION: (Child/Codding) To enter into Executive Session at 8:21 PM. Mr. Sandford, Mrs. Singleton, Mr. Campbell, and Mr. Sturdevant are invited into the session for the purpose of a:

- a. Legal Update

- b. Sending Town Contract (Brooklyn)
- c. Personnel Update

Unanimous

The meeting returned to regular session at 8:40 PM.

10. Possible action based on Executive Session – None.

MOTION: (Carabeau/Bentley) To accept the Brooklyn Sending Town Contract as discussed in Executive Session.
Unanimous

11. Adjournment

MOTION: (Coddington/Teed) To adjourn at 8:41 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 3

Board Meeting Date: January 16, 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

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Chris -

On behalf of the IHSP
Board of Directors, our
volunteers & clients, we
would like to thank the
entire WA family for
helping Daily Bread
provide Thanksgiving
dinners to over 350
area families.

We are truly
grateful for your
support of our mission.

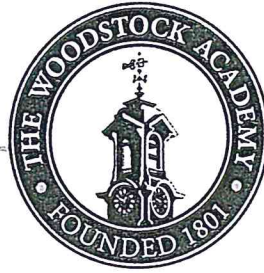
Thank you,

Karen Osborn
IHSP President

Grateful me.

Thank You So Much

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

December 13, 2017

Mr. Robert Holland
411 Barlow Cemetery Rd.
Woodstock, CT 06281

Dear Bob:

In honor of your years of service as a trustee of The Woodstock Academy, we are purchasing a seat for you in the Center for the Arts.

The dedication will read: *To honor Robert Holland, WA Trustee for 27 years.*

On behalf of The Woodstock Academy Board of Trustees we are pleased to present this seat to you in honor of your long-term commitment to education at The Academy.

Sincerely,

Christopher Sandford
Head of School



WOODSTOCK ACADEMY

FOUNDED
1801

December 15, 2017

Mrs. Sharon Walsh
69 Blain Road
North Grosvenordale, CT 06255

Dear Mrs. Walsh:

On behalf of The Woodstock Academy Board of Trustees and Administration, I want to express our deepest condolences on the passing of your husband, Kevin. To honor Kevin's memory, and in accordance with his wishes, we have made a donation to Daily Bread.

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

Sincerely,


Christopher Sandford
Head of School

Cc: Board of Trustees



WOODSTOCK ACADEMY

FOUNDED
1801

December 15, 2017

Mr. Joseph Kasperzyk
57 Top Hill Road
New Haven, CT 06515

Dear Mr. Kasperzyk:

On behalf of The Woodstock Academy Board of Trustees and the Administration, I want to express our deepest condolences on the passing of your father, Paul Kasperzyk, and the grandfather of Joseph Kasperzyk.

To reflect Paul's life and interest, and to honor his memory, we have made a donation to The Woodstock Academy Foundation and have designated it be utilized for our athletic department.

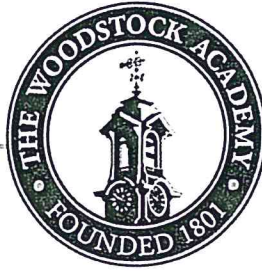
We will continue to keep your family in our thoughts and prayers.

Sincerely,


Christopher Safford
Head of School

Cc: Board of Trustees

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

December 1, 2017

Mrs. Kathleen Morin
597 Riverside Drive
North Grosvenordale, CT 06255


Dear Mrs. Morin,

I am in receipt of your letter of resignation effective December 31, 2017. This is to notify you that I accept your resignation on behalf of The Woodstock Academy Board of Trustees.

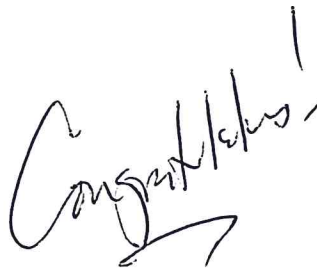
The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your many years of service are appreciated.

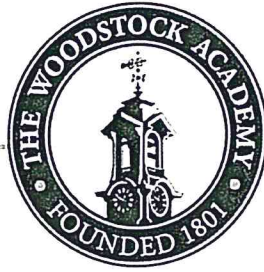
I wish you well as you start this new phase of your life!

Sincerely,


Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
J. Campbell
Personnel File





December 14, 2017

Mr. Robert Derrico
150 Route 169
Woodstock, CT 06281

Dear Mr. Derrico:

I am in receipt of your notice of resignation effective at the end of the 2017-2018 school year. This is to notify you that I accept your resignation on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your many years of service are appreciated.

I wish you well as you start this new phase of your life!

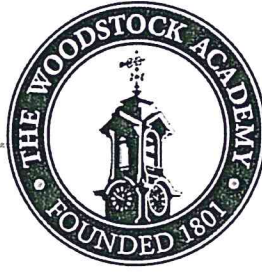
Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

H. Singleton
J. Campbell
J. Johnson
Personnel File

Congratulations!
You have changed many
lives! We are happy that
you still will be remaining
a part of our
community.



December 14, 2017

Mrs. Gloria Hanczar
434 Cook Hill Road
Lebanon, CT 06249

Dear Mrs. Hanczar:

I am in receipt of your notice of resignation effective at the end of the 2017-2018 school year. This is to notify you that I accept your resignation on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your many years of service are appreciated.

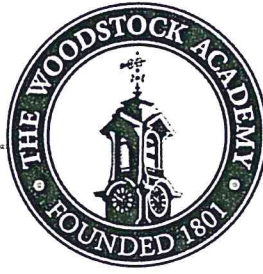
I wish you well as you start this new phase of your life!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
A. Ranta
J. Campbell
Personnel File

*Congratulations!
You are an important
part of our community
and we are honored
you will still be
involved!*



December 14, 2017

Mrs. Cynthia Morrill
63 Fox Road
Putnam, CT 06260

Dear Mrs. Morrill: *Cynthia*

I am in receipt of your notice of resignation effective at the end of the 2017-2018 school year. This is to notify you that I accept your resignation on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your many years of service are appreciated.

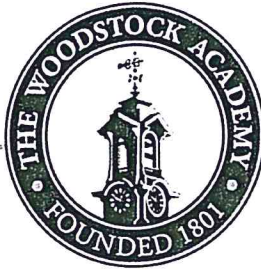
I wish you well as you start this new phase of your life!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
H. Singleton
J. Campbell
Personnel File

*Congratulations!
You have impacted many
students in this region
of the state!
You have changed
lives!*



January 11, 2018

Mr. Peter Green
445 Senexet Drive
Woodstock, CT 06281

Dear Mr. Green: *Peter*

I am in receipt of your notice of resignation effective at the end of the 2017-2018 school year. This is to notify you that I accept your resignation on behalf of The Woodstock Academy Board of Trustees.

The Board of Trustees, administration, faculty, staff, and community thank you for your dedication to our students. Your many years of service are appreciated.

I wish you well as you start this new phase of your life!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

H. Singleton
J. Campbell
J. Morse
Personnel File

*Congratulations!
Thank you for your
dedication to our
institution! You
will be missed.*



You are Invited

CABE Area 4 Legislative Breakfast

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

Connecticut State Senators & Connecticut State Representatives

Senate Districts 18, 19, 29, 35

House Districts 44, 45, 47, 50, 51, 53

Monday, January 22, 2018

(Snow date: Tuesday, January 23, 2018)

7:00 am – 9:00 am

Brooklyn Middle School Cafeteria

119 Gorman Road

Brooklyn, CT

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


RSVP

geeza@brooklynschools.org

or

860-774-9153

Please come!



Subject: Re: Woodstock Sending Town Representative and Board of Trustees - Tues., Jan. 16 - 7:00 PM - Student Dining Commons, North Campus

Date: Tuesday, January 9, 2018 at 12:18:18 PM Eastern Standard Time

From: Megan Bard Morse

To: Christopher Sandford, Susan Straub

CC: Viktor Toth

Hi Chris,

Thank you for letting me know. Rhonda has resigned, or at least that's what she told the board a couple months ago. What is the process to notify the Trustees of her formal resignation?

Thanks,
Megan

Sent using OWA for iPhone

From: Christopher Sandford <csandford@woodstockacademy.org>

Sent: Tuesday, January 9, 2018 12:05:26 PM

To: Megan Bard Morse; Susan Straub

Cc: Viktor Toth

Subject: Re: Woodstock Sending Town Representative and Board of Trustees - Tues., Jan. 16 - 7:00 PM - Student Dining Commons, North Campus

Megan:

We already have another rep, Rhonda. Has she resigned from the BOT? We haven't heard from her and she is still receiving all of the email, etc..

Just let us know.

Chris



Christopher Sandford

Head of School

The Woodstock Academy

57 Academy Road

Woodstock, CT 06281

(860) 928-6575 ext. 1111



From: Megan Bard Morse <bardmorsem@WoodstockMiddleSchool.onmicrosoft.com>

Date: Monday, January 8, 2018 at 10:03 PM

To: Susan Straub <sstraub@woodstockacademy.org>

Cc: Christopher Sandford <csandford@woodstockacademy.org>, Viktor Toth
<Tothv@woodstockschoools.net>

Subject: Re: Woodstock Sending Town Representative and Board of Trustees - Tues., Jan. 16 - 7:00 PM
- Student Dining Commons, North Campus

Hi Sue,

Thank you for including me on this correspondence. After the Woodstock Board of Education's meeting Thursday, Jan. 11, we'll have a second candidate, in addition to Hans, for the Trustees to consider. Is there a specific process I need to follow to notify the board's Nominating Committee?

Thanks in advance,
Megan

From: Susan Straub <sstraub@woodstockacademy.org>
Sent: Monday, January 8, 2018 4:50 PM
To: e.f.wood@hotmail.com; Hans Frankhouser; Megan Bard Morse
Cc: Christopher Sandford; Viktor Toth
Subject: Woodstock Sending Town Representative and Board of Trustees - Tues., Jan. 16 - 7:00 PM - Student Dining Commons, North Campus

Dear Mr. Frankhouser,

Mr. Paul Kelly, Chair of the Nominating Committee of the Board of Trustees, has scheduled a meeting on Tuesday, Jan. 16, 2018, to review your application as a designated sending town representative from Woodstock. This meeting will be just prior to the meeting, that night, of the Board of Trustees.

In accordance with the By-Laws of The Woodstock Academy, upon completion of the review, and the acceptance thereof, the Nominating Committee will present your application for acceptance to the Board of Trustees at its meeting at 7:00 PM on Tuesday, January 16, 2018, in the Student Dining Commons in the Bowen Building on North Campus.

As part of the formal process of accepting members to the Board, you are invited to sit as a guest at the Jan. 16th Board meeting until the Nominating Committee makes its formal motion to accept your application. Once the full Board has voted to accept your application, you will then be invited to sit at the table with the Trustees. This action will take place at the beginning of the meeting.

For your convenience, I will include you on the email notice of the Board meeting. I also want to let you know that the annual photo of the Board will be taken during the Board meeting.

Please let me know if you are able to attend the Board meeting. Should you have any questions, please do not hesitate to contact me.

Thank you,

Sue

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

ATTACHMENT 4

Board Meeting Date: January 16, 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
December 11, 2017



PRESENT: B. Child, M. Harten, V. May J. Musko, J. Musumeci, P. Paquette, H. Singleton, S. Young.

ABSENT EXCUSED: 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 October 11, 2017

MOTION: (Singleton/Young) To approve the Minutes of October 11, 2017.

Unanimous

4. Course Proposal: Ancient Greek

After discussion, members endorsed the addition of this course.

5. October Test Day Results: PSAT/SAT, Essay

M. Harten reviewed the results. There is an overall upswing the scores overall.

6. November 7 PD Update

The schedule of the November 7th PD day was shared. Feedback was very good. Alison Rainville will present a second PD session at a later date. Discussion ensued as to how to make the presentation more relevant.

There was a lengthy discussion concerning the cultural differences of international students and the effect on students' behaviors.

7. South Campus Transition Date

H. Singleton presented a brief report on the transition; patterns were examined. Minor concerns included communication and mail delivery/time lines. Additional shuttles were also discussed.

There is an ongoing need for more science labs. The consensus was to propose more lab space for sciences.

8. Achievement Gap Update

M. Harten provided an update. Now that test scores have been released, changes will be made through the IEP process. The goal is to develop a plan to implement data into students' IEPs in the spring.

9. PG Program Report

M. Harten shared the statistics related to the PG program.

10. Other– none.

Continued -

11. Citizen's Participation— none.

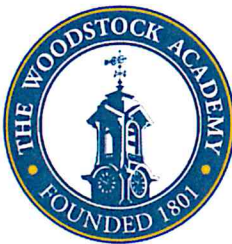
12. Adjournment

MOTION (Young/Musko) To adjourn at 6:45 p.m.

Respectfully submitted,

Barbara Child

MINUTES OF THE MEETING
The Woodstock Academy Board of Trustees
Academic Committee
January 8, 2018



These minutes are
informational only.

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

ABSENT EXCUSED: B. Child, J. Musko, S. Young.

1. Call to Order

The meeting was called to order at 5:29 p.m.

2. Citizen's Participation – None.

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

MOTION: (Singleton/Musumeci) To approve the Minutes of December 11, 2017 with a revision to remove C. Davis' name, as his term of office had expired.

Abstain: Green

All others in favor

4. Course proposals: Organic Chemistry, English 1a and 1b

M. Harten presented the Organic Chemistry course proposal. This course benefits career exploration, as it is focused on 11th and 12th grade ACP Honors level. A discussion ensued; consensus was to approve the course.

M. Harten reviewed the English 1a and 1b proposal. The course could help motivate students to complete the English requirement, as it would allow students to take the course in a more connected, prepared curriculum. A discussion ensued. H. Singleton, P. Green, and M. Harten will compile a list of students transferring to The Academy in their junior year and report the results at the next Academic Committee meeting. Consensus to approve course was reached.

5. Construction Technology/Maker's Space

M. Harten reviewed Head of School's White Paper concerning the conversion of the Wood Technology space into a Maker's Space.

6. Course Levels Revision

M. Harten discussed the rationale for a revision to course levels. It will align course levels with other institutions which will help both enrollment and admissions, as well as student matriculation to higher education.

7. Other – None.

8. Citizen's Participation – None.

Continued -

Academic Committee
January 8, 2018
Page

9. Adjournment

MOTION: (Singleton/Paquette) To adjourn at 6:12 p.m.

Respectfully submitted,

Joseph Musumeci

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.

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Building and Grounds Committee
December 11, 2017**



These minutes are
informational only.

PRESENT: M. Beckwith, R. Blackmer, J. Bellerose, J. Campbell, J. Gerum, K. Johnston, D. Morse ,
J. Musumeci., C. Sanford, J. Sturdevant.

ABSENT EXCUSED: R. Canavan, R. Holland.

1. Call to order

The meeting was called to order by Mr. Blackmer at 6:00 p.m.

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of November 13, 2017

MOTION: (Beckwith/Johnston) To approve the minutes of November 13, 2017 as presented.
Unanimous

4. Art Gallery Updates

The committee visited the Art Gallery area in the Center for the Arts at South Campus as Mr. Sanford and Mr. Gerum reviewed the renovations in progress including walls, ceiling, lighting, and painting. The project is scheduled for completion in January, 2018.

5. Auditorium Seating Update

The committee visited the Auditorium in the Center for the Arts at South Campus as Mr. Sanford and Mr. Sturdevant reviewed the renovations scheduled to start in January, 2018 including replacement of current seating and carpeting, and repainting of the ceiling. The project is scheduled for completion in March, 2018.

6. Handicapped Bathroom Installation

The committee visited the lower level of Westhaver at South Campus as Mr. Sanford and Mr. Gerum reviewed the plan to renovate an existing bathroom so that is handicapped accessible. The project is scheduled for completion to be started in January.

6. Other – None.

7. Citizen's Participation - None.

8. Executive Session – None.

9. Adjournment

MOTION: (Johnston/Morse) To adjourn the meeting at 6:54 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

MINUTES OF MEETING
BY-LAWS AD HOC COMMITTEE
December 6, 2017

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

Absent: C. Swenson, J. Trivella.

1. Call to order

The meeting was called to order at 6:01 p.m.

2. Citizen's Participation – none.

3. Secretary's Report – November 28, 2017

Motion: (Higgins/Carabeau) To approve the minutes of November 1, 2017.
Unanimous

4. Discussion

Reviewed the remaining sections of the By-Laws.

Additional meeting dates were set: December 20, January 3 and January 17.

5. Other – none.

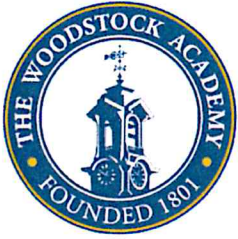
6. Citizen's Participation – none.

7. Adjournment

Motion: (Carabeau/Musumeci) To adjourn at 7:18 p.m.
Unanimous

Respectfully submitted,

Christopher Sandford
Head of School



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

MINUTES OF MEETING BY-LAWS AD HOC COMMITTEE January 3, 2018

These minutes are
informational only.

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

Absent Excused: J. Trivella.

1. Call to order

The meeting was called to order at 6:02 p.m.

2. Citizen's Participation

3. Secretary's Report – December 6, 2017

Motion: (Musumeci/Carabeau) To approve the minutes of December 6, 2017.
Unanimous

4. Discussion

Chair McGinn provided an update to members on the Executive Committee meeting he attended. He distributed a framework based on discussions at the Executive Committee. By-Laws members continued discussions on the draft of the By-Laws.

5. Other

Meeting dates were discussed. The previously scheduled meeting on January 17 was moved to immediately before the January 16 Board meeting.

6. Citizen's Participation – none.

7. Adjournment

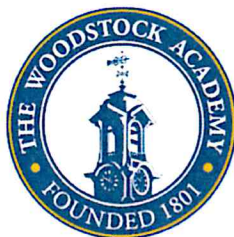
Motion: (Higgins/Carabeau) To adjourn at 6:58 p.m.

Respectfully submitted,

Christopher Sandford
Head of School

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MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
Executive Committee
December 12, 2017



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

GUEST: W. McGinn.

1. Call to Order

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

2. Citizen's Participation – none.

3. Secretary's Report – November 8, 2017

Motion: (Higgins/Marmat) To approve the Minutes of November 8, 2017.

Abstain: Cerrone, Trivella

All others in favor

4. Correspondence

Head of School Sandford reviewed the correspondence.

5. By-Laws Update

Dr. McGinn presented the possible corrections and modifications to the current By-Laws. Many of the current sections are confusing and verbose. The two major issues appear to be representation of sending Boards of Education and Trustee selection. This will be a topic for the Board Retreat. The committee discussed shared concerns and interest about changing the Board membership.

6. Administrator Contracts

The Executive Committee will be reviewing administrative contracts and President Swenson requested that Head of School Sandford make a recommendation for each contract.

7. Sending Town Discussion

Parish Hill explored the option of extending its population to K-12; it was voted down. One town has approached The Academy, and a vote is scheduled in that town for March. Discussion ensued about accepting an additional sending town(s) and the impact of a larger enrollment.

8. Other

Motion: (Higgins/Kelly) To authorize Head of School Sandford to sign all documents concerning the sale of the Putnam property.

Unanimous

Continued -

P. Paquette presented data on lab use which emphasizes the high use for labs and the need for more labs at The Academy. Head of School Sanford mentioned that these are on the list of priorities.

9. Citizen Participation – none.

10. Executive Session – none.

11. Possible Action – none.

16. Adjournment

Motion: (Kelly/Teed) To adjourn the meeting at 9:16 p.m.
Unanimous

Respectfully submitted,

Philippa Paquette

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MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
Executive Committee
January 3, 2018



These minutes are
informational only.

PRESENT: K. Cerrone, E. Higgins, P. Kelly, G. Marmat (E), D. Teed, C. Sandford, C. Swenson.

ABSENT EXCUSED: P. Paquette, J. Trivella (B).

GUEST: H. Frankhouser, W. McGinn, J. Musumeci.

1. Call to Order

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

2. Citizen's Participation – none.

3. Secretary's Report – December 12, 2017

Motion: (Teed/Marmat) To approve the Minutes of December 12, 2017.

Unanimous

4. Correspondence

Head of School Sandford reviewed the correspondence.

5. Board of Trustees Retreat Details (February)

A discussion ensued. The retreat will be conducted during a working dinner at the Head's house.

6. 2018-2019 School Calendar – Draft

Head of School reviewed the draft of the school calendar. It will be presented as a First Reading to the full Board at the January meeting.

7. 2018-2019 Board Calendar – Draft

Head of School reviewed the draft of the Board calendar. It will be presented as a First Reading to the full Board at the January meeting.

8. Center for the Arts Presentation

Head of School discussed the presentation on the Center for the Arts, which will be provided by J. Sturdevant at the January Board meeting.

9. Security MOU with Woodstock Public Schools

Head of School reviewed the Memorandum of Understanding.

10. New WA Foundation Directors

Head of School briefly reviewed a memo concerning new WA Foundation directors. The memo will be presented by J. Sturdevant, Associate Head of School for Advancement, at the January Board meeting.

Continued -

11. Other – None.

12. Citizen Participation – None.

13. Executive Session

Motion: (Teed/Higgins) To enter into Executive Session at 7:29 p.m. to discuss:

a. Legal Update

Unanimous

14. Possible Action – None.

15. Adjournment

Motion: (Teed/Cerrone) To adjourn the meeting at 7:46 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Finance Committee
December 11, 2017



These minutes are
informational only.

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

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

ABSENT EXCUSED: K. Coddling (B).

1. Call to order

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

2. Citizen's Participation – None.

3. Secretary's Report – Minutes of November 13, 2017

MOTION: (Teed/Beckwith) To approve the minutes of November 13, 2017 as presented.

Unanimous

4. 2017-18 Budget Status

Mr. Campbell reviewed the status of the Boarding budget through October 31, 2017. Expenditures to date are as expected for the school year. He also reported on the Operating budget status. However, the written report was not available to the committee. Mr. Sandford committed to have it sent to the committee the next day.

5. 2018-2019 Operating and Boarding Budgets

Mr. Sandford asked for committee approval to extend the timing of the Boarding budget to at least the March meeting as had been done last year to allow administration the extra time to refine both enrollment and expenditure numbers as this is still early in the first year of the boarding program on South campus. The committee agreed.

Mr. Sandford presented the first draft of the 2018-19 Operating budget at 1.59%. He explained that, due to the state budget impact on the sending towns, some of the budget expenditures were being spread to Boarding budget to help the sending towns. The committee asked that this be explained to the towns as the budgeting process continues.

6. Quarterly Investment Review

Mr. Campbell reviewed the quarterly Investment Report as of October 31, 2017. Funds invested with Merrill Lynch, which includes the reserve account, have yielded an annualized rate of 2.8% year to date. Funds invested with the Commonfund, which is primarily scholarships and Endowment funds, have yielded an annualized rate of 4.81% year to date.

7. Other – None.

8. Citizen's Participation - None.

9. Adjournment

MOTION: (Blackmer/Bentley) To adjourn the meeting at 8:06 p.m.

Unanimous

Respectfully submitted,
Joseph Campbell

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**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Finance Committee
January 8, 2018**



These minutes are
informational only.

PRESENT: M. Beckwith, C. Bentley, R. Blackmer (7:35 p.m.), G. Carabeau, J. Campbell, P. Kelly, C. Sanford, D. Teed.

ABSENT: R. Chenail (W).

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

1. Call to order

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

2. Citizen's Participation – None.

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

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

4. 2017-18 Budget Status

Mr. Campbell reviewed the status of the Operating and Boarding budgets through December 31, 2017. Expenditures to date are as expected for the school year.

5. 2018-2019 Operating Budget Presentation

Mr. Sanford presented the 2018-19 Operating Budget to the committee. The budget calls for a tuition increase of 1.59%, from the current \$13,676 per-student to \$13,893. He explained that, due to the state budget impact on the sending towns, some of the budget expenditures were being spread to Boarding budget to reduce the tuition impact on the sending towns. He also stated that this was being discussed with the sending town superintendents along with a discussion that next year's tuition might need to increase at a higher rate.

He reviewed that tuition impacts each sending town differently, depending on the changes occurring in their enrollments.

MOTION: (Teed/Bentley) To authorize the administration to present the 2018-2019 Operating Budget to the Board of Trustees at the March 2018 meeting.
Unanimous

7. Other – None.

8. Citizen's Participation - None.

9. Adjournment

MOTION: (Beckwith/Carabeau) To adjourn the meeting at 7:57 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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WOODSTOCK ACADEMY
2018/19 REGULAR OPERATING BUDGET SUMMARY

| | <u>2017/18</u> <u>Approved</u> <u>Budget</u> | <u>2018/19</u> <u>Proposed</u> <u>Budget</u> | <u>Prop. - Appr'd</u> <u>\$ Change</u> | <u>% Change</u> |
|------------------------------|--|--|---|-----------------|
| BUDGETED EXPENDITURES | | | | |
| SALARIES | \$ 9,972,840 ⁰ | \$ 10,314,124 ⁰ | \$ 341,284 | 3.42% |
| BENEFITS | \$ 2,225,569 | \$ 2,282,789 | \$ 57,220 | 2.57% |
| INSTRUCTION | \$ 477,733 | \$ 450,093 | \$ (27,640) | -5.79% |
| FACILITIES | \$ 525,106 | \$ 544,835 | \$ 19,729 | 3.76% |
| EQUIPMENT | \$ 265,298 | \$ 255,886 | \$ (9,412) | -3.55% |
| | \$ - | \$ - | | |
| RESERVE | \$ 100,000 | \$ 100,000 | \$ - | 0.00% |
| | \$ - | \$ - | | |
| TRANSPORTATION | \$ 156,030 | \$ 134,875 | \$ (21,155) | -13.56% |
| UTILITIES | \$ 356,200 | \$ 356,200 | \$ - | 0.00% |
| INSURANCE/LEGAL | \$ 196,162 | \$ 194,162 | \$ (2,000) | -1.02% |
| OFFICE EXPENSES | \$ 492,880 | \$ 483,880 | \$ (9,000) | -1.83% |
| PROFESSIONAL DEVELOPME | \$ 195,377 | \$ 215,371 | \$ 19,994 | 10.23% |
| DEBT SERVICE | \$ 528,865 | \$ 528,865 | \$ - | 0.00% |
| TOTAL BUDGETED EXPENDIT | \$ 15,492,060 | \$ 15,861,080 | \$ 369,020 | 2.38% |
| BUDGETED REVENUE | | | | |
| INVESTMENT EARNINGS | \$ (5,000) | \$ (5,000) | \$ - | |
| FACILITY USE | \$ (20,000) | \$ (20,000) | \$ - | |
| REIMBURSEMENTS | \$ (11,500) | \$ (11,500) | \$ - | |
| OTHER REVENUE | \$ (20,000) | \$ (20,000) | \$ - | |
| SPECIAL EDUCATION SERVIC | \$ (939,000) | \$ (939,000) | \$ - | |
| TOTAL BUDGETED REVENUE | \$ (995,500) | \$ (995,500) | \$ - | |
| REVENUE FROM | | | | |
| SENDING TOWN REGULAR T | \$ 13,060,233 | \$ 13,087,206 | \$ 26,973 | 0.21% |
| PRIVATE REGULAR TUITION | \$ 1,435,980 | \$ 1,778,304 | \$ 342,324 | 23.84% |
| TOTAL TUITION REVENUE | \$ 14,496,213 | \$ 14,865,510 | \$ 369,297 | 2.55% |
| PROJECTED BILLING ENROLL | 1060 | 1070 | | |
| Sending Towns | | 942 | | |
| REGULAR EDUCATION TUITION | \$13,676 | \$13,893 | | |
| | 2.48% | 1.59% | | |

THE WOODSTOCK ACADEMY
BILLING ENROLLMENT

| w/1.59% inc | | | | | | | | | | |
|------------------------------------|---|--|-------------------------------------|---|--|---|-------------------------------|----------------------------------|-------------------------------|------------------------------|
| | <u>Projected Enrollment</u> <u>2016-17</u> | <u>Actual Enrollment</u> <u>2016-17</u> | <u>difference</u> <u>2016-17</u> | <u>Projected Billable</u> <u>2017-18</u> | <u>difference from</u> <u>16/17 projected</u> | <u>difference from</u> <u>16/17 actual</u> | <u>1.59% tuition increase</u> | <u>2018/19 projected revenue</u> | <u>2017/18 actual revenue</u> | <u>increase / (decrease)</u> |
| BROOKLYN | 192 | 167 | -25 | 167 | -25 | 0 | \$ 13,893 | \$ 2,320,131 | \$ 2,283,892 | \$ 36,239 1.59% |
| CANTERBURY | 79 | 95 | 16 | 95 | 16 | 0 | \$ 13,893 | \$ 1,319,835 | \$ 1,080,404 | \$ 239,431 22.16% |
| EASTFORD | 52 | 46 | -6 | 46 | -6 | 0 | \$ 13,893 | \$ 639,078 | \$ 711,152 | \$ (72,074) -10.13% |
| POMFRET | 196.5 | 167 | -29.5 | 167 | -29.5 | 0 | \$ 13,893 | \$ 2,320,131 | \$ 2,687,334 | \$ (367,203) -13.66% |
| UNION | 38 | 38 | 0 | 38 | 0 | 0 | \$ 13,893 | \$ 527,934 | \$ 519,688 | \$ 8,246 1.59% |
| WOODSTOCK | 397.5 | 429 | 31.5 | 429 | 31.5 | 0 | \$ 13,893 | \$ 5,960,097 | \$ 5,436,210 | \$ 523,887 9.64% |
| TOTAL SENDING DISTRICT | 955 | 942 | -13 | 942 | -13 | 0 | \$ 13,893 | \$ 13,087,206 | \$12,718,680 | \$ 368,526 2.90% |
| PRIVATE DOMESTIC | 20 | 20 | 0 | 14 | -6 | -6 | \$ 13,893 | \$ 194,502 | \$ 266,900 | \$ (72,398) -27.13% |
| PRIVATE INTERNATIONAL ^A | 88 | 89 | 1 | 114 | 26 | 25 | \$ 13,893 | \$ 1,583,802 | \$ 1,187,705 | \$ 396,097 33.35% |
| TOTAL PRIVATE | 108 | 109 | 1 | 128 | 20 | 19 | \$ 13,893 | \$ 1,778,304 | \$ 1,454,605 | \$ 323,699 22.25% |
| GRAND TOTAL | 1063 | 1051 | -12 | 1070 | 7 | 19 | \$ 13,893 | \$ 14,865,510 | \$ 14,173,285 | \$ 692,225 4.88% |

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

ATTACHMENT 5

Board Meeting Date: January 16, 2018

Agenda Topic: 2016/2017 Audit Report (Second Reading)

Summary of Issues: The Associate Head of School for Finance and Operations reviewed the 2016/2017 Audit at the November 28, 2017. It was reviewed by the Finance Committee on November 13, 2017. A copy of the Draft Audit was previously emailed to Board members.

Background: The Audit will need to be accepted. Final acceptance of the Audit will occur at the Annual meeting.

Recommended Motion: I move to endorse the Findings of the Audit and send it to the Annual Meeting for acceptance.

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.

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

ATTACHMENT 6

Board Meeting Date: January 16, 2018

Agenda Topic: The Center for the Arts Presentation

Summary of Issues: Update

Background: Informational

Recommended Motion: N/A:

Vision of The Woodstock Academy

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Center for the Arts at The Woodstock Academy Strategic Operating Plan Spring 2017

I. Name of the Arts Complex:

Center for the Arts at The Woodstock Academy, or The Center

II. Mission

The Center for the Arts at The Woodstock Academy is dedicated to cultivating inspiration, education, and engagement through the arts.

III. Goals

- Provide opportunities to participate in and experience the visual and performing arts;
- Create a sustainable revenue balanced operating system;
- Establish the Center for the Arts or “The Center” as a distinctive brand.

IV. Objectives

- Provide a comprehensive and stimulating arts education experience for the students at The Woodstock Academy;
- Engage the participation of regional artists and arts organizations by making the Center for the Arts facilities available for their use;
- Enhance the quality of arts education in the curriculum of regional schools by providing them access to professional visual and performing arts facilities and programming;
- Seek collaboration with other Woodstock Academy educational departments to incorporate the arts in the teaching of their disciplines;
- Provide an annual season of professional performances and exhibits to serve the regional audience of northeast Connecticut, southern Massachusetts, and western Rhode Island;
- Establish an organization of stakeholders from the region that will provide ongoing financial support, guidance, and influence for the Center for the Arts;
- Develop a marketing plan for the Center for the Arts that will expand the reach and status of The Woodstock Academy;
- Explore summer and other seasonal rentals of the facilities to arts camps or as a residence of a professional performing arts group.

V. Strategies (High Priority for Action)

- Conduct a study that will evaluate the current condition of the mechanical and aesthetic systems and features of the facility (this shall include, but not limited to projection, lighting, sound, rigging, seating, carpeting). A proposal for upgrades shall include description of the work and materials, budget, and timeline for completion;
- Design professional level visual arts exhibition space. This study shall include the recommended location(s) for two and three dimensional artwork within the facility, the description of work and materials, and budget and timeline for completion;
- Conduct a survey or engage focus groups with the range of potential audience members to identify preferences in the performing and visual arts. This information will help serve as a guide when initiating bookings;
- Develop guidelines for the use of the facility by outside groups. This document must address aspects including, but not limited to the following: qualifications of applicant group; description of performance or exhibition; financial arrangement with The Woodstock Academy; insurance coverage; marketing plan; production budget;
- Design a marketing plan that is focused on the Grand Opening of the Center for the Arts. This plan will serve as the foundation for an expanded plan that will focus on establishing it as a distinctive brand;
- Create a Founding Member organization for the Center for the Arts. Membership should be offered for a restricted time and come with privileges;
- Establish an operating budget for 2017-18;
- Develop a presentation calendar for 2017-18, featuring an introductory season of 2-3 performance or visual arts events.

VI. Additional Strategies

- Develop a job description for an Executive Director that is compatible with the strategic plan and complete the hiring process;
- Integrate the presence of the Center for the Arts into traditional and social media platforms;
- Become a member of professional arts presenting organizations such as Arts Presenters;
- Investigate funding opportunities such as the Connecticut Department of Economic Development, the New England Foundation for the Arts, and private donors;
- Promote the rental availability of the facility to the summer arts camps market;
- Establish an advisory committee with members that represent the diversity of the NECT service region;
- Open the activity booking calendar for 2018-19 and 2019-20;
- Develop a 2018-19 season of “guest artists” in the performing and visual arts;
- Develop an operating budget for 2018-19.

NOTE:

The Strategic Operating Plan represents an organization’s ongoing activity, which is designed to be adjusted as circumstances change. However, it also serves to maintain a steady view of the core purpose.

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

ATTACHMENT 7

Board Meeting Date: January 16, 2018

Agenda Topic: New WA Foundation Directors

Summary of Issues: J. Sturdevant, Associate Head of School for Advancement has provided an informational memo.

Background: The Directors of The Woodstock Academy Foundation have endorsed the appointment of two new members.

Recommended Motion: N/A: These appointments will be interim until accepted at the Annual meeting.

Vision of The Woodstock Academy

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MEMORANDUM

TO: Christopher Sandford, Head of School

FROM: Jonathan Sturdevant, Associate Head of School for Advancement

DATE: December 15, 2017

RE: New WA Foundation Directors

At the November 15, 2017 meeting of The Woodstock Academy Foundation, the Directors endorsed the appointment of two new members to the Foundation Board.

Adam Troy and Sandy Fredrickson have both agreed to join the WA Foundation. The Board of Trustees will need to vote on their interim appointment prior to the official election of a three-year term at the 2018 Annual meeting in August.

Thank you.

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

ATTACHMENT 8

Board Meeting Date: January 16, 2018

Agenda Topic: Draft - 2018-2019 School Calendar (First 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.

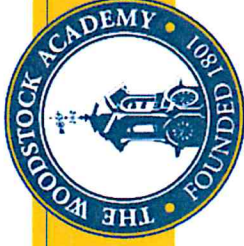
Based on our internal conversations and the survey results, we are proposing a full, two-week Winter Break, December 22–January 4.

Recommended Motion: N/A: The Calendars will be voted on at the next meeting.

Vision of The Woodstock Academy

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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 | | | | | | | | | | | | | | September 19 | | | | | | | | | | | | | | October 22 | | | | | | | | | | | | | | November 19 | | | | | | | | | | | | | |
|----------|----|----|----|----|----|----|----|----|----|----|----|----|----|--------------|----|----|----|----|----|----|----|----|----|----|----|----|----|------------|--|--|--|--|--|--|--|--|--|--|--|--|--|-------------|--|--|--|--|--|--|--|--|--|--|--|--|--|
| 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | 1 | 2 | 3 | 4 | | | | | | | 1 | | 1 | 2 | 3 | 4 | 5 | 6 | | | | | 1 | 2 | 3 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| December 15 | | | | | | | January 17 | | | | | | | February 18 | | | | | | | March 21 | | | | | | | 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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | 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 | S |

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

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

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

ATTACHMENT 9

Board Meeting Date: January 16, 2018

Agenda Topic: Draft - 2018-2019 Board of Trustees Calendar (First 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: N/A: The Calendars will be voted on at the next 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.

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

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

COMMITTEES:

- A** - Academic
- B** - Building & Grounds
- E** - Executive
- F** - Finance
- P** - Policy

CALENDAR KEY:

- Trustee Meeting/Retreat
- Committee meeting
- Trustee Staff Reception

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