



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

NOTICE OF MEETING

Meeting date: Tuesday, November 28, 2017
Time: Board meetings begin promptly at 7:00 p.m.
*Location: Student Commons, North Campus

AGENDA

1. Call to Order
2. Head of School Recognition (7:10–7:15)
3. Community Participation (3/5 minutes/participant, subsequent agenda times to be adjusted) (7:15–7:20)
4. Student Council Report (7:20–7:25)
5. Board Reports
 - a. Secretary's Report (Attachment 1)
 - i. Minutes of October 17, 2017
 - b. President's Report (7:25-7:30)
 - i. Correspondence (Attachment 2)
 1. Letter to C. McCombe, Principal, Eastford Elementary School
 2. Letter to Brooklyn, Canterbury, Eastford, Pomfret, Union, and Woodstock Boards of Education
 3. CABA Legislative Breakfast Invitation
 - ii. Subcommittee Discussion (Attachment 3)
 - iii. Holiday Gathering 2017 – December 10, 2017 – 4:00 – 7:00 PM
 - c. Committee Reports - questions/discussion on reports provided in packet (7:30-7:35) (Attachment 4)
 - i. Buildings and Grounds
 - ii. By-Laws
 - iii. Executive Committee
 - iv. Finance Committee
 - v. Sending Town Contract Negotiation
6. Woodstock Academy Administration Reports
 - a. Assistant Head of School for Enrollment (7:35-7:40)
 - i. Enrollment update
 - b. Associate Head of School for Finance and Operations Report (7:40-7:45)
 - i. 2017-2018 Operating and Board Budget Status
 - ii. 2016-17 Audit Report (Attachment 5)
 - c. Associate Head of School Report (7:45-7:50)
 - i. Teaching and Learning
 - ii. Academic Spotlight: Fine Arts
 - iii. Board questions/discussion

Board of Trustees – Agenda

November 28, 2017

Page 2

- d. Associate Head of School for Advancement (7:50- 7:55)
 - i. The Center for the Arts/Seat Campaign
 - ii. WA Foundation Update
 - iii. *2017-2018 The Gleaner*
 - iv. End of Year Appeals
- e. Head of School Report (7:55-8:05)
 - i. R. Telford Research/Book Update
 - ii. Academic Report (Dr. Harten)
- 7. Other Items
- 8. Citizen's Participation (3/5 minutes/participant)
- 9. Executive Session
 - a. Legal Update
 - b. Sending Town Contract (Brooklyn)
 - c. Personnel Update
- 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: November 28, 2017

Agenda Topic: Secretary's Report

Summary of Issues: Minutes of the meeting of October 17, 2017.

Background: N/A

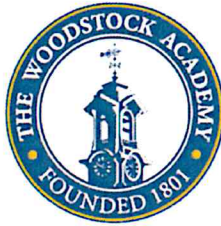
Cost: N/A

Funding Source: N/A

Recommended Motion: I move to accept the Minutes of the October 17, 2017 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: J. Bellerose, C. Bentley, R. Blackmer, R. Canavan, G. Carabeau, K. Cerrone, E. Higgins, C. Hustus (E), K. Johnston, P. Kelly, J. Larrow, G. Marmat (E), W. McGinn, J. Musumeci, P. Paquette (7:26 PM), J. Rauh, C. Swenson, D. Teed, J. Trivella (B), S. Young.

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

ABSENT EXCUSED: E. Cartier (P), B. Child, C. Davis (W), R. Holland, D. Morse.

ABSENT: S. Asikainen, M. Beckwith, R. Chenail (W), K. Coddling (B), D. Field.

GUESTS: E. Carlson, K. Carlson, T. Carlson, G. E. Chalupka, M. Godzik, O. Newall-Vuillemot, Josh Resnick, Lynn Resnick, Sam Resnick, Sue Schofield.

1. Call to order

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

2. Nominating Committee Report

Chair Paul Kelly reported that the Nominating Committee reviewed and endorsed the application of Kate Cerrone for Sending Town Representatives from Pomfret.

3. Possible Action Based on Report

MOTION: (Kelly/Teed) To accept the recommendation of the Nominating Committee to appoint Kate Cerrone as a Sending Town Representative from Pomfret.

Unanimous

4. Head of School Recognition

Keith Carlson - Pomfret - Senior

Keith Carlson worked tirelessly last year to be the captain of one of The Academy eSports teams. He held tryouts, assembled a team, held team practices, researched strategies, and coached the team throughout the year. Keith was asked to go on WINY to talk about eSports and he did a wonderful job, bringing attention to the fledgling program. The team that Keith led went on to win the Spring CT HS eSports tournament, getting to play their final match at UConn and winning scholarships for the entire team.

Keith has shown tremendous leadership and initiative in not only the eSports season, but also in making sure The Academy participated in that season. Without his passion and determination, WA likely would not have had a team. He was instrumental in securing transportation to our first event, which got students interested and put WA on the map for CT eSports. This year, Keith is holding tryouts once again for his team, and students that participated last year are honing their skills to defend their title. Keith brought attention and interest to competitive video gaming in CT High Schools, and the team that he led put The Woodstock Academy above all the rest, securing our position as leaders in CT eSports.

Keith's teachers describe him as one of the kindest, most compassionate young men with whom they have had the privilege to work. He has a great attitude and always has a smile on his face. In classes, he works hard and motivates his classmates around him. Keith will be serving his country after he graduates in June.

Joshua Resnick – Woodstock - Senior

Josh Resnick is a current student in Spanish VI and he is a kind, helpful student. Josh is always among the first students to volunteer to help with anything both in and outside of the classroom. He makes a great effort each day to improve his communications skills in Spanish. In class, he regularly asks questions if he is unsure about a particular grammatical structure and, from time-to-time, he stops in for further review. He is self-confident and always appears poised. Josh has a great sense of humor and his wittiness definitely helps to create an amiable classroom atmosphere.

Josh is a very enthusiastic learner in Law class as well. He goes above and beyond with each assignment and serves as a positive role model for others. His ability to balance school with work and other commitments is very impressive.

5. Community Participation – None.

6. Student Council Report

Orion Newall-Vuillemot presented the report. The roast beef booth at the Woodstock Fair did well. Student Council has also been involved in several events for our international students, including karaoke and a picnic.

Upcoming events include the blood drive. This year, the blood drive will be coordinated with a local church; this will allow people to donate at the church after 2:30 PM and permit The Academy to receive credit for those units collected. Planning is also underway for Trick or Treat Street.

7. Board Reports

a. President's Report

i. Correspondence

1. Letter from the family of Jeff Boshka
2. Letter from J. Bernard

Head of School Sandford reviewed the various correspondence. He explained that J. Bernard is the guardian (uncle) of the student who came to The Academy as a result of the devastating hurricane in Puerto Rico.

ii. CABA Delegate Assembly

MOTION: (Blackmer/Johnston) I move to appoint Joseph Musumeci as the delegate to the CABA Delegate Assembly to represent The Woodstock Academy Board of Trustees.

Unanimous

iii. By-Laws Ad Hoc Committee

Mrs. Swenson noted that, based on discussions at the February Retreat, an ad hoc committee was appointed to review the By-Laws. The members are: Chair, W. McGinn, G. Carabeau, E. Higgins, J. Musumeci, and J. Trivella.

iv. Holiday Gathering 2017 – December 10, 2017 – 4:00 – 7:00 PM.

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

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

8. Woodstock Academy Administration Reports

a. Assistant Head of School for Enrollment

i. Enrollment update

Students are still enrolling; five students have enrolled since the opening of school. The focus is now on next year. Travel plans include Mexico and China. The department has worked on targeted marketing for recruitment efforts.

- b. Associate Head of School for Finance and Operations Report
 - ii. 2017-2018 Operating and Board Budget Status
Financials through the end of September are provided in the Board packet. Tracking both operating and boarding expenditures as best we can, it seems to be going very smoothly with both campuses.
- c. Associate Head of School Report
 - i. Teaching and Learning
Mrs. Singleton introduced Mrs. Sue Schofield, the new administrative assistant on South Campus. The Monthly Updates were distributed before the start of the meeting.
 - ii. Academic Spotlight: World Language
Mrs. Singleton briefly reviewed the Academic Spotlight which was distributed at the start of the meeting.
 - iii. Board questions/discussion
- d. Associate Head of School for Advancement
 - i. Seat Campaign
Fifty-six seats have already been sold, with commitments for eight more.
 - ii. Alumni Engagement
There are fourteen upcoming Alumni events. August 18 is the tentative date for the golf tournament next year.
WAconnect.org was launched less than a year ago. It was developed as we wanted to engage with alums and allow alums to engage with each other. We currently have close to 400 active members who are willing to help/mentor students. We have members from whom we had never heard before.
 - iii. Homecoming Update
The Class of 1967 had a get-together. We had alums from Chicago, Seattle, Maine, and Virginia.
- e. Head of School Report (7:55-8:05)
 - i. Prep Basketball Introduction (Tony Bergeron)
Mr. Bergeron spoke briefly on the program. Discussion ensued.
 - ii. Technology Update – myWA App
Presentation made by E. Chalupka. This is a major update. We are one of the first schools to have this app. Our students hate it; families can track all homework assignments, papers, and upcoming tests for any subject. Mrs. Favreau noted that our international families love this feature. It provides timely notification and can also be used for recruitment.

Our app is central for our ResLife program. Students can see which adults are on-duty and pulls the on-duty phone number into the app in case of any emergency.

9. Other Items – None.

10. Citizen's Participation – None.

11. Executive Session

- a. Legal Update

MOTION: (Higgins/Carabeau) To enter into Executive Session at 8:14 PM for the purpose of a legal update. Mr. Sanford, Mrs. Singleton, and Mr. Campbell are invited into the session.
Unanimous

The meeting returned to regular session at 8:25 PM.

12. Possible action based on Executive Session – None.

13. Adjournment

MOTION: (Teed/Johnston) To adjourn at 8:25 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: November 28, 2017

Agenda Topic: Correspondence

Summary of Issues: NOTIFICATION

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

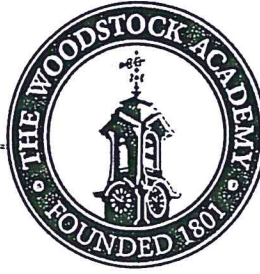
Cost: N/A

Funding Source: N/A

Recommended Motion: INFORMATIONAL – N/A

Vision of The Woodstock Academy

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November 6, 2017

Mrs. Carole McCombe, Principal
Eastford Elementary School
P.O. Box 158
Eastford, CT 06242

Dear Mrs. McCombe:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on your appointment as Principal of the Eastford Elementary School. It is a pleasure to welcome you to the "Quiet Corner"!

The Academy values its longstanding relationship with the Eastford community; Eastford students significantly contribute to the success of The Academy. We are dedicated to continuing our Mission "*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*".

As part of our commitment to maintaining close relationships with our educational partners, I hope we can meet, at your convenience. I would enjoy giving you a tour of our campuses and sharing all of the wonderful accomplishments of our students.

Congratulations; we send our best wishes to you!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees
Chair, Eastford Board of Education

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

November 17, 2017

The Brooklyn Board of Education
Town of Brooklyn
119 Gorman Road
Brooklyn, CT 06234

Dear Members of the Brooklyn Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Brooklyn is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

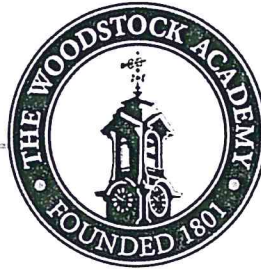
We would be pleased to attend a Board of Education meeting, at your convenience, to provide members an overview of our programs. Brooklyn is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

Best wishes on your continued success!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees



November 17, 2017

The Canterbury Board of Education
Town of Canterbury
45 Westminster Road
Canterbury, CT 06331

Dear Members of the Canterbury Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Canterbury is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

We would be pleased to attend a Board of Education meeting, at your convenience, to provide members an overview of our programs. Canterbury is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

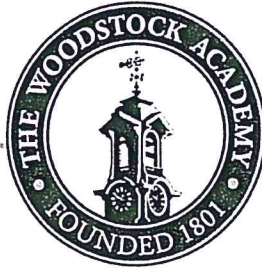
Best wishes on your continued success!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

November 17, 2017

The Eastford Board of Education
Town of Eastford
P.O. Box 158
Eastford, CT 06242

Dear Members of the Eastford Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Eastford is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

We would be pleased to attend a Board of Education meeting, at your convenience, to provide members an overview of our programs. Eastford is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

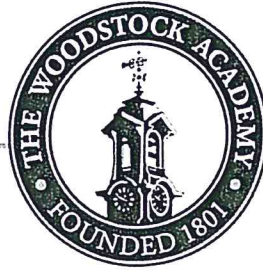
Best wishes on your continued success!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees

57 Academy Rd. Woodstock, CT 06281



(860) 928-6575 | woodstockacademy.org

November 17, 2017

The Pomfret Board of Education
Town of Pomfret
20 Pomfret Street
Pomfret, CT 06259

Dear Members of the Pomfret Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Pomfret is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

We are pleased to provide an overview of our programs at your February 28, 2018 Board of Education meeting. Pomfret is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

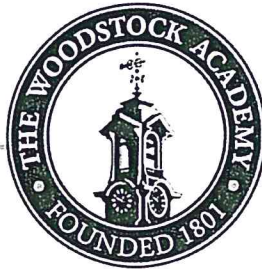
Best wishes on your continued success!

Sincerely,

A handwritten signature in black ink, appearing to read 'Chris', written in a cursive style.

Christopher Sandford
Head of School

Cc: Board of Trustees



November 17, 2017

The Union Board of Education
Town of Union
18 Kinney Hollow Road
Union, CT 06076-9511

Dear Members of the Union Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Union is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

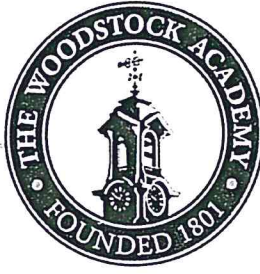
We would be pleased to attend a Board of Education meeting, at your convenience, to provide members an overview of our programs. Union is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

Best wishes on your continued success!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees



November 17, 2017

The Woodstock Board of Education
Woodstock Public Schools
147A Route 169
Woodstock, CT 06281

Dear Members of the Woodstock Board of Education:

On behalf of our entire Woodstock Academy Community, I want to offer congratulations on the success of your recent elections. Woodstock is a respected and integral educational partner with The Woodstock Academy, and we value this relationship.

We would be pleased to attend a Board of Education meeting, at your convenience, to provide members an overview of our programs. Woodstock is justifiably proud of the positive educational growth of their children, and we look forward to sharing their significant contributions to our community. We also want to extend an invitation to each of you to tour our campuses. We look forward to hearing from you.

Best wishes on your continued success!

Sincerely,

Christopher Sandford
Head of School

Cc: Board of Trustees



SAVE THE DATE


JANUARY 22, 2018

7:00 – 9:00 AM

Legislative Breakfast

Connecticut Association of Boards of Education –
Area 4, Ashford, Brooklyn, Canterbury, Eastford,
Griswold, Killingly, Plainfield, Pomfret, Putnam,
Sprague, Sterling, Thompson, Union and
Woodstock

BROOKLYN MIDDLE SCHOOL CAFETERIA
119 GORMAN ROAD, BROOKLYN, CT



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

ATTACHMENT 3

Board Meeting Date: November 28, 2017

Agenda Topic: Subcommittee Discussion

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

Background: Based on a discussion at the February 2017 Retreat, a review of Board committees was undertaken.

Cost: N/A

Funding Source: N/A

Recommended Motion: INFORMATIONAL – N/A.

Vision of The Woodstock Academy

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The Woodstock Academy Sub-Committee Restructuring Proposal

Academic Committee

Provides guidance for the academic program

Student Life Committee

Provides guidance for the student life program

Building and Grounds Committee

Provides guidance on facilities and maintenance

***Executive Committee**

Develops the BOT agenda and provides direction to the Head of School

Expulsion Committee

Holds expulsion hearings at the request of the Head of School

***Finance Committee**

Provides guidance for budget and its development, auditing, investments and scholarships

Contract Negotiating Committee

Negotiating contracts with bargaining units

***Nominating Committee**

Manages the nomination and recommendation of new board members

Policy Committee

Writes and recommends policies

Real Estate (Ad Hoc) Committee

Oversees the acquisition and selling of real estate holdings

Standing Committees Slated for Elimination

Administration Evaluation and Goals

Alumni-Board Liaison

Resource Development

Sending Town Contract Neg. (Ad Hoc)

Strategic Planning

*Committee required in By-Laws

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

ATTACHMENT 4

Board Meeting Date: November 28, 2017

Agenda Topic: Committee Reports

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

Background: N/A

Cost: N/A

Funding Source: N/A

Recommended Motion: INFORMATIONAL – N/A.

Vision of The Woodstock Academy

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

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Building and Grounds Committee
November 13, 2017**



These minutes are
informational only.

PRESENT: M. Beckwith, J. Bellerose, R. Canavan, K. Johnston, D. Morse (6:38), C. Sandford.
J. Campbell, G. Giambattista, J. Rigney

ABSENT: R. Blackmer, R. Holland, J. Musumeci.

1. Call to order

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

2. Citizen's Participation - None

3. Secretary's Report – Minutes of October 10, 2017

MOTION: (Beckwith/Bellerose) To approve the minutes of October 10, 2017 as presented.

Abstain: Canavan

All Others in Favor

4. Facility Updates

Mr. Sandford reviewed the purchase of a pickup truck with a snowplow and a Zero-turn mower, leaf bagger, snow blower for the South Campus winter maintenance.

5. Corner of Academy and Hill Cemetery Road Project

Mr. Sandford introduced Mr. Giambattista, Director of Capital Projects, who reviewed plans for safety improvements on the corner of the North Campus. It is proposed to include sidewalks, some lighting, a retaining wall, and an Academy sign. Proposed timing is the spring and summer of 2018.

6. Other – None.

7. Citizen's Participation - None.

8. Executive Session – None.

9. Adjournment

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

Unanimous

Respectfully submitted,

Joseph Campbell

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



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

MINUTES OF MEETING
BY-LAWS AD HOC COMMITTEE
October 17, 2017

These minutes are
informational only.

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

Absent Excused: C. Swenson.

1. Call to order

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

2. Citizen's Participation - none.

3. Discussion

Based on a calendar discussion, upcoming meetings will be at 6:00 PM on:

Nov. 1

Nov. 28

Dec. 6.

Committee members requested that several documents be sent to them prior to the November 1st meeting: an electronic copy of both *The Charter* and *The By-Laws*, Document #1; a letter from Siegel, O'Connor; a copy of WA Policy #8131; and a chart with a breakdown of membership from other academies.

4. February Retreat – Working Deadline (February 27, 2018)

A brief discussion ensued.

5. Other – none.

6. Citizen's Participation – none.

7. Adjournment

Motion: (Carabeau/Musumeci) To adjourn at 6:52 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford
Head of School



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

MINUTES OF MEETING BY-LAWS AD HOC COMMITTEE November 1, 2017

These minutes are
informational only.

Present: G. Carabeau, E. Higgins (6:35 PM), W. McGinn, J. Musumeci.

Absent Excused: J. Trivella.

1. Call to order

Chair McGinn called the meeting to order at 6:08 p.m.

2. Citizen's Participation – none.

3. Minutes – October 17, 2017

Motion: (Musumeci/Carabeau) To accept the Minutes of October 17, 2017
Unanimous

4. Discussion

A review of *The Charter and By-Laws* was conducted, with attention on compliance with The Woodstock Academy Mission and state statutes. Members were requested to review the document again and all issues will be encompassed in one document which can be shared with all committee members.

5. Other – none.

6. Citizen's Participation – none.

7. Adjournment

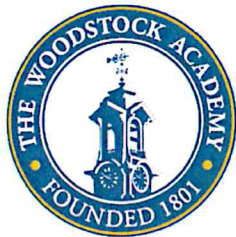
Motion: (Higgins/Carabeau) To adjourn at 7:49 p.m.
Unanimous

Respectfully submitted,

Susan Ahern Straub
Board Clerk

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

MINUTES OF THE MEETING
The Woodstock Academy
Board of Trustees
Executive Committee
November 8, 2017



These minutes are
informational only.

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

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

GUEST: W. McGinn.

1. Call to Order

The meeting was called to order at 7:04 p.m. by Chair Swenson.

2. Citizen's Participation – none.

3. Secretary's Report – October 4, 2017

Motion: (Kelly/Marmat) To approve the Minutes of October 4, 2017.

Unanimous

4. Correspondence

Head of School Sandford briefly reviewed the correspondence.

5. Travel update

There was a brief discussion related to the Head's trip to China and the email sent to the Board.

6. Subcommittee Discussion

The updated Subcommittee list was reviewed. This will be a notification item for the November Board meeting.

7. By-Laws Ad Hoc Committee Update (February 27)

W. McGinn reviewed committee progress. Discussion ensued about questions to send to the attorney.

8. 2016-17 Audit Report

The 2016-2017 Audit Report was reviewed. It will be presented to the full Board at the November meeting.

9. Academic Report

A copy of the Academic Report was distributed for review. Dr. Harten will present this report at the November Board meeting.

10. Sending Town Contract (Brooklyn)

This new, twenty-year contract was reviewed. The committee recommended approval to the full Board.

11. R. Telford Research/Book Update

Mr. Telford will present an update on his research/book at the November Board meeting.

Continued -

12. Other – none.

13. Citizen Participation – none.

14. Executive Session – none.

15. Possible Action – none.

16. Adjournment

Motion: (Kelly/Teed) To adjourn the meeting at 7:49 p.m.
Unanimous

Respectfully submitted,

Christopher Sandford
Head of School

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

**MINUTES OF THE MEETING
THE WOODSTOCK ACADEMY
BOARD OF TRUSTEES
Finance Committee
November 13, 2017**



These minutes are
informational only.

PRESENT: M. Beckwith, C. Bentley, J. Campbell, K. Coddling (B), P. Kelly, D. Teed, C. Sanford.

ABSENT: R. Blackmer, G. Carabeau, R. Chenail (W), C. Hustus (E).

GUESTS: M. Koslowski, M. Maletta.

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 October 10, 2017

MOTION: (Teed/Beckwith) To approve the minutes of October 10, 2017 as presented.
Unanimous

4. 2016-17 Audit Review

Mr. Campbell introduced Mr. Maletta and Mr. Koslowski from Maletta and Co., the financial audit firm. They reviewed the results of the 2016-17 Financial Audit. They reviewed their recommendation to move forward with a new financial software package that would provide greater flexibility and reporting for the financial staff to the Board of Trustees. The committee also met with the auditors without administrators present.

MOTION: (Beckwith/Bentley) To recommend the results of the 2016-17 Financial Audit to the Board of Trustees as presented.
Unanimous

5. 2017-18 Operating and Boarding Budget Status

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

6. 2018-2019

Mr. Sanford reviewed the format for 2018-19 budget preparation with regard to the presenting separate budgets for operating and boarding. The administration believes it will provide a more transparent presentation for the sending towns.

7. Other – None.

8. Citizen's Participation - None.

9. Adjournment

MOTION: (Beckwith/Teed) To adjourn the meeting at 8:17 p.m.
Unanimous

Respectfully submitted,

Joseph Campbell

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.

WOODSTOCK ACADEMY

as of 10/31/2017

Operating
FY 2017-2018

	<u>Current Actual</u>	<u>Annual Budget</u>	<u>Annual Projected</u>	<u>Variance</u>
Revenue				
Private Tuitions	\$478,667	\$1,435,980	\$1,435,980	\$0
Regular Ed. Tuitions	\$4,254,845	\$13,060,580	\$13,060,580	\$0
Special Services Tuition	\$309,151	\$939,000	\$939,000	\$0
Other Revenue	\$12,629	\$56,500	\$56,500	\$0
Total Revenue	\$5,055,292	\$15,492,060	\$15,492,060	\$0
Expenditures				
Salaries	\$2,972,248	\$9,972,840	\$9,972,840	\$0
Benefits	\$910,051	\$2,225,580	\$2,225,580	\$0
Academics	\$210,125	\$477,733	\$477,733	\$0
Facilities	\$455,742	\$726,847	\$726,847	\$0
Athletics	\$234,100	\$593,000	\$593,000	\$0
Administration	\$264,723	\$967,195	\$967,195	\$0
Debt Service	\$113,743	\$528,865	\$528,865	\$0
Total Expenditures	\$5,160,732	\$15,492,060	\$15,492,060	\$0
Surplus/(Deficit)	(\$105,440)	\$0	\$0	\$0

WOODSTOCK ACADEMY
Private and Boarding
FY 2017-2018

as of 10/31/2017

	<u>Current Actual</u>	<u>Annual Budget</u>	<u>Annual Projected</u>	<u>Variance</u>
Revenue				
Private Tuitions	\$125,047.00	\$246,500.00	\$246,500.00	\$0.00
Regular Ed. Tuitions	\$4,444,243.00	\$5,156,136.00	\$5,156,136.00	\$0.00
Total Revenue	\$4,569,290.00	\$5,402,636.00	\$5,402,636.00	\$0.00
Expenditures				
Salaries	\$219,770.00	\$1,743,440.00	\$1,743,440.00	\$0.00
Benefits	\$77,175.00	\$308,700.00	\$308,700.00	\$0.00
Facilities/Insurance	\$300,352.00	\$768,700.00	\$768,700.00	\$0.00
Transportation	\$93,856.00	\$354,000.00	\$354,000.00	
Board	\$156,133.00	\$712,875.00	\$712,875.00	\$0.00
Agents	\$327,383.00	\$607,500.00	\$607,500.00	\$0.00
Debt Service	\$150,491.00	\$499,671.00	\$499,671.00	\$0.00
Academics, Activities	\$73,425.00	\$407,750.00	\$407,750.00	\$0.00
Total Expenditures	\$1,398,585.00	\$5,402,636.00	\$5,402,636.00	\$0.00
Surplus/(Deficit)	\$3,170,705.00	\$0.00	\$0.00	\$0.00

MINUTES OF THE MEETING
The Woodstock Academy Board of Trustees
Sending Town Contract Negotiation Committee
October 17, 2017



These minutes are
informational only.

PRESENT: C. Bentley, K. Johnston, P. Kelly, J. Rauh, C. Sandford, S. Young.

ABSENT EXCUSED: D. Morse, C. Swenson.

1. Call to Order

The meeting was called to order at 6:45 p.m.

2. Citizen's Participation

3. Secretary's Report – September 20, 2017

Motion: (Kelly/Bentley) To approve the Minutes of September 20, 2017.

Unanimous

4. Executive Session

Motion: (Kelly/Bentley) To move into Executive Session at 6:46 p.m. and invite Mr. Sandford into the session to discuss:

- a. Sending Town Contract (Brooklyn)

Unanimous

The meeting returned to regular session at 6:50 p.m.

5. Possible Action based on Executive Session

Motion: (Bentley/Kelly) To recommend the Brooklyn Sending Town Contract to the full Board for approval.

Unanimous

6. Adjournment

Motion: (Young/Kelly) To adjourn the meeting 6:52 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford

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

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

ATTACHMENT 5

Board Meeting Date: November 28, 2017

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

Summary of Issues: The Associate Head of School or Finance and Operations will review the 2016/2017 Audit. This will be the first review. 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/approved at the next BOT meeting.

Cost: \$17,500 **Funding Source:** Operating

Recommended Motion: INFORMATIONAL – First Reading/Review.

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.