



## THE WOODSTOCK ACADEMY BOARD OF TRUSTEES NOTICE OF MEETING

Meeting date: October 17, 2017

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

\*Location: \*Please note change of location: Student Commons, North Campus

### AGENDA

1. Call to Order
2. Nominating Committee Report (7:05–7:10) (Attachment 1)
3. Possible Action Based on Report
4. Head of School Recognition (7:10–7:15)
5. Community Participation (3/5 minutes/participant, subsequent agenda times to be adjusted) (7:15–7:20)
6. Student Council Report (7:20–7:25)
7. Board Reports
  - a. President's Report (7:25-7:30)
    - i. Correspondence (Attachment 2)
      1. Letter from the family of Jeff Boshka
      2. Letter from J. Bernard
    - ii. CABA Delegate Assembly (Attachment 3)
    - iii. By-Laws Ad Hoc Committee
    - iv. Holiday Gathering 2017 – December 10, 2017 – 4:00 – 7:00 PM
  - b. Committee Reports - questions/discussion on reports provided in packet (7:30-7:35) (Attachment 4)
    - 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 (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
  - c. Associate Head of School Report (7:45-7:50)
    - i. Teaching and Learning
    - ii. Academic Spotlight: World Language
    - iii. Board questions/discussion

Continued –

- d. Associate Head of School for Advancement (7:50- 7:55)
  - i. Seat Campaign
  - ii. Alumni Engagement
  - iii. Homecoming Update
- e. Head of School Report (7:55-8:05)
  - i. Prep Basketball Introduction (Tony Bergeron)
  - ii. Technology Update – myWA App
- 9. Other Items
- 10. Citizen’s Participation (3/5 minutes/participant)
- 11. Executive Session
  - a. Legal Update
- 12. Possible action based on Executive Session
- 13. Adjournment

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

ATTACHMENT 1

**Board Meeting Date:** October 17, 2017

**Agenda Topic:** Nominating Committee Reports

**Summary of Issues:** The Board of Trustees Nominating Committee Recommendation

**Background:** Appointment of Pomfret Sending Town Representative

**Cost:** N/A

**Funding Source:** N/A

**Recommended Motions:** I move to accept the recommendation of the Nominating Committee to appoint Kate Cerrone as a Sending Town Representative from Pomfret.

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**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:** October 17, 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

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Dear WA Administration and  
Board of Trustees,

My family and I wanted to thank  
you for the beautiful fruit basket  
you sent. Your thoughtful gesture has  
meant alot during this difficult time.  
Your Kind words and support have  
also been a comfort.

Sincerely,

Jeff Boskne & Family

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10-3-17

Mr. Sandford,

Just a short note to  
Thank You for opening the  
doors to a whole new world  
she will be experiencing  
at the Academy.

You made it possible for  
Paula Hernandez to be academ-  
ically enriched along with a whole  
new world of experiences.

Paula told me, "it's a dream  
come true". She and her family  
will be forever grateful for you  
inviting Paula to your school.

Sincerely,

Jude Bernard  
Lisa Hart's father

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

ATTACHMENT 3

**Board Meeting Date:** October 17, 2017

**Agenda Topic:** CABA Delegate Assembly

**Summary of Issues:** NOTIFICATION

**Background:** The Board of Trustees must vote to designate a member(s) as its representative to the CABA Delegate Assembly on November 16, 2017.

**Cost:** Approximately \$400

**Funding Source:** Operating

**Recommended Motion:** I move to appoint \_\_\_\_\_ as the delegate(s) to the CABA Delegate Assembly to represent The Woodstock Board of Trustees.

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

ATTACHMENT 4

**Board Meeting Date:** October 17, 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.

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**MINUTES OF THE MEETING**  
**The Woodstock Academy Board of Trustees**  
**Academic Committee**  
**September 11, 2017**



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

**ABSENT EXCUSED:** C. Davis, J. Musumeci, P. Paquette.

**GUEST:** K. Hughes.

**1. Call to Order**

The meeting was called to order at 5:35 p.m.

**2. Citizen's Participation--None**

**3. Secretary's Report – Minutes of the Meeting of June 12, 2017**

**MOTION:** (Musko/Green) To approve the Minutes of June 12, 2017.

Abstained: V. May

All others in favor

**4. Technology Plan Report (Guest: Karin Hughes)**

K. Hughes presented the technology plan. The group met as a committee throughout last year, and surveyed faculty and staff, and analyzed the results to determine areas of need. The goal was to leave the report intentionally vague to avoid obsolescence, since technology changes so quickly. Three major areas were identified: 1) replace projector carts with wireless, wall- or ceiling- mounted projectors; 2) increase access and opportunities for technology-related training & resources, including creating a repository of videos for asynchronous training, with the possibility of adding an instructional technology resource teacher; and 3) ensure technology is as uniform as possible on both campuses. Plan is now in the hands of administration and technology department and will help drive decision-making.

**5. Academic Report**

M. Harten presented academic report. Participation in dual enrolment/AP courses has increased. PSAT/SAT scores show steady growth and are consistently well above state averages and many schools in our region. We looked at the achievement gap between high needs and all students and will continue to monitor and develop plans throughout the year. School climate data helped us determine school goals related to relationships and collaboration. Outcomes/indicators for school goals will be finalized with WALT and Admin.

**6. Opening Days PD Update**

M. Harten shared PD schedule from August 23-24. A balance of time for technology professional development, department planning, developing relationships, and preparing the two campuses for students. Next PD Day is November 7.

**8. Citizen's Participation – None.**

Continued –

**9. Adjournment**

MOTION (Singleton/Green) To adjourn at 6:20 p.m.  
Unanimous

Respectfully submitted,  
M. Harten

**MINUTES OF THE MEETING**  
**The Woodstock Academy Board of Trustees**  
**Academic Committee**  
**October 10, 2017**



These minutes are  
informational only.

**PRESENT:** P. Green, M. Harten, V. May, J. Musko, J. Musumeci, H. Singleton, S. Young.

**ABSENT EXCUSED:** B. Child, C. Davis (W), P. Paquette.

**1. Call to Order**

The meeting was called to order at 5:33 p.m.

**2. Citizen's Participation – None.**

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

**MOTION:** (Musko/Singleton) To approve the Minutes of September 11, 2017.  
Unanimous.

**4. Class Size Report**

M. Harten presented the Class Size Report. Department averages are within the recommended guidelines in BOT policy. There are very few individual classes above and below the guidelines, but for good reasons; this is similar to past years.

**5. College Acceptances Report**

P. Green shared the College Acceptances Report for Class of 2017. It includes information on which colleges students were accepted to, organized in bands by GPA. It reflects the diversity of colleges our students apply to, and to which they are accepted. Elite schools are always tough to crack, but the talk by the Yale Dean of Admissions in September was well-received and provided good information for students, families, and counselors.

**6. Test Day Update**

M. Harten shared the schedule for the October 11 Test Day. All students will take a college board assessment (PSAT 8/9, PSAT, or SAT with essay). Grades 9-11 students will also take a practice SAT scored by WA faculty.

**7. Other – None.**

**8. Citizen's Participation – None.**

**9. Adjournment**

**MOTION** (Musumeci/Musko) To adjourn at 6:10 p.m.

Respectfully submitted,

Michael Harten

*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  
September 11, 2017



**PRESENT:** M. Beckwith, J. Bellerose, R. Blackmer, J. Campbell, R. Canavan, D. Morse, C. Rich, J. Rigney, C. Sanford.

**ABSENT:** R. Holland, K. Johnston, J. Musumeci.

**1. Call to order**

The meeting was called to order by Chairman Blackmer at 6:06 p.m.

**2. Citizen's Participation - None**

**3. Secretary's Report – Minutes of June 12, 2017**

**MOTION:** (Beckwith/Canavan) **To** approve the minutes of June 12, 2017 as presented.

Abstain: Morse

All Others in Favor

**4. 2016-17 Evaluation: School Emergency Drills**

Mr. Rich reviewed the school emergency drill procedures for both campuses. He stated that both campuses are now setup to allow each building to be evacuated separately.

**5. Security Grant**

Mr. Rigney reviewed the status of the current Security Grant offering by the state. He explained to the committee the potential additions to campus security that could be afforded if our grant is accepted as part of this process.

**6. Other - None**

**7. Citizen's Participation - None**

**8. Executive Session – 6:20 p.m.**

**MOTION:** (Morse/Beckwith) **To** enter executive session for the purpose of discussing a legal issue.

Unanimous

The meeting returned to regular session at 6:34 p.m.

Continued –

## 9. Adjournment

MOTION: (Bellerose/Canavan) To adjourn the meeting at 6:35 p.m.  
Unanimous

Respectfully submitted,

Joseph Campbell

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MINUTES OF THE MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
Building and Grounds Committee  
October 10, 2017



These minutes are  
informational only.

**PRESENT:** M. Beckwith, J. Bellerose, R. Blackmer (6:45 PM), J. Campbell, K. Johnston, D. Morse,  
J. Musumeci, C. Sandford.

**ABSENT:** R. Canavan, R. Holland.

**1. Call to order**

The meeting was called to order by Mr. Morse at 6:28 p.m.

**2. Citizen's Participation - None**

**3. Secretary's Report – Minutes of August 14, 2017**

**MOTION:** (Beckwith/Musumeci) To approve the minutes of August 14, 2017 as presented.  
Unanimous

**4. South Campus Apartments and Dorm Rooms**

Mr. Sandford reviewed the need for family apartments to be added to Westhaver and Annhurst dorms. He reviewed the possibility of modifying existing single person apartments into family apartments by either extending them into an additional room, or cutting through the floor to make a townhouse type apartment.

Mr. Sandford also discussed the need to plan for future dorm room furniture upgrades. He reviewed the possibility of asking boarding student families to consider funding the upgrades.

**5. Other - None**

**6. Citizen's Participation - None**

**7. Executive Session – None**

**8. Adjournment**

**MOTION:** (Beckwith/Musumeci) To adjourn the meeting at 6:50 p.m.  
Unanimous

Respectfully submitted,

Joseph Campbell

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**MINUTES OF THE MEETING**  
**The Woodstock Academy**  
**Board of Trustees**  
**Executive Committee**  
**September 6, 2017**



**PRESENT:** C. Davis (W), E. Higgins, P. Kelly, G. Marmat (E), D. Teed, J. Trivella (B), C. Sandford, Swenson.

**ABSENT EXCUSED:** P. Paquette.

**1. Call to Order**

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

**2. Citizen's Participation – none.**

**3. Secretary's Report – August 8, 2017**

**MOTION:** (Higgins/Teed) To amend and approve the Minutes of August 8, 2017 to reflect that C. Davis and E. Higgins were in attendance at the meeting.

Unanimous

**4. Correspondence – none.**

**5. Hurricane Harvey Relief**

Head of School C. Sandford provided details of student's relief efforts. Faculty member Ms. S. Dziedzic is leading this effort.

**6. Special Education Billing**

The Special Education billing issue will be revisited for October. Head of School was asked to do some research.

**7. Opening of School – Update**

Head of School reviewed the opening of school. Conversation ensued.

**8. Retreat – September 19, 2017**

Discussion ensued concerning topics to be discussed at the Retreat.

**9. Subcommittee Review from Retreat**

Reviewed four subcommittees: Real Estate, Resource Development, Sending Town Contract Negotiation, and Strategic Planning. The updated list will be brought to the next Executive Committee meeting.

**10. Holiday Gathering 2017**

Head of School Sandford discussed details.

Continued -



11. Other – none.

12. Citizen Participation – none.

13. Executive Session – none.

14. Possible Action – none.

**15. Adjournment**

MOTION: (Teed/Kelly) To adjourn the meeting at 9:03 p.m.

Unanimous

Respectfully submitted,

Christopher Sandford  
Head of School

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**MINUTES OF THE MEETING**  
**The Woodstock Academy**  
**Board of Trustees**  
**Executive Committee**  
**October 4, 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).

**1. Call to Order**

The meeting was called to order at 7:04 p.m. by Mr. Higgins.

**2. Citizen's Participation** – none.

**3. Secretary's Report** – September 6, 2017

**MOTION:** (Kelly/Teed) To approve the Minutes of September 6, 2017.

Unanimous

**4. Correspondence**

Head of School Sandford reviewed the correspondence.

**5. CABA Delegate Assembly Representative**

As in previous years, the Board of Trustees will be asked to appoint Mr. Joe Musumeci as its representative to the CABA Delegate Assembly.

Mrs. Swenson arrived at 7:19 p.m. and assumed Chair of the meeting.

**6. Technology Update**

A presentation will be given by the Tech Department concerning the myWA app.

**7. Seat Campaign**

Reviewed the Seat Campaign; discussed its rollout at the Board meeting.

**8. Subcommittee Discussion**

Reviewed the proposal based on the Executive Committee recommendations. Discussion ensued. The proposal should be brought back to the Executive Committee.

**9. By-Laws Ad Hoc Committee**

As per policy, President Swenson appointed Board members to the By-Laws Ad Hoc Committee:

Walter McGinn, Chair,  
Garry Carabeau  
Edwin Higgins  
Joseph Musumeci  
Joan Trivella.

**Continued -**

**10. Holiday Gathering 2017**

The Holiday Gathering has been approved for December 10, 2017.

**11. Other** – none.

**12. Citizen Participation** – none.

**13. Executive Session** – none.

**14. Possible Action** – none.

**15. Adjournment**

MOTION: (Teed/Higgins) To adjourn the meeting at 7:37 p.m.

Respectfully submitted,

Christopher Sandford  
Head of School

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



**PRESENT:** M. Beckwith, C. Bentley, R. Blackmer, J. Campbell E. Cartier (P), C. Hustus (E), P. Kelly, C. Sanford.

**ABSENT:** G. Carabeau, R. Chenail (W), K. Coddling (B), D. Teed.

**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 August 14, 2017**

**MOTION:** (Beckwith/Blackmer) **To** approve the minutes of August 14, 2017 as presented.

Abstain: Bentley;

All Others in Favor

**4. Special Education Billing**

Mr. Sanford asked that this discussion be tabled to the next meeting.

**5. 2016-17 Audit Review**

Mr. Campbell reviewed the status of the 1026-17 Financial Audit. He is continuing to provide information to the Auditors as requested. He stated that he is not aware of any significant changes to the financial reports that the committee has previously reviewed.

**6. 2017-18 Budget Process**

Mr. Sanford reviewed the upcoming budget preparation with regard to the previous separation of budgets between operating, international and boarding. The discussion focused on combining all into one budget going forward matching the year-end audit format.

**7. 2017-2018 Operating and Boarding Budgets**

Mr. Campbell reviewed the status of the Operating and Boarding budgets through August 31, 2017. Expenditures to date reflect summer project spending in preparation of the new school year. He also reviewed changes in the collection of tuition revenue.

**8. Other - None**

**9. Citizen's Participation - None**

**Continued -**

**10. Adjournment**

MOTION: (Blackmar/Bentley) To adjourn the meeting at 7:35 p.m.

Respectfully submitted,

Joseph Campbell



**MINUTES OF THE MEETING  
THE WOODSTOCK ACADEMY  
BOARD OF TRUSTEES  
Finance Committee  
October 10, 2017**



These minutes are  
informational only.

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

**ABSENT:** G. Carabeau, R. Chenail (W), 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 September 11, 2017**

**MOTION:** (Cartier/Bentley) To approve the minutes of September 11, 2017 as presented.

Abstained: Teed;

All Others in Favor

**4. 2016-17 Audit Review**

Mr. Campbell reviewed the status of the 2016-17 Financial Audit. He is continuing to provide information to the Auditors as requested. He stated that he is not aware of any significant changes to the financial reports that the committee has previously reviewed. The Auditors will be attending the next meeting to discuss their findings.

**5. 2017-18 Operating and Boarding Budget Status**

Mr. Campbell reviewed the status of the Operating and Boarding budgets through August 31, 2017.

Expenditures to date reflect summer project spending in preparation of the new school year. He also reviewed changes in the collection of tuition revenue.

Mr. Kelly asked about a review of the investment policy similar to that being done by the Foundation Directors. The committee agreed to review that policy when it becomes available.

**6. 2017-2018**

Mr. Sandford reviewed the upcoming budget preparation with regard to the previous separation of budgets between operating, international, and boarding. The discussion focused on whether the committee wanted to see the budget combined all into one budget going forward, matching the year-end audit format, or wanted to continue some type of separation as in the past few years.

The committee agreed to review the format at the next meeting.

**Continued**

7. Other - None

8. Citizen's Participation - None

**9. Adjournment**

MOTION: (Teed/Blackmar) To adjourn the meeting at 8:02 p.m.

Respectfully submitted,

Joseph Campbell



as of 09/30/2017

WOODSTOCK ACADEMY  
Operating  
FY 2017-2018

	<u>Current Actual</u>	<u>Annual Budget</u>	<u>Annual Projected</u>	<u>Variance</u>
<b>Revenue</b>				
Private Tuitions	\$358,995	\$1,435,980	\$1,435,980	\$0
Regular Ed. Tuitions	\$3,261,726	\$13,060,580	\$13,060,580	\$0
Special Services Tuition	\$262,093	\$939,000	\$939,000	\$0
Other Revenue	\$95,680	\$56,500	\$56,500	\$0
<b>Total Revenue</b>	<b>\$3,978,494</b>	<b>\$15,492,060</b>	<b>\$15,492,060</b>	<b>\$0</b>
<b>Expenditures</b>				
Salaries	\$1,805,712	\$9,972,840	\$9,972,840	\$0
Benefits	\$746,329	\$2,225,580	\$2,225,580	\$0
Academics	\$200,300	\$477,733	\$477,733	\$0
Facilities	\$425,680	\$726,847	\$726,847	\$0
Athletics	\$210,356	\$593,000	\$593,000	\$0
Administration	\$241,120	\$967,195	\$967,195	\$0
Debt Service	\$132,216	\$528,865	\$528,865	\$0
<b>Total Expenditures</b>	<b>\$3,761,713</b>	<b>\$15,492,060</b>	<b>\$15,492,060</b>	<b>\$0</b>
<b>Surplus/(Deficit)</b>	<b>\$216,781</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

as of 09/30/2017

WOODSTOCK ACADEMY  
Private and Boarding  
FY 2017-2018

	<u>Current Actual</u>	<u>Annual Budget</u>	<u>Annual Projected</u>	<u>Variance</u>
Revenue				
Private Tuitions	\$100,842.00	\$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	\$4,545,085.00	\$5,402,636.00	\$5,402,636.00	\$0.00
Expenditures				
Salaries	\$165,761.00	\$1,743,440.00	\$1,743,440.00	\$0.00
Benefits	\$42,000.00	\$308,700.00	\$308,700.00	\$0.00
Facilities/Insurance	\$89,501.00	\$768,700.00	\$768,700.00	\$0.00
Transportation	\$93,856.00	\$354,000.00	\$354,000.00	
Board	\$92,800.00	\$712,875.00	\$712,875.00	\$0.00
Agents	\$232,000.00	\$607,500.00	\$607,500.00	\$0.00
Debt Service	\$124,918.00	\$499,671.00	\$499,671.00	\$0.00
Academics, Activities	\$73,425.00	\$407,750.00	\$407,750.00	\$0.00
Total Expenditures	\$914,261.00	\$5,402,636.00	\$5,402,636.00	\$0.00
Surplus/(Deficit)	\$3,630,824.00	\$0.00	\$0.00	\$0.00



THE WOODSTOCK ACADEMY BOARD OF TRUSTEES

MINUTES OF MEETING  
NOMINATING COMMITTEE  
September 6, 2017

These minutes are  
informational only.

**Present:** C. Bentley, P. Kelly, C. Sandford, D. Teed.

**Absent Excused:** E. Higgins, C. Swenson, S. Young.

**1. Call to order**

The meeting was called to order at 6:33 p.m.

**2. Secretary's Report – August 1, 2017**

**MOTION:** (Bentley/Teed) To approve the Minutes of August 1, 2017.  
Unanimous

**3. By-Laws of The Woodstock Academy – Section 8 Ex-Officio Trustees**

Head of School reviewed Section 8 of the By-Laws and actions the Board should be taking after each election.

Head of School Sandford left the meeting at 6:45 p.m.

**4. Discussion/Action**

**a. Sending Town Representative Nomination – Pomfret**

**MOTION:** (Teed/Bentley) To recommend to the full Board the appointment of Kate Cerrone as a Pomfret  
Sending Town Representative.  
Unanimous

**5. Other – None.**

**6. Adjournment**

**MOTION:** (Teed/Bentley) To adjourn at 6:50 p.m.  
Unanimous

Respectfully submitted,

Paul Kelly,  
Chair

*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**  
**Sending Town Contract Negotiation Committee**  
**September 20, 2017**



These minutes are  
informational only.

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

**ABSENT EXCUSED:** C. Swenson.

**1. Call to Order**

The meeting was called to order at 7:03 p.m.

**2. Citizen's Participation** – None.

**3. Secretary's Report – January 18, 2017**

Motion: (Morse/Kelly) To approve the Minutes of January 18, 2017.  
Unanimous

**4. Executive Session**

Motion: (Rauh/Johnston) To move into Executive Session and invite Mr. Sandford into the session to discuss:

- a. Sending Town Contract (Brooklyn)
- b. Sending Town Contract (Union)

The meeting returned to regular session at 7:55 p.m.

**5. Possible Action based on Executive Session** – None.

**6. Adjournment**

Motion: (Teed/Kelly) To adjourn the meeting 7:55 p.m.  
Unanimous

Respectfully submitted,

Christopher Sandford

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