

**MINUTES OF THE MEETING**  
**Woodstock Academy Board of Trustees**  
**December 15, 2009**

**PRESENT:** H. Barlow, M. Beckwith, R. Blackmer, G. Carabeau (E), E. Cartier (P), B. Child, H. Folsom, K. Ford (W), S. Fredrickson, G. Garabrant (7:42), J. Gerardi-Voccio (B), E. Higgins, R. Holland, K. Johnston, J. Kaeding, P. Kelly, P. Lynn, D. Morse, K. Page (E), P. Paquette (7:30), J. Rauh, A. Spalding, T. Stokes, S. Young

**ADMINISTRATION:** J. Campbell, K. Caron, A. Cormier, A. Favreau, H. Singleton

**GUESTS:** Dr. Frank Baran, Mrs. Melissa Beck, Mrs. Jayne Collins, Ms. Sara Dziedzic, Ms. Kate Field, Mrs. Jacqueline Rose, Mr. Steven Rosendahl, Mrs. Christine Swenson, Mr. Anthony Walker, Mrs. Bridget Walker  
**Student:** Amy Lusa

**ABSENT EXCUSED:** Jeri Musumeci, Joe Musumeci, D. Teed

**ABSENT:** M. Lyons (B)

**1. Call to Order**

The meeting was called to order by Chairperson Sandra Fredrickson at 7:05 p.m.

**MOTION:** (Johnston, Higgins) To move the foreign trip requests to item 3.a. on the agenda.

**UNANIMOUS**

**MOTION:** (Rauh, Johnston) To add two letters of resignation to agenda under item 10.e.

**UNANIMOUS**

**2. Citizen's Participation**

**None.**

**3. Student Council Report**

President Amy Lusa reported on the December 2<sup>nd</sup> blood drive, the leadership conference, the health and beauty drive being conducted, and plans for the Snowball semiformal in January.

**3.a. Foreign Trip Requests**

- 1) **England, Scotland, Ireland** – Ms. Dziedzic presented the proposal for the trip to take place in April of 2011. Students will miss one school day. The estimate for participation is 40 students. The cost of this trip will be approximately \$2,200.

**MOTION:** (Folsom, Stokes) To approve the foreign trip to England, Scotland and Ireland for April 2011.

**UNANIMOUS**

- 2) **China** – Ms. Kate Field presented a proposal for a trip to China in April of 2011. Copies were included in the packet. She noted that there will be five school days missed which is a significant amount of time for students. However, students will be attending classes at the sister school and the long flight will allow them to catch up with homework. The intention of the trip is to build on the sister school relationship. Mrs. Burke will be accompanying Ms. Field if there are enough students signed up. The next step following this trip is to bring Chinese students here the following year.

Mr. Morse asked what the minimum number of travelers would be. Mrs. Field stated that she would need 12.

**MOTION:** (Kaeding, Carabeau) To approve the trip to China for April 2011.

**UNANIMOUS**

- 3) **Italy** – Mrs. Beck presented a proposal for a trip to Italy in February of 2011. A copy of which was included in the packet. Only one day of school will be missed. The anticipated number of students is 15-20. Students will visit Rome and Florence.

**MOTION:** (Johnston, Stokes) To approve the trip to Italy in February of 2011.

**UNANIMOUS**

- 4) **Spain** – Mrs. Collins presented a proposal for a foreign trip to Spain in April of 2011. 2 ½ days will be missed. She is planning on 20 students. The most important aspects of the trip is for students to practice their listening and speaking skills with native speakers of the Spanish language, and to experience Spanish culture firsthand.

**MOTION:** (Johnston, Kaeding) To approve the foreign trip to Spain in April of 2011.

Discussion:

Mr. Kaeding stated that he appreciated the work that faculty does in putting together these trips to give students the opportunity to travel. He asked what the Academy does to make it affordable for all students. He stated that he believed that the Board had the responsibility to do what it can to ensure that it is available to all students.

Mrs. Collins stated that they have tried to plan far enough in advance to allow students and families to save for the trip as well as fundraise.

**Vote on the motion:  
UNANIMOUS**

#### **4. Faculty Report**

Mrs. Rose reported on behalf of the faculty. The Suicide Prevention and Education Committee presented the "Know Hope" workshop to over 200 students in the past two weeks. The feedback was very positive from the students. Also, the Committee has been invited to attend the monthly meeting of the Suicide Advisory Board of the State of CT. The Advisory Board would like feedback from SPEC as to how to get the message to students that suicide does not have to be the answer as well as review the workshop and video made by WA SPEC. SPEC has also compiled five pages of information collected while doing the workshops which will be presented to the Advisory Board. The Science Department received a generous donation of unused lab equipment from Hope Hartland, Lab Manager of Harrington HealthCare at Hubbard, Webster, MA. The equipment will greatly enhance the lab components of our biology courses. Mrs. Burke's Civic class will be collecting money and having a basketball tournament to raise funds to purchase mosquito netting for a country in Africa. They hope to raise awareness about malaria. Her other civics class will be collecting books to give to a local shelter. The French National Honor Society will be spending an afternoon with the French nuns of Putnam. They will be practicing their speaking skills. WA will be hosting a teacher from China in January. Details will be forthcoming. Mrs. Jalet's day 1 Civics Class organized a Hunger Banquet last Thursday. The food was donated by local stores and restaurants. As guests arrived, they received a ticket to be in the high, middle, or low income group; they were then fed accordingly. Students Nikki Blake, Alyssa Clark, Jen Diluciano, and Josh Jenkins MC'd the event, while the rest of the class worked behind the scenes. The class studied world hunger to prepare for the Banquet. They raised \$428 to donate to Oxfam America. Several Woodstock Academy students, along with Ms. Nester and Mrs. Rawcliffe, attended Teen Wide World Weekend this past weekend at YMCA Camp Woodstock. They participated in leadership building activities with students from Hart Public Schools and members of the Wilson-Gray YMCA in the North End of Hartford. The students examined the influence of different cultures on behaviors and decision-making. They created connections with students who initially appeared to be very different and realized their similarities as the weekend progressed. Our students were responsible, caring, respectful and fun. We should be very proud of their behavior and representation of Woodstock Academy. On the afternoon of Dec. 12<sup>th</sup>, the staff of WA will be having a Holiday party at JD Coopers. All Board members are welcome. SOS and Mrs Chase, school social worker, are collecting non-perishable food items until the 18th to donate to local families in need. The pre-Thanksgiving campaign was very successful.

#### **5. Correspondence**

A letter was received from Dr. Packman, Pomfret Superintendent, requesting that Woodstock Academy accept a foreign exchange student who will be residing in Pomfret for the 2<sup>nd</sup> semester at no charge. Pomfret will provide bus transportation for the student. Action will be taken under New Business.

A letter was received from Mr. Richard Schad, Chairman of the Pomfret BOE, requesting the appointment of

Mrs. Laurie Champany to replace Mr. Miragliuolo as the town representative from Pomfret. The request will be directed to the Nominating Committee.

Letters of resignation were received from Trustees, Jeri Musumeci and Gary Garabrant. Action will be taken under New Business.

A thank you note was received from the Mrs. Carrie Riendeau for the Board's recognition of her selection as Teacher of the Year.

## **6. Secretary's Report**

**MOTION:** (Child, Holland) To approve the minutes of the meeting of November 17, 2009 as presented.

**Abstained – Gerardi-Voccio  
All Others in Favor**

## **7. Administrative Reports**

### **a. Headmaster**

#### **1) 2010-11 Budget**

Mr. Caron reported on budget preparation for next year, which he noted presents unique challenges. He stated that declining enrollment means declining revenue. This is not significant enough as a single factor to impact staffing levels. Health insurance increases are estimated from 15-20%. There is an additional unknown in salary and wages. He congratulated the Negotiating Committee for the great job done with the teacher's union. The custodial union and newly formed campus supervisor union will bargain later on this year. He has been meeting with departments over the course of the month to review requests and prioritize. The current status was reviewed with the Finance Committee last evening. They established the objective of a level operating budget. In an effort to realize that we have our work cut out for us, he is reviewing and organizing staffing levels in concert with best practice. Department priorities must be related to school goals and our framework for advancement. There are facilities needs and projects for potential deferral and the potential of an early retirement plan to help mitigate the impact of the budget.

#### **2) Executive Assistant to the Headmaster**

Mr. Caron introduced Mrs. Anne Carraher as his new assistant and soon to be clerk for the Board of Trustees. She will be working on a part-time basis, 25-30 hours per week.

#### **3) Race to the Top Grant**

Mr. Caron reported that this is a federal grant related to stimulus money. It is a \$4.35 billion competitive grant. For educational innovation and excellence. Each state will be applying for this grant. The Commissioner of Education is meeting with districts to discuss the opportunity. Endowed academies will not receive the money. They will need to work with sending towns in the grant application. He stated that the objectives are well founded and consistent with the goals of the Academy. He stated that it does mean a relatively small amount of money for the sending towns over the course of four years. He will work with the sending town superintendents.

Mr. Caron also reported that he has attended BOE meetings in Brooklyn, Eastord, Pomfret, giving a brief presentation. They have been welcoming. He is scheduled for Woodstock this Thursday.

### **b. Assistant Headmaster**

Mr. Cormier reported that the recipient of the Hugh O'Brien Youth Scholarship was 10<sup>th</sup> grader, Mike Delpaco from Pomfret. The 7<sup>th</sup> Annual QVC Plastics Expo kickoff will take place in January with the culminating event in May. Woodstock Academy will have a team represented under the advisorship of Mr. Peter Lusa. Mr. Cormier announced that Woodstock Academy has received a Department of Education 2009 Statewide Career and Technology Award in Early Childhood Education.

Mr. Cormier referred to the new profile that has been printed for WA, distributed this evening. Counseling hosted a well-attended financial aid program on December 2<sup>nd</sup>. PSAT results are in and will be distributed to 10<sup>th</sup> and 11<sup>th</sup> graders on the 21<sup>st</sup>. On Thanksgiving, 24 food baskets were distributed to needy Woodstock Academy families and an additional 400 pounds of food donated to TEEG from the Woodstock Academy community. Mr. Cormier congratulated all and expressed

pride in the community service and effort by Academy students and adults. Academy students participated in the QV music festival at Griswold on December 2<sup>nd</sup> and the winter concert was held this past Saturday with a full house at the Hyde School auditorium.

**c. Dean of Curriculum**

Mrs. Singleton reported that counselor, Mrs. Amanda Rice was recently recognized. A former counselee who attends Archadia University wrote an essay on the impact that Mrs. Rice had on her as a student. The essay won first place in a contest with the student receiving \$1,000 for travel abroad. As a result, Mrs. Rice was awarded an all-expense paid trip to London.

Mrs. Singleton reviewed the Indicators of Excellence, a copy of which was distributed this evening. The Academic Committee discussed this at their meeting. The tool is intended to use as a strategy toward school-wide improvement. It is a data collection measure encompassing standardized testing and Academy education as a whole. It should tell us how we are doing, and therefore drive professional development, curriculum, and school wide goals, making changes as necessary. She stated that it is a long-term commitment. Mrs. Singleton stated that there will be a public version which as collected, will be available to examine. There will also be an in-house version, disaggregated for more specific departments with categories and indicators that are unique to their specialty. Mrs. Singleton stated that Mrs. Favreau collected information from faculty, leadership council, administrators, and the Academic Committee to put this together.

Mr. Lynn asked if there were follow through with graduates. Mrs. Singleton stated that they are looking at options to collect data from colleges and that there are some services out there that will provide data on success of college students.

**d. Dean of Students**

Mrs. Fredrickson welcomed Mrs. Favreau as a new Dean of Students, in addition to Mr. Grossman. She and Mr. Grossman will alternate reporting at BOT meetings.

Mrs. Favreau reported on recent activities. The Spanish National Honor Society is currently planning a night of salsa dancing. They hope to teach members of the community this fun dance and raise money for their organization. The National Honor Society recently held their silent auction and is holding their second pie sale next week. All proceeds benefit their scholarship fund. Latin National Honor Society received 14 applications for membership. They are currently making holiday basket for a local family. French National Honor Society is planning a school-wide relay race with the Intramural program. The hope is the showcase the French program at WA. Tri-M is currently designing t-shirts and planning for their holiday party. Intramurals recently held a handball tournament and had over thirty participants. The next event is floor hockey. The Centurion will publish a short edition next week. The edition is themed "New to WA." History Club members are still working on their projects for the April competition and are beginning to discuss fundraising ideas. Library Club members decorated the library for the holidays and created new book displays featuring young adult fiction and biographies. Earthsave is beginning to plan Earth week activities. FFCLA is planning a community bread and pizza making event. GSA is working in conjunction with QVCC to sponsor a gender neutral dance. Suicide Prevention facilitated "Know Hope" training for 250 students across CT. They are also attending the CT Adolescent Suicide Advisory Committee meeting this week. Yearbook is currently working on the senior candid's section of the yearbook. SOS recently held their Tags for Tots event. Through the generosity of Academy faculty, staff, and students, over thirty children will receive gifts this year. They are currently running a food drive to help create food baskets for WA families. Drama club members are currently writing three plays. They hope to perform them for the community in the spring. Athletic Council is presently collecting goods to donate to an orphanage in Haiti. Amnesty International held its first petition drive of the year. The "Save Bhopal Campaign" was planned to mark the 25th anniversary of the Bhopal disaster in India. Petitions were sent to the PM of India and the Indian Ambassador. Math Team recently competed at NFA where they finished in 10th place. Top WA performers were Joe Perreault and Tim Curry. Deep End working on creating Pocket Poems and assemble the addition to the Fall Pamphlet. Peer Connections are preparing for "Random Acts of Kindness" Week that will be held the week of December 21st and getting ready to sell and deliver candy grams. The Senior Class recently adopted a local family for the holidays. They are collecting food, gifts, and other necessities. The Sophomore Class is preparing for their t-shirt sale in January and is beginning to plan their junior prom. The Freshman Class is preparing to collect class dues and planning their first fundraiser.

**e. Business Manager**

Mr. Campbell noted the financial statement ended November 30<sup>th</sup> attached to the Finance Committee minutes distributed this evening. There has been a modest increase in investments. We are on budget for expenditures. We are still moving forward with sewer project, discussing terms with the WPCA. Mr. Campbell stated that the and Mr. Caron are meeting with the Selectmen, discussing the possibility of their getting involved to receive funding from the USDA which we cannot get

directly. This can amount to up to 40% of the project. It could delay final pieces with the WPCA, but could be well worth it. He stated that we want to see it move forward in the spring but take advantage of the funding if possible.

Mr. Folsom asked if involving the town of Woodstock would have implications relative to the previous bond issue we had with Woodstock. Mr. Campbell stated that in discussions, we have noted that we are not interested in that type of arrangement. He stated that if the package is simple, we can move forward; if there are other thoughts, we will have to rethink that.

## **8. President's Report**

Mrs. Fredrickson thanked Board members who attended the retreat. She stated that it was a good retreat and meeting with Attny. Ted Phillips who gave a presentation on foundations. She thanked Mrs. Beckwith and the Resource Development Committee for the hard work done in getting us to the point of having a good understanding of the foundation and how the Academy can move forward. The afternoon portion of the retreat was with architect, Mr. Peter Vercelli. Mrs. Fredrickson thanked Mr. Caron for asking him to be bold. She stated that Mr. Vercelli's thoughts and designs are very different than what the Board has seen and good food for thought.

Mrs. Fredrickson reminded the Board of the arrival of Chinese guests in the coming weeks. Mrs. Willis informed the Board that there will be two vice-principals arriving on the 19<sup>th</sup>. They will be attending the Board meeting on the 20<sup>th</sup>; there is a welcome luncheon at the Academy following morning exams on Thursday; Trustees are also invited to a formal dinner on Sunday, January 24<sup>th</sup> at the Mansion at Bald Hill; and there is a farewell reception on the afternoon of January 29<sup>th</sup>. Mrs. Willis asked any Trustees interested in hosting the guests in any way or any interest in chaperoning an excursion of any kind, should contact Mrs. Burke.

## **9. Old Business**

### **a. Woodstock Academy Foundation**

**MOTION:** (Ford, Lynn) To establish the Woodstock Academy Foundation using the "sole member" model.

Discussion:

Mrs. Fredrickson stated that this is a wonderful opportunity for us to get focused and a vehicle to demonstrate to the public and community how dedicated we are to the process. She stated that there are exciting possibilities.

**Vote on the Motion:  
UNANIMOUS**

Mrs. Fredrickson stated that Mr. Caron will engage Attny. Phillips to establish the foundation using funds identified for development efforts.

## **10. New Business**

### **a. January Board Meeting**

Mrs. Fredrickson requested the change in date of the January Board meeting due to a conflict in schedule for Mr. Caron. The meeting will be changed to Wednesday, January 20<sup>th</sup> and is still scheduled to be held at the Woodstock Middle School.

**MOTION:** (Holland, Child) To change the date of the January Board meeting to the 20<sup>th</sup>.

**UNANIMOUS**

### **b. New Scholarship Request**

Mrs. Willis reviewed the request for a new scholarship, a copy of which was distributed this evening. The Luppi family has established a scholarship in the name of Elsie Jean Luppi. An annual scholarship of \$500 for a period of five years will be distributed to a graduating senior who meets the criteria of the scholarship. This scholarship will sunset when the total amount of funds is depleted.

**MOTION:** (Johnston, Holland) To accept the scholarship Elsie Jean Luppi Memorial Scholarship as proposed.

**UNANIMOUS**

**c. Request for Foreign Exchange Students**

The request from Pomfret for a foreign exchange student was reviewed. The student is from Germany.

**MOTION:** (Holland, Paquette) To approve the request for a foreign exchange student from Pomfret.

**UNANIMOUS**

**d. Trustee Letters of Resignation**

Mrs. Fredrickson noted with regret, the letter of resignation from Mrs. Musumeci. She stated that she is very sorry to see her leave the Board but she and her husband have relocated to Florida. Mrs. Musumeci's resignation will be effective immediately.

**MOTION:** (Carabeau, Child) To accept Mrs. Musumeci's resignation with regret.

**UNANIMOUS**

Mrs. Fredrickson also noted with regret, the resignation received from Mr. Garabrant which would be effective December 31<sup>st</sup>. Mrs. Fredrickson thanked Mr. Garabrant for his 20 years of service and noted that it was difficult to lose another very involved, active and knowledgeable Trustee. She wished him luck on behalf of the Board.

**MOTION:** (Holland, Spalding) To accept Mr. Garabrant's resignation with regret.

**UNANIMOUS**

**11. Committee Reports**

**a. Finance Committee**

Mr. Kelly reviewed the minutes of the meeting and noted that most items had been covered by Mr. Caron in his discussion regarding budget preparation. He stated that the committee is hoping to have a budget for approval by March.

**b. Executive Committee**

Mrs. Fredrickson reported that the committee discussed agenda building and the formwork for advancement. Minutes were not available.

**c. Resource Development Committee**

Mrs. Beckwith reviewed the minutes of the November meeting. She stated that she was excited that the Board has approved the establishment of a foundation and the next step for the committee is to work on seating a board of directors for the foundation. She stated that based on the conversation at the Board retreat, she sensed the Board was comfortable with the committee coming up with a slate to present to the Nominating Committee, and then on to the full Board. Mrs. Fredrickson asked if there were any comments to add and if it was the consensus of the Board to move forward as Mrs. Beckwith described. Mr. Holland stated that he did not think a motion would be necessary. The consensus was to move forward as described. Mrs. Fredrickson asked Trustees to forward any suggestions to Mrs. Beckwith for potential directors.

**d. Academic Committee**

Mrs. Paquette reported that the committee met last evening. Minutes were not available. They discussed a professional development plan presented by Mrs. Singleton. It includes goals, vision and an outline of professional development over five years. It will continually be updated to stay on a five year cycle. Specific assessments still have to be put in place. The committee is looking at alignment of the Pk-12 system. They are brainstorming on how WA can be the catalyst for this. They would like some ideas for these opportunities. The committee also reviewed the indicators of success, presented by Mrs. Singleton this evening. She stated that this is a clear way to bring a lot of information together and use it to measure how we are doing.

**e. Strategic Planning Committee**

Mr. Johnston reported that the committee met on November 30<sup>th</sup> to discuss an enrollment management plan. This was a major recommendation from NEASC. A report on progress is due back to NEASC in October of 2010. Mr. Caron has looked for models but there seems to be little to none. Mr. Johnston stated that this plan is important to have and the committee has just begun to put the information together. The full Board will have to spend time discussing it in the near future. The committee will discuss the status of sending town contracts at the next meeting as it will affect direction with enrollment. Mr. Caron stated that there are sources that are available that may help us with looking at demographics and enrollment projections for other areas. Dialogue has begun.

**f. Negotiating Committee**

Mr. Young thanked the WAEA representatives, Mrs. Rose, Mrs. Carpenter, Mr. Rhault, and Mr. Walley, and fellow Board members for their work on arriving at a contract. He wanted to publicly thank everyone for their time and effort. The contract would be discussed in Executive Session.

The Board recessed for a brief break at 8:15 p.m.

**MOTION:** (Young, Rauh) To move to Executive Session at 8:25 p.m. to discuss contract negotiations.

The WAEA contract was discussed. The meeting returned to Regular Session at 8:59 p.m.

**MOTION:** (Young, Kaeding) To approve the Professional Agreement between the Woodstock Academy Board of Trustees and the Woodstock Academy Education Association for July 1, 2010 to June 30, 2013 as presented.

**UNANIMOUS**

**MOTION:** (Holland, Morse) To adjourn the meeting at 9:02 p.m.

Respectfully submitted,

Kristen Willis  
Board Secretary