

**Minutes of the Meeting**  
**Woodstock Academy Board of Trustees**  
**January 20, 2010**

**PRESENT:** G. Carabeau (E), E. Cartier (P), L. Champany (P), B. Child, H. Folsom, K. Ford (W), S. Fredrickson, J. Gerardi-Voccio(B), E. Higgins, R. Holland, K. Johnston, P. Lynn, D. Morse, J. Musumeci (7:25), P. Paquette, J. Rauh, S. Rosendahl (W), C. Swenson, S. Young

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

**GUESTS:** Dr. Frank Baran, Mrs. Merry Burke, Ms. Sarah Dziedzic, Mr. Frank May, Mrs. Lindsay Paul, Mrs. Bi Shujuan (Vice Principal Laiwu Laicheng Garden School, Grades 7-9), Ms. Huy Wang, Mrs. Nie Zhongqin (Vice Principal Linyi Feixian Feicheng Junior Middle School, Grades 7-9)

**Student:** Amy Lusa

**ABSENT EXCUSED:** H. Barlow, M.Beckwith, R.Blackmer, P. Kelly, K. Page, T. Stokes

**ABSENT:** J. Keading, M. Lyons (B), A. Spalding, D. Teed

**1. Call to Order**

The meeting was called to order by Chairperson Sandra Fredrickson at 7:05 p.m. Chairperson Fredrickson thanked Dr. Baran for the use of the Woodstock Middle School Facility for the Meeting.

**2. Citizen's Participation**

Woodstock Board of Education Member Mrs. Lindsay Paul welcomed entire board and thanked them for coming to Woodstock Middle School.

**3. Nominating Committee Report**

Mr. Higgins reported for Mr. Kelly that the committee met on January 4<sup>th</sup> to review nominations.

**MOTION:** (Lynn, Ford) To appoint Christine Swenson as Trustee-At-Large with term expiring in 2013.

**UNANIMOUS**

**MOTION:** (Cartier, Child) To appoint Steven Rosendahl and Laurie Champany as Town Representatives for Woodstock and Pomfret respectively.

**UNANIMOUS**

**4. Student Council Report**

President Amy Lusa reported that Student Council collected 70 gift bags for needy families in December. This Saturday, January 23 is the third annual Snow Ball. Three Hundred tickets have been sold. Recently have nominated Senior Chair to Relay for Life Committee, Anneliese Mahoney, and next week will be electing Junior Chair. Student Council has been selling pizza, candy and drinks at every other Basketball game. Student Council will also be joining the Community wide Haitian relief effort.

**5. Faculty Report**

**a. Introduction of Chinese Visitors**

Mrs. Merry Burke introduced: Ms. Huy Wang, Chinese Exchange Teacher; Mrs. **Bi Shujuan**, Vice Principal Laiwu Laicheng Garden School, Grades 7-9; and Mrs. **Nie Zhongqin**, Vice Principal Linyi Feixian Feicheng Junior Middle School, Grades 7-9. They are part of our foreign exchange program with a High School in Shandong. A delegate of 30-40 administrators come to Connecticut each year, this year's group has 25 people. Today they visited Woodstock Middle School, and will have an extensive itinerary while here. Mrs. Bi is very happy to be here and thanked Woodstock Academy for its Hospitality.

## **b. Faculty Report**

Mr. May reported on behalf of the faculty. Mrs. Michelle Rawcliffe, Heath Educator, Student Outreach Services Advisor and Class of 2010 Advisor received a \$40K tobacco prevention grant (includes smoking cessation programs) from the State of CT Department of Public Ed. Also we continue to get mini grants from NECASA on drug prevention. Mrs. Melissa Beck, Latin Teacher and AL Oratorical Advisor will hold the American Legion Oratorical contest on Jan. 26th right after school. This year three students have prepared speeches: Austin Dziki, Michael Geddes and Mac Coyle. Mrs. Kate Field (Social Studies teacher, UN Club Advisor and a WA Teacher of the Year) will be presenting at the New England Philosophy of Education Society next month on the research she has been conducting on comparative educational systems. Mrs. Kim Jalet's (Social Studies teacher) Civics class held a Hunger Banquet on December 10th to teach the community about world hunger. All food was donated by local businesses and \$448 was raised for Oxfam America. The event was covered in the *Norwich Bulletin* and the *Reminder*. As this is Mrs. Jalet's last week at the Academy, she would once again like to thank the Board for the opportunities she's had at the Academy and for the Board's support through the years. She says that she will look back fondly upon her time here. Madame Burke's Civics class raised \$400 during their Malaria Madness campaign. The money was sent to the organization called: nothing but nets. The nets will be distributed to the most needy African families. The class did a fabulous job of working together towards a common goal. We are looking into making this an annual event at WA. Mrs. Sandy Pratt (Science teacher) attended The New England Association of Chemistry Teachers Winter Meeting Tuesday, January 12 at LaSalle Academy in RI. The presentation at the meeting entitled Chemistry, Art and History was extremely enlightening and encompassed many ideas that can be used in the classroom. In December, the Woodstock Academy Music Department (WAMD) had an excellent Winter Concert at the Hyde School cultural center auditorium with the largest audience we have had in recent history. The Pep Band (over 40 members) does a great job playing at home basketball games. The music teachers chaperoned twelve (12) students who participated in the Connecticut Music Educators Association (CMEA) Eastern Region Music Festival held two weeks ago at UConn. WA's brass quintet "The Harmonius Brass" will be participating in the UConn Brass Day workshops and masterclasses on Sunday, 1/31. Seven (7) students were selected to audition for the CT All-State music festival. On Friday, February 12<sup>th</sup>, the WAMD will host its first ever WA Mini Music Festival. This will take the place of our annual mini tour and allow us to truly show-off the Academy and the Music Department at it's finest. 8th Grade music students from sending towns will spend the day at WA rehearsing with our upper level band and chorus, taking campus tours, having a pizza party, doing some get to know you games. The day will end with a concert for all parents. We are very excited to showcase our school and department in this new way and help to make the transition from 8th grade to Woodstock Academy freshmen year a smooth and successful experience. Music teachers took part in the planning meeting for the 2010 Quinebaug Valley Music Festival which is held at the end of November/early December each year. Amy Ranta will be the Chorus manager, a position she has volunteered for in the past and Frank May will be the festival manager, a position he has served in for over 10 times in the 17 years of the festival. Fourteen (14) students were selected through an audition process in December to participate in the New England Music Festival in March with over 400 musicians from all over New England. Frank May will again serve as the Dean of Male Students for the festival. H1N1 clinic held 1/15/10 - 271 students and staff. Northeast District Department of Health provided the nurses. The WA staff included: Mrs. Ellen Poirier, Mr. Rick Parkinson, Mrs. Sue Straub and Mrs. April Goodier with the assistance of many other staff individuals to make the clinic successful. The March production of William Shakespeare's popular comedy *Much Ado About Nothing*, being directed by Rich Telford of the English department, is well underway. Students are rehearsing diligently, and the set is nearly built, with the help of Jesse Phagan of the Vocational Technology department. The production will open Thursday, March 11th, with additional performances on Friday and Saturday, the 12th and 13th, with a 7:30 pm curtain each night. Trustees and their families and friends are invited to attend. JoAnn Johnson (Curriculum Coordinator, Family & Consumer Sciences Teacher), wanted you to know that the Intro to Fashion class made 10 covers for new pianos arriving in the music dept.

## **6. Correspondence**

A letter was received from David A. Hosmer, Chairman Woodstock Board of Finance requesting that 2010-2011 Budget equal last year's budget.

A letter was received from Dr. Francis A. Baran, Superintendent of Woodstock Public Schools which indicated the WBOE reappointed Kevin Ford and appointed Steven Rosendahl as representatives at the December 17, 2009 Meeting. Action was taken under the Nominating Committee.

A memorandum was sent from Mr. Kim Caron, Headmaster/Superintendent of Woodstock Academy to Mr. Allan D. Walker, Jr., First Selectman, Town of Woodstock, regarding the Sewer Project. Enclosed with the memorandum was a draft cooperative agreement with the Town to establish terms for additional funding sources.

## **7. Secretary's Report**

**MOTION:** (Johnston, Paquette) To approve the minutes from the meeting of December 15, 2009, with change to spelling of Mike Delpapa's name on page three.

**Abstained – Champany  
All Others in Favor**

## **8. Administrative Reports**

### **a. Headmaster**

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

Mr. Caron indicated that the Academy has engaged in preparations for this year's budget since October. The anticipated gap in the current year budget is \$670K; \$280K in Health Benefits and \$390K in decreased revenue due to changes in enrollment. Fortunately, increase in health insurance will be 4 or 5 percent instead of 15 to 20 percent. Finance Committee to propose a 0% increase from current year budget. The current draft budget to finance has a \$91K increase in operating expenses from current year (.68% increase over current budget). Budget represents tight budget and deferment of all but crucial items; it leaves little to no room for expenditures. While WA Administration proposed decreasing reserve fund to zero, the Finance Committee directed an increase to \$50K. The ramifications of this budget will be fully articulated to the Finance Committee.

#### **2.) 2010-11 School Calendar Update**

Mr. Caron will be presenting proposed calendar to sending town superintendents for feedback. He is also looking to build in an additional day in the school year to provide time for more teacher collaboration. Current first day for freshmen orientation is August 30<sup>th</sup> with the last day being June 16<sup>th</sup>.

#### **3.) Framework for Advancement Update**

With regard to the Academy's Independence with Governance and Mission, Mr. Caron is working on a Board of Trustee's annual orientation, where board responsibilities will be reviewed, as well as the difference of being an independent school board versus public school board. There will be more to follow on this.

Development and Autonomy. The Woodstock Academy Foundation is well underway. Atty. Ted Phillips has been contracted and is attending the February 3<sup>rd</sup> Resource Development Committee Meeting. Atty. Phillips has proposed a fourteen week timeline for completion. If all is successful, we will have everything in place by May. A private tuition initiative to recruit private tuition students is in the planning stages. A comprehensive enrollment management plan is also being constructed with the Board President.

Leadership. Department Head Restructuring is being discussed, Holly Singleton will delve into this further in her report. A special education study is being implemented.

Building & Grounds. Currently working with Town of Woodstock, Allan Walker, Jr., and USDA on sewer line project. If town owns the project it would qualify for up to 40% funding from stimulus money meaning it would decrease the total debt for the project providing a benefit to all the sending towns. A draft cooperative agreement has been given to the town. Some discussion regarding the terms of the agreement was had.

Mr. Caron recognized the extremely difficult and extended recovery period in Haiti and extend our best hopes and wishes to the Haiti Community. He is looking to assist in collaborative way to create relief with sending towns. Kate Field has agreed to serve as the point person for this initiative. More information to follow about ways to help in Haiti.

### **b. Assistant Headmaster**

Mr. Cormier reported that two students received their Eagle Scouts on December 27<sup>th</sup>, Cody Semmelrock and Jason Fortune. The Academy is also pleased to welcome two vice principals from China. Thanks went out to Amy Lusa, Mike Green, and Ms. Wang for conducting a tour for the principals of Woodstock Academy. Unified Sports has expanded its fall, winter, and spring offerings. One of our participants will attend a youth summit to see how we can expand these sports even further. The Career Center administered the ASVAB to 25 students on January 19<sup>th</sup>. Students have just received second semester schedules. First semester ends tomorrow

with final exams on Thursday and Friday. On January 21<sup>st</sup>, there will be a project graduation prom fashion show – all are welcome. Thursday, February 11<sup>th</sup> second semester open house will be at 7:00 pm. It is a time for Parents to meet Teachers and learn their expectations for the semester.

### **c. Dean of Curriculum**

Mrs. Singleton report that we welcomed two new staff members: Stephen Tyler in the Mathematics Department and Rebekah Musser in the Spanish Department. Leadership Council has had a Leadership Workshop with Tony RD a professor at Central University who works in the Educational Leadership Department. Current Organizational Structure has too many tiers and Council has done some research on how to alleviate this. Council is supportive of change. Currently streamline job descriptions, and working with WAEA on finalizing the changes.

### **d. Dean of Students**

Mr. Grossman reported that Ms. Dzedzic's international relations class raised over \$1300 for Heifer International. The class, which has focused on sustainable development, was interested in purchasing a water buffalo for a developing community. A water buffalo is a multifaceted animal, it provides milk, helps plow, fertilizes soil, and can eventually be sold for a new animal. Through a dodge ball tournament, raffle, origami sales, hot chocolate sales, and taping two students to a wall, the class was able to reach their goal. Family, Career and Community Leaders of America FFCLA has begun selling popcorn after school, in order to raise more awareness about their organization and provide a service to athletes and others who stay after on a regular basis. Peer Connections recently held random acts of kindness week and a candy gram sale. For random acts of kindness week, members encouraged other students to participate in activities that created a more positive school environment. The group is currently preparing for their flower sale for Valentine's Day. Athletic Council is currently preparing for Wellness Week in March. They are soliciting different types of speakers to discuss topics, such as social and relationship health. They are also looking for sponsorship to help decrease the cost of the event. Suicide Prevention Committee has been approached by the National Association of Suicide Prevention to discuss the committee's goals. They also plan to get on WINY radio to discuss their mission. GSA is currently working on True Colors and preparing to attend the conference. NHS is looking for new ideas for community service activities. They are also working on getting staffing of parents' night 2/11 and preparing for their Munson's chocolate sale in Feb. Earthsave is working on ideas for Earth Week. John Sherman has volunteered to produce a video for distribution to faculty about ways to go green. Library Club is preparing for its book club meeting for next month. They are currently reading "Memoirs of a Geisha." Ocean Bowl is prepping for the quiz bowl which is held in March. They are working on ocean vocabulary. Math Team is presently preparing for its upcoming math meet on January 28. They hope to improve their scores and finish in the top five. Drama Club has finished writing a script for their original play. They are currently assigning roles and creating a practice schedule. They are also working on their plans to promote national poem week, which is held in April. The Freshman Class has a successful dues collect week. They are currently working on fundraising ideas. The Sophomore Class has organized a class forum on January 28 and will working on the agenda for that meeting. The Senior Class has created their class t-shirts and has begun to discuss prom themes, which include; Carnival, The Color Purple, Aquatic, and Flowers. The French National Honor Society is planning a Great Waiter's Race to teach students about French foods and to increase French literacy in the school. The Spanish National Honor Society held its fundraiser for an orphanage in Spain. They raffled off a piñata of candy.

### **e. Business Manager**

Mr. Campbell reported that the Finance Committee minutes contain the financial statements as of December 31<sup>st</sup>. We are still on track to meet our current budget without many changes. Investments have increased slightly.

## **9. President's Report**

Mrs. Fredrickson reminded the Board of Trustees about the CABE Legislative breakfast on January 25<sup>th</sup>. She will be reviewing committee assignments again, and sending out a new list by February 1<sup>st</sup>.

## **10. Old Business**

None.

## **11. New Business**

None.

## **12. Committee Reports**

### **a. Academic Committee**

Mrs. Paquette reported that the academic committee is looking for more members. Mr. Ron Rhault recently resigned due to family commitments. They have been reviewing several courses in foreign language: Mandarin III, SCP Spanish III, SCP French I, SCP French II, and ACP Spanish IV. Academic Committee Minutes have information regarding Mrs. Singletons update on Leadership. Faculty has been conducting Professional Development sessions creating a community learning environment where staff is learning from each other instead of bringing in experts.

### **b. Building & Grounds Committee**

Mr. Campbell reported that the athletic field project is still sitting with the Army Core of Engineers and DEP. Both have given responses and we have been reformatting paperwork to respond to query. Most has been completed and is back with them for further review. We have been asked to consider putting a portion of project in a conservation easement. Sewer project is as mentioned in earlier discussion. With current budget and limited resources, not many projects will be moving forward next year. Current year projects will be completed. Mrs. Swenson asked about the length of the query and timeframe. Mr. Campbell indicated there is no timeframe for a response from Army Core or DEP. Originally we were told as much as a year after they first come to see site.

### **c. Executive Committee**

Mrs. Fredrickson reported that the Executive Committee met and set the agenda, reviewed correspondence and headmaster updates.

### **d. Finance Committee**

Mr. Campbell reported that the Finance Committee has not discussed anything that has not already been discussed tonight.

### **e. Policy Committee**

Mr. Cormier presented a handout on Policy Revisions and New Policies (attached) being presented by Policy Committee. There are three revisions and four new policies. Revisions: Breathalyzer Testing (5145.124) to reflect use of test in school as well as at dances and proms; Fire Drill/Emergency Drills (6114.1) to reflect WA current procedures and practices; Suspension & Expulsion (5114) to reflect state requirements. New Policies: Class Size (6113.11) to provide guidelines to be sure scheduling of faculty/students is done so we have reasonable class sizes; Limited English Proficiency Program (6141.311) to reflect state statute to support students learning English; Electronic Mail & Electronic Monitoring (4113.4) to encompass responsibilities and expectations of student and adult email use of Woodstock owned email; Security Check/Fingerprinting (4112.5) to provide for use of fingerprinting on student teachers and interns to prevent employment of anyone involved in law that would jeopardize our students safety.

Discussion on Class Size. Concern from Mr. Musumeci that this should not be a board policy, more of something left up to administrators and coordinators. Concerned that it might tie decision making in courses and create union entanglements. If this is required language, Mr. Musumeci recommended taking out specific number language, leave philosophical information. Mr. Holland also agreed that the language could have unintended consequences. Mrs. Singleton indicated the desire that these guidelines provide fluidity and give us the ability to analyze specific classes based on size. Mrs. Singleton cited an incident in which guidelines would have helped a case for discontinuing a class with only three students. Mrs. Fredrickson indicated that the policy will go back to committee to discuss.

### **f. Resource Development Committee**

Mr. Higgins reported for Mrs. Beckwith as she was unable to attend. Mrs. Beckwith and Mr. Caron coordinated the beginning of meetings with Atty. Ted Phillips. Mr. Caron asked board to be thinking about a philosophical profile for foundation members, while also trying to reach out to sending towns and potential community members to help. Our highest need is for those who are interested in helping us to raise money.

### 13. Town Reports

**a. Brooklyn:** Mrs. J. Gerardi-Voccio indicated it has been quiet in Brooklyn. They are wrapping up preschool project with dedication on April 11<sup>th</sup> to Dr. Louise Barry. Budget discussions have begun and it's not going to be easy this year.

**b. Eastford:** Mr. G. Carabeau reported that they are in budget process. They recently awarded new bus contract to Rukstela Charter Services. They are anticipating an accreditation process to commence this spring.

**c. Pomfret:** Mrs. Champany reported they have recently replaced boiler to save \$1K in heat costs. They have hired someone to look at roof and are installing Solar Panels. They have also begun AFSCME Negotiations.

**d. Woodstock:** Mr. Ford reported that the "Race to the Top" was recently approved. They have also begun looking at budget with hopes to bring in at zero. They are looking at the Janitorial Contract, boiler, and water supply issue. Mr. Rosendahl indicated that they have a new chair of the WBOE who has put in new communication, with Academy commitment, and interest in speaking with Woodstock Academy.

**MOTION:** (Holland, Swenson) To move to Executive Session at 8:25 p.m. to discuss the Nonrenewal Notification Process.

**UNANIMOUS**

The Superintendent/Headmaster's recommendations on the non-renewal of non-tenured teachers were discussed. The meeting returned to Regular Session at 9:00 p.m.

**MOTION:** (Rauh, Holland) That the contract of employment of the non-tenured teachers as recommended by the Superintendent/Headmaster not be renewed for the following year upon its expiration at the end of the 2009-2010 school year, and that the Superintendent/Headmaster is directed to advise such person(s) in writing of this action.

**UNANIMOUS**

To meeting was adjourned by Chairperson Fredrickson at 9:03 p.m.

Respectfully submitted,

Anne Carraher  
Board Clerk

**Policy Committee – Woodstock Academy**

January 20, 2010

**Policy Summary**

1. **Policy Revisions:**

- A. **Breathalyzer Testing** 5145.124 – a, b, c  
Adopted: April 22, 2008  
Primary updates allow administrators to use testing device as a deterrent in school and at school events.
- B. **Fire Drill/Emergency Drills** 6114.1 – a  
Adopted: August 25, 1992  
Update of WA current procedures and practice to reflect latest state legislation.
- C. **Suspension & Expulsion** 5114 –a –f  
Adopted: August 25, 1992  
Reflects addition of in-school suspension to reflect WA current practice and procedure, legal requirements, and state statutes.

2. **New Policies:**

- A. **Class Size** 6113.11  
Philosophy and guidelines for scheduling and practice and procedures.  
Flexibility with an intent to stay within reasonable limits underlies this policy.
- B. **Limited English Proficiency Program** 6141.311  
State statute guarantees parent involvement for school provided programmatic support.
- C. **Electronic Mail & Electronic Monitoring** 4118.4 – a, b, c  
Covers responsibilities and expectations for student and adult with WA-owned email use.
- D. **Security Check/Fingerprinting** 4112.5  
Current practice and procedures reflects legal requirements and state statutes; now require the inclusion of student teachers.