

**MINUTES OF THE MEETING**  
**Woodstock Academy Board of Trustees**  
**November 17, 2009**

**PRESENT:** H. Barlow, M. Beckwith, R. Blackmer (7:15), G. Carabeau (E), E. Cartier (P), B. Child, H. Folsom, K. Ford (W), S. Fredrickson, G. Garabrant, E. Higgins, R. Holland, K. Johnston, P. Lynn, D. Morse, Joe Musumeci (7:17), K. Page (E), P. Paquette, J. Rauh, A. Spalding, T. Stokes, D. Teed, S. Young

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

**GUESTS:** Dr. Frank Baran, Mrs. Joyce Cormier, Ms. Sara Dziedzic, Mrs. Carolyn Riendeau, Mr. Christopher Riendeau, Mrs. Katherine Smith, Mrs. Christine Swenson  
**Student:** Amy Lusa

**ABSENT EXCUSED:** J. Gerardi-Voccio (B), P. Kelly, Jeri Musumeci

**ABSENT:** J. Kaeding, M. Lyons (B)

**1. Call to Order**

The meeting was called to order by President Sandra Fredrickson at 7:08 p.m.

**2. Citizen's Participation**

None.

**3. Special Presentation – Teacher of the Year**

Mrs. Fredrickson presented Mrs. Carolyn Riendeau with a plaque as Woodstock Academy's Teacher of the Year. Mr. Caron and Mrs. Singleton remarked on Mrs. Riendeau's outstanding skills, her dedication to and passion for teaching, and her ability to motivate students of all levels as a math teacher at Woodstock Academy.

**4. Student Council Report**

Amy Lusa reported on Student Council activities. The Fall Foliage Fling was a huge success. Some changes were made to accommodate more guests and fill the dining commons. The feedback was that it was one of the best years ever. The SC recently hosted Woodstock Middle School students and also visited WMS. The purpose was to help ease the transition to high school next year. Trick or Treat Street also resulted in a full house. The Blood Drive will be held on December 2<sup>nd</sup> but will be limited to school hours due to scheduling and logistical considerations. Council member Danielle Strandson is participating in Rachel's Challenge, created as a result of the Columbine shootings, promoting tolerance and discouraging bullying.

**5. Faculty Report**

Mrs. Katherine Smith reported on behalf of the faculty. Ms. Dziedzic's sophomore ACP History classes are studying slavery, participating in field trips, debates and creating petitions to end slavery. Mrs. Rose and NHS have been busy with the annual clean-up and decorating at Roseland Cottage. Earthsave completed an all campus cleanup after school today with various other organizations contributing their time. Mrs. Johnson's Individual and Family Development students visited 3 nursing homes as part of their internship experience. The class will take a field grip to Gilman Funeral Home this week as they study the human life span. Mrs. Pratt's Science Olympiad team members have been test launching bottle rockets. Mrs. Jalet's Day 2 Civics class organized and hosted a debate for the candidates for 1<sup>st</sup> Selectman of Pomfret; the Day 1 Civics class is organizing a Hunger Banquet; and Mrs. Jalet has also shared a lesson with her students that she wrote for the Conn. Humanities Council at the annual conference for the Conn. Council for Social Studies. Mrs. Beck's Greek students participated in Ancient Greek Day at UCONN. Mrs. Kathy Chase has organized WA organizations and staff for donations of Thanksgiving baskets to needy families. Mrs. Burke's French NHS students are holding fundraisers and getting prepared for their trip to Senegal.

**6. Correspondence**

Correspondence included a copy of the letter and resolution by the BOT sent to the Inn at Woodstock Hill; a letter from Mr. Robert Reger regarding the resolution and property easement request to the Inn at Woodstock Hill; and a response to Mr. Reger from Mr. Campbell regarding the easement.

## 7. Secretary's Report

**MOTION:** (Carabeau, Lynn) To accept the minutes of the meeting of October 20, 2009 as presented.

**Abstained – Blackmer, Page, Teed  
All Others in Favor**

## 8. Administrative Reports

### a. Headmaster

#### 1) Framework for Advancement

Mr. Caron gave an update on progress toward framework goals. Toward independence, Board committees have been assigned various tasks. Substantial progress is being made toward decreasing dependence on tuition as revenue. The Resource Development Committee has made great progress on moving forward with a foundation. This will be the topic of the Board retreat.

In the area of leadership, committee assignments have been made as well. There has been substantial progress with providing appropriate administrative support through the hiring of an interim Teaching Dean. Mrs. Favreau will begin next Monday. Additionally, the Finance Committee has endorsed a plan for a WA budget document.

In the area of teaching and learning, the Academic Committee has the major role. Administration, leadership and teaching committees are very much engaged in identifying skills and measuring student success. Mrs. Singleton noted that faculty committees involved in this work are the Professional Development Committee, Teaching and Learning Committee, and Technology Committee.

In the area of building and grounds, the Building and Grounds Committee is working on infrastructure. The Strategic Planning Committee will soon meet to discuss enrollment management and building out for the future. We are making progress on the sewer project with hopes for connection in the spring.

In the area of community, the Executive and Academic Committees have major roles. The Academic Committee and faculty committees are working on indicators of excellence. A draft will be ready soon, both internally and publicly.

Mr. Caron stated that we will continue to use the framework as a guide and he will provide updates on regular intervals regarding progress.

Mr. Garabrant asked about the letter from Mr. Reger and whether the Academy was misled as to who was responsible with respect to the primary contact for the Inn at Woodstock Hill. Mr. Caron stated that he believed that we were. He stated that when he and Mr. Campbell met with Mr. Naumann, he made it very clear that he would not grant an easement and that it was of no benefit to him. He did not give any indication that there was another party that we should be talking to. Mr. Reger's letter came as a surprise to Mr. Caron. Mr. Garabrant stated that going back several years, there was no mention made and that he was always under the impression that Mr. Naumann was the owner of the property. Mr. Campbell stated that all along there has been no indication, but now there is an indication that in the partnership that existed, there has been a change in ownership of the land. The Academy was not aware of this.

#### 2) Director of Pupil Services

Mr. Caron reported that Mr. Brian Klemcewicz will begin as the new Director of Pupil Services, replacing Mrs. Ann Mitra, in January of 2010. Mrs. Mitra retired in June but has been assisting the Academy during the first semester. Mr. Caron thanked Mrs. Mitra for agreeing to do so. Mr. Caron stated that Mr. Klemcewicz is experienced as a special education teacher and administrator. He is currently the Special Education Services Director of Canterbury. He has a large degree of expertise and respect in special education and a demonstrated ability to build strong relationships with students, parents, and staff. Mr. Caron expressed confidence that he will lead the Academy and assist in moving forward.

Mr. Johnston asked what the relationship with EASTCONN was. Mr. Caron stated that it has not changed and the Mr. Klemcewicz is an EASTCONN employee, placed at the Academy. A special education study is being started to look into how we handle our special services in the future. Mr. Musumeci asked how this was budgeted. Mr. Campbell stated that it falls under contracted services.

### 3) Board Retreat Agenda

Mr. Caron stated that the agenda was reviewed with the Executive Committee and a copy distributed this evening. The focus will be on work that the Resource Development Committee has done on the foundation. Attorney Ted Phillips, who specializes in this area, will facilitate. He will present a concept for a foundation and answer questions. He has a wealth of experience as a long-time president of the Norwich Free Academy Foundation and has legal and practical expertise in foundation work. Mr. Caron stated that the second part of the retreat will involve Mr. Peter Vercelli, architect, presenting a building and grounds vision.

### 4) H1N1 Update

Mr. Caron reported that we have been monitoring student and faculty absences since October 26<sup>th</sup>. We are hovering around 7-8%, with a high on October 30<sup>th</sup> of 10.9%. Today's figure was 5.7%. He stated that overall, we are doing well in comparison to other districts in the state. Our normal absentee rate is approximately 4%. Mr. Caron stated that we are also in frequent communication with the sending towns to see what is happening at their schools. Permission slips for vaccination have been received and sent out to parents. We are waiting on a date for receiving the vaccine and providing vaccinations in the school setting. Mr. Caron that we have some student confirmed cases and a staff member confirmed case.

### 5) 2010-11 Budget Development

Mr. Caron stated that the current view of the budget is a "10,000 foot view". The budget format has been reviewed with the Finance and Executive Committees with the Academy's mission out in front. Mr. Caron gave a PowerPoint presentation of a proposed format. Mr. Caron presented proposed budget assumptions as well as a graph of enrollment back to 2002-03 based on October 1<sup>st</sup> reports. Until 2008-09, enrollment was climbing. We are projecting enrollment of 1143 for next year which will present special challenges in the form of decreased revenue. Health benefits are anticipated to rise 20%; a decrease in revenue of \$390,000 in tuition; and an increase in salary and wages due to negotiations in progress, the exact impact of which is difficult to predict. Mr. Caron stated that the total financial impact for next year is \$670,000 without doing anything to the budget. The anticipated timeline is to work from the larger perspective through November and meet with departments in November and December to review budget requests. The Finance Committee will review the budget in December with an update to the BOT at the December meeting, another review by the committee in January and update to the BOT, and hopefully a final review by the committee in February and presentation to BOT. Mr. Caron stated that they are looking at everything to find ways to mitigate the "deficit" going forward.

#### b. Assistant Headmaster

Mr. Cormier reported that grades have gone out for the half-way mark of the semester. Admissions process is underway with the 8<sup>th</sup> Grade Open House being held on October 25<sup>th</sup>. The Woodstock, Canterbury, Pomfret, Eastford, Union and Brooklyn 8<sup>th</sup> graders have all visited during the school day. The intent is to bring the students on campus to give them a sense of Academy life. The feedback has been positive. On November 12<sup>th</sup>, the CAPT Scholars Dinner was held with over 200 people in attendance. 86 juniors were honored for their performance as sophomores on the CAPT test. Mr. Richard Telford was the keynote speaker. The CAPSS Awards program was held last evening with 7 students from the Academy receiving superintendent awards: Holly Bartolomei, Kayla Garibay-Presa, Arthur Guerra, Jonathan Johnson, Henry Nickerson, Chrysalin Rosselli, and Kyle Wickiser. Twelve schools honored 52 students. On November 24<sup>th</sup>, there will be the 2<sup>nd</sup> annual pre-Thanksgiving game breakfast for the captains of the football and cheerleading squads, coaches, athletic directors, and principals of each school. Tourtellotte is hosting the breakfast this year. The intent is to break down barriers and establish a healthy relationship for the teams and schools. The game will be held at Ellis Tech this year.

#### c. Dean of Curriculum

##### 1) Strategic School Profile

Mrs. Singleton reported on and reviewed highlights of the Strategic School Profile. Copies were made available. Mr. Musumeci asked about the statistics on CAPT. Mrs. Singleton stated that they are new this year on the report. Mr. Garabrant asked about the graduation and dropout rates and that they were higher than usual. Mrs. Singleton stated that this was not a typical year. Statistics reported are as of 2008. Mr. Young commented that as a parent of a recent graduate, his daughter was able to enter college with 16 credits from Advanced Placement and Early College Experience programs. This allowed her to take other classes and was a great advantage for her.

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

Mr. Grossman thanked Ms. Dziedzic for the putting together a monthly report on activities as part of her internship with him. This past weekend, 22 students participated in Brown University's Model UN conference. The following four students received special recognition at the Awards Ceremony: Rich Baker representing the Foreign Minister of Romania on the European Union; Mike Geddes representing the Minister of Community and Return on the Kosovar Cabinet; Anneliese Mahonney representing Czar Alexander I of Russia on the Congress of Vienna; Langston Stokes representing Costa Rica on the Security Council. Ocean Bowl is busy learning about the human impact on chemical composition of oceans. Through various games, quizzes, and presentations, they are preparing for their upcoming tournament. The Senior Class raised over \$4000 at this year's homecoming festivities. They are currently planning their class trip, which they hope will include a harbor cruise and watching Blue Man Group perform in Boston. They are also beginning to discuss their prom theme and possible decorations. The Sophomore Class having their first dance this Friday. They are also researching the idea of having a sophomore lock-in. The Freshman Class is planning their first dues collection week and is in the early stages of fundraiser research. Amnesty International began a letter campaign on urgent actions and is working on the details of their move night. They plan to highlight human rights abuses around the world in conjunction with showing Hotel Rwanda. Science Olympiad is currently test firing their rockets and learning about forensic technology for crime analysis in preparation for their test. The Latin National Honor Society is planning their new member induction ceremony and their activities for Latin Day. They are also working on creating their thanksgiving food basket. Yearbook is working to complete the faculty and senior superlative pages. They are currently organizing photo days for activity pictures in the yearbook. SOS is creating Thanksgiving baskets for needy families. The French National Honor Society recently had their crepe sale. They are also planning to visit French nuns in December to learn about French culture. The Chess Club recently had 15 students attend their meeting and competition is becoming stronger. The National Honor Society is planning their silent auction and Thanksgiving Pie Sale. They also recently raked leaves at Roseland Cottage. Earthsave is planning a school-wide clean-up in the coming weeks. They have also begun a new recycling initiative, which is collecting plastic caps to recycle. Peer Helpers is working to collect owed lunch money to ensure that enough exists for students who need it and are also making plans for their conference in April. The Math Team showed improvement and finished tied for 7th place out of 12 teams at their second meet. The team was lead by senior Joe Perreault who was also the only Centaur to have a perfect round. Debate Club is currently working on learning parliamentary procedure and debating techniques.

History Club is discussing possible ideas to research for this year's History Day competition on famous inventions from the state of Connecticut. TRI-M is discussing the possibility of introducing a new system within TRI-M that will allow those students that work hard all year to be recognized. Library Club is planning library displays and a children's book drive for the holidays. GSA is discussing how Obama's signing hate crimes bill will effect students and how to eliminate the use of hurtful words on campus. They received a small grant from GLSEN and are working with QVC to support a semi-formal in Dec. They are also meeting with Putnam High School to help them start their GSA. Suicide Prevention is creating educational workshops to present in all freshman health classes this week. Members are also attending the State of CT, Dept of Mental Health and Addiction Services, Suicide Advisory Board meeting to present workshop and discuss obtaining money to purchase a PSA (Public Service Announcement) for Northeast CT. The State Board has invited 2 students from the Academy to be on the board. Drama Club is currently performing student-written plays at their meetings, learning the play writing process, as well as critiquing each other's work. From the Deep End's first edition will be out in late Nov.

#### **e. Business Manager**

Mr. Campbell referred to the financial report attached to the Finance Committee minutes distributed. In the investment category, Citi Financial was hit hard last year and has been hovering around 60% value for some time. He received word that they have filed Chapter 11 for recovery and he has written off that bond. He stated that we should be able to recover some of that value but he was uncertain how much. Mr. Campbell stated that there has been progress on the rest of the investments.

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

Mrs. Fredrickson stated that she attended the CAPT dinner where students enjoyed being recognized. She noted that Mr. Telford did a great job as the speaker. She also attended Homecoming and appreciated the exciting soccer games on Friday afternoon. Saturday was a bit wet but 30 to 40 alums played in the annual blue-gold game in spite of the conditions.

### **10. Old Business**

None.

## 11. New Business

None.

## 12. Committee Reports

### a. Finance Committee

Mr. Campbell reported in Mr. Kelly's absence. The committee discussed the investment that Mr. Campbell reported on previously and the budget preview as reported on by Mr. Caron. The committee also discussed project review, attached to the minutes and the status of capital project accounts, where progress is being made and what is left to be done. Projects are on track. The book-drop for the library has arrived and he hoped to have it installed in a timely fashion.

### b. Executive Committee

Mrs. Fredrickson reported that the committee met, but without a quorum. The agenda was reviewed along with other items discussed this evening.

### c. Academic Committee

Mrs. Paquette reported that the committee met last evening. Minutes were not available. The committee discussed goals being addressed by the committee from the framework for advancement including 21<sup>st</sup> Century Skills and rigor and accountability. A number of faculty members are involved on committees, showing a great Academy investment by faculty. The teacher evaluation process is being reviewed with the hopes that it becomes more collegial with a mentoring aspect. There is a collegial atmosphere occurring to revamp the evaluation piece. The Best Portfolio process has been changed by the state. Teachers seem to be excited about the change. Faculty committees are also developing exit questionnaires for students for teachers to use and get regular feedback to use for improvement and to monitor how they are doing. The committee also reviewed a suggested policy on class size. The Academy is thinking about fiscal responsibility and options for courses that might be cut because of low enrollment.

### d. Negotiating Committee

Mr. Young reported the negotiations are progressing; they are meeting regularly with the next scheduled meeting on November 30<sup>th</sup>. Mediation is scheduled for December 10<sup>th</sup>.

### e. Policy Committee

#### 1) Enrollment Policy – 2<sup>nd</sup> Reading

**MOTION:** (Higgins, Garabrant) To accept the proposed policy on enrollment as presented with a minor typographical correction to the non-discrimination clause.

**UNANIMOUS**

#### 2) Disenrollment Policy – 2<sup>nd</sup> Reading

**MOTION:** (Garabrant, Barlow) To accept the proposed policy on disenrollment as presented.

Discussion:

Mr. Musumeci felt that his concerns related at the November meeting regarding enrollment were not expressed appropriately. He stated that beyond the intent of the policy it is helpful that it provides backup if a town questions when a student leaves after the October 1<sup>st</sup> census but close to that date.

**Vote on the motion:  
UNANIMOUS**

#### 3) Bullying Policy

**MOTION:** (Folsom, Stokes) To accept the policy on bullying behavior as presented.

Mr. Lynn questioned a grammatical issue. Mr. Caron explained that the sentence in question was directly from state statute.

**Vote on the motion:  
UNANIMOUS**

**MOTION:** (Holland, Garabrant) To adjourn the meeting at 8:32 p.m.

Respectfully submitted,

Kristen Willis  
Board Secretary