

MINUTES OF THE MEETING
Woodstock Academy Board of Trustees
Executive Committee
September 9, 2009

PRESENT: K. Caron, S. Fredrickson, J. Gerardi-Voccio (B), P. Kelly, J. Miragliuolo (P) (7:15), K. Page (E), P. Paquette, C. Swenson (W)

ABSENT: J. Rauh, D. Teed

The meeting was called to order by Chairperson Sandra Fredrickson at 7:01 p.m.

MOTION: (Swenson, Kelly) To accept the minutes of the meeting of August 19, 2009 as presented.

Abstained – Page, Paquette
All Others in Favor

AGENDA BUILDING

Administrative Reorganization – Mr. Caron presented a chart outlining responsibilities of the administrative team. The staff has seen this briefly. This does not require changes in current job descriptions. It will be presented to the full Board for informational purposes.

Dean of Students – The Administrative Team is meeting on Friday to see if they can reallocate resources and combine classes to free up someone to fill this position. There are currently staff members with the appropriate certification that is needed and some courses that have low enrollment. Mr. Caron is interested in filling this position within the current footprint of the budget. He stated that it is necessary to establish some class size guidelines as well. Mrs. Swenson commented that students need to be made aware of sequence options through the Counseling Office so that they can plan their future. Mr. Caron feels that it is economically irresponsible to have very small classes when on-line options could be made available.

Executive Assistant to the Headmaster – Mr. Caron would like a half-time assistant. This would also be covered by the current budget.

Review of Framework for Advancement – Mr. Caron identified how he felt the themes of the framework should be assigned to the Board Committees. There was discussion about areas that the Strategic Planning Committee should address.

Foundation – Mrs. Beckwith and Mr. Caron will present a statement about why we need a foundation. The group that met on Tuesday is a subcommittee of the Resource Development Committee and is committed to making this happen fairly rapidly.

Senegal Exchange – Mrs. Burke will review the calendar at the next Board meeting for the upcoming visit by the Senegalese to Woodstock Academy. Trustees are invited to attend a welcome reception which will be held at 2:30 p.m. in the faculty lounge on September 24th; a cultural evening performance in the auditorium on October 1st at 7:00 p.m.; and a farewell dinner at the Inn at Woodstock Hill on Sunday, October 4th at 4:30 p.m.

HEADMASTER UPDATES

Sewer Easement – Mr. Naumann, the proprietor of the Inn at Woodstock Hill, has indicated that he sees no benefit to him to grant an easement for our sewer line across his property and therefore will not grant it to us. He is very angry with the town. CME is making some test drillings along Route 169 to test for ledge to see if we can install a gravity fed system.

MOTION: (Swenson, Paquette) To move to Executive Session at 8:15 p.m. to discuss a personnel matter.

UNANIMOUS

A personnel matter was discussed. The meeting returned to Regular Session at 8:28 p.m.

MOTION: (Swenson, Paquette) To adjourn the meeting at 8:28 p.m.

UNANIMOUS

Respectfully submitted,

Philippa Paquette
Recording Secretary