

**MINUTES OF THE MEETING**  
**Woodstock Academy Board of Trustees**  
**Policy Committee**  
**January 6, 2010**

**PRESENT:** G. Carabeau, B. Child, A. Cormier, E. Higgins, A. Spalding

**ABSENT:** E. Cartier

The meeting was called to order by Chairperson Avis Spalding at 7:05 p.m.

**POLICIES – FIRST READINGS**

**Class Size**

Mr. Cormier reviewed the rationale for the newly proposed policy for class size. The policy clarifies the philosophy of Woodstock Academy and publicizes the guidelines used in scheduling practices and procedures. The policy provides flexibility with the intent to stay within reasonable limits. The policy should not impact contractual obligations with faculty.

**MOTION:** (Higgins, Child) To present the policy on Class Size to the Board of Trustees as a first reading.

**UNANIMOUS**

**Cyberbullying**

Mr. Cormier reviewed the new policy on cyberbullying which is connected to Woodstock Academy's bullying policy. The policy covers the media that students have access to, on and off campus. It also affects and includes teachers, staff, and community members. Discussion took place relative to concerns for expending too much time and energy, particularly with the potential responsibility toward incidents that occur off-campus. Mr. Higgins felt that the policy had the potential to broaden administrative responsibility to the point of becoming unreasonable and put too much responsibility on the school.

**MOTION:** (Child, Carabeau) To present the policy on Cyberbullying to the Board of Trustees as a first reading.

Discussion:

Mr. Higgins reiterated his concern that the policy placed too much responsibility on the school for off-campus incidents. The committee agreed that it should review the policy further and will take it under consideration at the next meeting.

**MOTION:** (Child, Carabeau) To table the motion on the proposed policy on Cyberbullying until further review by the committee.

**UNANIMOUS**

The committee's concern was particularly focused on off-campus incidents.

**Breathalyzer Testing**

Mr. Cormier reviewed proposed changes in the policy. The primary change is that it allows administrators to use the testing device as a deterrent in school as well as at school events.

**MOTION:** (Higgins, Carabeau) To present the policy on Breathalyzer Testing to the Board of Trustees as a first reading.

**UNANIMOUS**

**Limited English Proficiency**

Mr. Cormier stated that this is a new policy which is in line with state statutes. It guarantees that parents are involved with the process and that the school will provide programmatic support.

**MOTION:** (Child, Higgins) To present the policy on Limited English Proficiency to the Board of Trustees as a first reading.

**UNANIMOUS**

**Electronic Mail & Electronic Monitoring**

Mr. Cormier stated that this is a new policy which covers email for students and adults. It is in addition to Woodstock Academy's Acceptable Use Policy which will be due for an update shortly. The email policy clarifies everyone's responsibilities and expectations with respect to email at Woodstock Academy. Mr. Higgins suggested that where email is referenced in the policy, it is clear that it is email owned by Woodstock Academy. It was suggested that the following be added to the policy:

"References to electronic email, electronic mail systems, and electronic messages shall mean such communication as are generated or conveyed on the Woodstock Academy electronic mail system."

**MOTION:** (Child, Higgins) That the policy on Electronic Mail be presented to the Board of Trustees as a first reading with the proposed addition as referenced above.

**UNANIMOUS**

**Fire Drill/Emergency Drills**

Mr. Cormier reviewed revisions to the existing policy. The policy needed updating with respect to legal responsibilities, legislation regarding emergency drills and reflects the current procedures and practices in place at Woodstock Academy.

**MOTION:** (Higgins, Carabeau) To present the policy on Fire Drill/Emergency Drills as presented to the Board of Trustees as a first reading.

**UNANIMOUS**

**Fingerprinting**

Mr. Cormier stated that this is a new policy which reflects legal requirements and state statutes. It also reflects current practices and procedures at the Academy.

**UNANIMOUS**

**Suspension & Expulsion/Due Process**

Mr. Cormier noted that this is an extensive revision of the policy, which has not been updated since 1992. Revisions reflect current practices and procedures, legal requirements, and state statutes.

**MOTION:** (Child, Higgins) To present the revised policy on Suspension & Expulsion to the Board of Trustees as a first reading.

**UNANIMOUS**

The next meeting is scheduled for February 3, 2010.

**MOTION:** (Carabeau, Higgins) To adjourn the meeting at 8:45 p.m.

Respectfully submitted,

Kristen Willis, Board Secretary