

**Minutes of the Meeting  
Woodstock Academy Board of Trustees  
October 18, 2011**

**PRESENT:** H. Barlow, M. Beckwith, C. Bentley, R. Blackmer, G. Carabeau (E), B. Child, S. Fredrickson, J. Gerardi-Voccio (B), E. Higgins, R. Holland, K. Johnston, P. Kelly, J. Livernois (at 7:26), P. Paquette, J. Rauh, C. Roethlein (P), A. Spalding, C. Swenson, D. Teed, S. Young

**ADMINISTRATION:** J. Campbell, K. Caron, A. Favreau, B. Klimkiewicz, H. Singleton, K. Willis

**GUESTS:** Kate Field, Emily LaMarre, Janet LaMarre, Rick LaMarre, Jason Musko, Ron Rhault, Melissa Welch, Tristan Welch

**ABSENT EXCUSED:** E. Cartier (P), K. Ford (W), J. Kaeding, D. Morse, J. Musumeci, S. Rosendahl (W)

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

**1. Call to Order**

President Swenson called the meeting to order at 7:10 p.m.

**2. Community Participation – None**

**3. Student Council Report - None**

President Swenson asked for a motion to adjust the agenda to add the Headmaster's Awards to Item 3.a.

**MOTION:** (Blackmer/Paquette) To add Headmaster's Award to Item 3a.

**UNANIMOUS**

**4. Board Reports**

**a. Secretaries Report**

**i. Approval of minutes**

Informational minutes for the Annual Corporators and Annual Board of Trustees meeting are provided.

**b. President's Report**

**i. Correspondence**

**1. Woodstock Town Planner**

Mrs. Swenson noted that correspondence from the Woodstock Town Planner, as well as Mr. Caron's response to this letter, was included in the packet. Mr. Caron believes the residences established by the Academy meet the broad definition of family that is used in the zoning regulations. Ms. Fey has submitted our response to the Town Attorney for review, and she will get back to the Academy as soon as possible.

**2. Trustee resignation**

**MOTION:** (Rauh/Carabeau) To accept, with regret, the resignation of Thomas Stokes as Trustee.

**UNANIMOUS**

Mrs. Paquette, as Secretary of the Board, was directed to send a letter of thanks to Mr. Stokes for his contributions to the Board and the Academy.

**ii. Information and Communication**

**1. WA Teacher of the Year**

Mr. Jason Musko was chosen by a vote of the faculty as the 2011-12 Woodstock Academy Teacher of the Year. He is described by his colleagues as dedicated to challenging all levels of students. He has a positive outlook and is dedicated, supportive, patient, smart, has high expectations, and a good sense of humor.

In his remarks acknowledging this honor, Mr. Musko said the Academy is the only place he has taught in his professional career. He feels the Academy is a supportive community and he can't imagine working anywhere else. He said he is very humbled by this honor.

## **2. WA Events**

Mrs. Swenson indicated that a signup sheet was included in the Board packet. She would like each Trustee to sign up to attend two events during the course of this school year. As the Board moves forward as ambassadors, she would like each member to be fully engaged and knowledgeable about life at the Academy.

## **c. Committee Reports**

### **i. Standing committees**

#### **1. Executive Committee**

Minutes from the last meeting were included in the packet which was distributed at the start of this meeting.

#### **2. Finance Committee**

##### **a. Financial Audit – First Reading**

Mr. Kelly said the committee met with the auditors on October 11<sup>th</sup> and were presented with a draft copy of the audit. Mr. Campbell emailed the audit to all members prior to this meeting. The audit will also be available on our website. At the last meeting the committee reviewed the management letter and our response; all are in order.

**MOTION:** (Kelly/Rauh) To accept the 2010-11 Audit, Management Letter and the Administration's response to the Management letter.

**UNANIMOUS**

#### **3. Academic Committee**

Mrs. Paquette noted that the minutes from the last Academic Committee meeting are in the packet distributed this evening. Ms. Kate Field discussed high school reform at this meeting. Mrs. Singleton felt that the Academy should go through the process as an assessment.

#### **4. Policy Committee**

##### **a. 4131 Staff Development**

##### **b. 4111/4211 Teacher Recruitment & Selection**

##### **c. 4117.4 Personnel - Certified Dismissal/Suspension**

##### **d. 4118.11 Personnel- Certified/Non-Certified Nondiscrimination**

Mr. Klimkiewicz explained that, as a quorum was not reached at the Policy Committee meeting on October 12th, the only two policies for review this evening were 4131 Staff Development, and 4111 Teacher Recruitment and Selection, which were reviewed by the Policy Committee in June. A brief discussion ensued regarding the highly qualified designation for educators. Mr. Klimkiewicz asked the Trustees to contact him if there were any questions before the next Board meeting.

#### **5. Buildings & Grounds**

##### **a. Project updates**

The sewer project was approved and will now move forward. The Bentley fields project is behind schedule due to unprecedented rains; considering that, the construction company has done a wonderful job.

##### **ii. Other committees– no report**

##### **d. Ex-officio Trustee's Report (Sending district representatives)**

Brooklyn – Mrs. Gerardi-Voccio said Brooklyn is reviewing its CMT scores.

Eastford - Mr. Carabeau reported that the town school is running smoothly.

Pomfret – All is well.

Woodstock – no report

#### **d. Alumni President Report**

Mr. Livernois reported on the successful Alumni banquet, which approximately 140 people attended. He is hoping that all the Trustees will be able to attend next year.

Mr. Livernois asked Mrs. Swenson, during his report, about setting a date for an upcoming Board Retreat, a social event, to be held at Mrs. Swenson's house. December 11<sup>th</sup> will be the date. More information will be forthcoming.

Mr. Livernois is hoping to reconstitute the Alumni Association, aligning it with the Academy's mission.

### **5. Assistant Headmaster/Principal Report**

#### **a. Teaching and Learning update**

##### **i. Academic Report**

Mrs. Singleton reviewed a PowerPoint presentation. A discussion ensued regarding alignment of math courses. Emphasis was placed on signing students up to take the SAT. Mrs. Singleton informed that Trustees that the PSAT is now given during school time, and there were 240 students who took the PSAT this year.

##### **ii. Class size report**

Mrs. Singleton reviewed the Class Size Report, which was distributed to the Trustees prior to the start of the meeting. She noted that math class sizes were an area of concern as, for the second year in a row; seven courses were near the upper range for class size.

##### **iii. Department report: Social Studies & Math**

###### **Department Report – Social Studies**

Ms. Field gave a PowerPoint presentation outlining the overhaul of the Social Studies curriculum and the new state Social Studies Standards. A discussion ensued regarding the standards set by the State. Mr. Caron assured the Trustees that these standards are low for the Academy, and he emphasized that we will use these standards as a floor, rather than as a ceiling. We will use the best of the State Standards and incorporate the best practices.

###### **Department Report – Math**

Mr. Rhault reviewed a PowerPoint presentation. He noted that the department has decided to look at assessment, and to make it a goal for student success. The department wants to improve student scores on CAPT.

##### **iv. Foreign trips\***

Ms. Dziedzic briefly reviewed the details of the trips she is organizing, which were included in the Board packet. The first trip is a service trip to Peru in July, 2012. The second trip will be the Turkey, Greece and Rome in April, 2013. The third trip will be to Thailand, Cambodia and Vietnam in July, 2013.

**MOTION:** (Livernois/Holland) To accept the service trip to Peru in July, 2012; the trip to Turkey, Greece, and Rome in April, 2013; and the trip to Thailand, Cambodia, and Vietnam in July, 2013.

**UNANIMOUS**

#### **b. Administration update – no report**

#### **c. Information and communication**

##### **i. WA graduation requirements task force**

The goals of High School Reform are that every student: graduates; develops core knowledge and skills to help them succeed in the 21<sup>st</sup> century; is prepared for college, life, citizenship, and the workforce. Ms. Field noted that there is a new state graduation requirement that each student must complete 25 credits, disbursed in certain areas, to graduate. Woodstock Academy currently requires students to earn 24 credits. The Task Force is planning to visit other schools who are already doing this well, to pick their brains and learn from their mistakes. The task force will develop several proposals and submit them to the Academic Committee for a decision.

## **6. Headmaster/Superintendent Report**

### **a. Academy update**

#### **i. International Program Update**

Mrs. Favreau reviewed the start of the program this year. International students arrived on August 26<sup>th</sup>; then the hurricane hit. The admissions team has a goal to increase the amount of inquiries and applicants to our program, and to diversify applicants. We want to attract students from all the continents, as well as domestic students. The homestay portion of this program is working well. Having host families is so beneficial for our international students. It helps the students with their English and most parents of international students want their child to have at least one semester of a homestay.

### **b. Director of Operations update**

#### **i. Financial audit management letter/administrative action**

Mr. Campbell said investments are fluctuating like the market, up and down. The management letter and administrative action was addressed in the report by the Finance Committee.

The Finance Committee reviewed the audit, which has been emailed to the Trustees. An email will be sent as a forward from the auditor which will include tax returns for the year.

### **c. Information and Communication**

#### **i. Headmaster's Awards**

Mr. Caron presented the Headmaster's Award to Tristan Welch and Emily Lamarre.

Tristan is a member of the Class of 2013, and also a member of our varsity basketball team. In his spare time, he enjoys refereeing basketball at a local gym. Tristan's future plans are to attend college to study either science or law and to enlist in the United States Marine Corps. Tristan lives in Canterbury.

Emily is very active in her church group and does missionary work with underprivileged children in the summer. Last summer she was selected to attend SECRET, a rigorous chemistry program held at UConn for outstanding students in Connecticut. She also works at the Imagination Station Daycare, and is involved in the WECC Youth Group. Emily is a member of the Class of 2012. She is also a member of the Spanish National Honor Society, National Society, and the Prayer Club. Her recent accomplishments include the ACP U.S. History Award and Gold Keys in Scholastic Art Awards. Emily's future plans are to attend college to become a pediatrician with a focus on neonatal care. Emily lives in Woodstock.

#### **ii. Property Acquisition**

Mr. Campbell announced that the purchase price of the Child Hill Road property was \$385,000. More detailed discussions will continue with the Trustees as to the future use of this property. It is a great acquisition for the Academy.

#### **iii. 2011/12 School Calendar Update**

Mr. Caron explained that Hurricane Irene caused four days of school to be cancelled. This revised calendar shows adjustments to the last days of school, with June 18<sup>th</sup> as the last day of school, rather than June 12<sup>th</sup>.

## **7. Action Items (Requiring Board vote)**

**Approval of foreign trips – see Item 5.a.iv.**

## **8. Woodstock Academy Foundation**

Mr. Higgins said the reunion banquet event was a tremendous event. The Foundation is pleased to have Jim Dyer as a consultant. Work will focus on the upcoming mini-grant awards. The Foundation will be communicating with the alumni on fundraising.

## **9. Community participation – None.**

## **10. Future Agenda Items – no report**

**11. Executive session - None**

**MOTION:** (Holland/Teed) To adjourn the meeting at 9:45 p.m.

**UNANIMOUS**

Respectfully Submitted,

*Susan Ahern Straub*

Susan Ahern Straub, Board Clerk