

1 **Chittenden Central Supervisory Union**
2 Westford School Board Meeting
3 August 3, 2009
4 Essex High School Library
5

6 **Board Members Present:** Martha Heath, Jennifer Townsend, Andre Roy
7

8 **Administrators Present:** Mike Deweese, Judy DeNova, Grant Geisler, David Wells
9

10 Martha Heath convened the meeting at 6:45 p.m.
11

12 **Citizens to be Heard**

13 There were no citizens to be heard.
14

15 **Principal's Report**

16 David Wells elaborated on the changes made to the desk/registration area.
17

18 **Task Team Updates**

19 Jennifer Townsend regretted that the Communications Task Team had not met in July.
20 She discussed their strategic planning work as well as their calendar mapping. This team
21 will meet August 12.
22

23 **Voter Survey Results**

24 The Board discussed the results of the voter survey. Martha Heath suggested including
25 the topics of interest from the results (such as the budget) in the December newsletter.
26 The Board discussed the benefits of included key topics in the newsletter. Andre Roy
27 brought up the need to outline costs in the newsletter as well. Additionally, the
28 newsletter should include a summary of the budget process. Jennifer Townsend is
29 drafting the November newsletter. Grant Geisler will provide her with some input
30 regarding budget. Judy DeNova suggested the September newsletter include information
31 related to the World Language Task Force.
32

33 **Early Education Initiative (EEI) Grant**

34 The district received the full amount for the EEI grant in July. The school will have
35 capacity for 16 students in preschool because of a rise in student service needs. The part
36 time preschool teacher will accept a full time position. Andre Roy asked for more
37 information at the next board regarding the contract with CPEC. Martha Heath suggested
38 Mike Deweese have discussions with the Department of Education regarding the
39 continuation of this grant. Andre Roy suggested Erin Maguire would be useful in
40 clarifying the preschool providers in Westford each year.
41

42 **World Language Committee Charge**

43 The Board agreed that a study committee would simply do research and make a
44 recommendation in a final report to the Board. Any action or final decision is the job of
45 the Board.
46

47 *Andre Roy moved and Jennifer Townsend seconded the motion to approve the charge for*
48 *a World Language Committee. The motion passed 3-0.*

49
50 Jennifer Townsend volunteered to serve on the committee. Martha Heath asked
51 administration to put together a proposal for all school board members.

52
53 **Similar Sized Schools to Westford**

54 Mike Deweese reviewed comparative data for schools in Vermont of similar size and
55 grade configuration as Westford School. Martha Heath noted that Barstow appears to be
56 the most similar to Westford School. She asked if the Barstow budget and annual report
57 could be more closely examined.

58
59 **Budget Process**

60 Mike Deweese said the Board has expressed interest in getting ahead of the annual
61 budget process. Martha Heath asked this topic be part of the September meeting agenda.

62
63 **Reporting Out Cycle**

64 What are the communication reports going to look like? Are there data that should be
65 reported out regularly? In regards to high school, it would be interesting to have more
66 information specifically related to Westford students.

67
68 **Consent Agenda**

69 The Consent Agenda included approval of warrants and of June 15, 2009 meeting
70 minutes.

71
72 *Jennifer Townsend moved and Andre Roy seconded the motion to approve the Consent*
73 *Agenda. The motion passed 3-0.*

74
75 **Future Agenda Items**

- 76
 - Budget process
 - Committee membership in the World Language Committee
 - Similar Sized Schools – comparison with Barstow

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78
79
80 **Meeting Re-Cap**

81 Mike announced the resignation of C. Tymon (grades 5/6) and J. Hazard from the Essex
82 Junction portion of her contract.

83
84 *Andre Roy moved and Jennifer Townsend seconded the motion to accept the resignation*
85 *of C. Tymon and J. Hazard from the EJ portion of her contract. The motion passed 3-0.*

86
87 **Executive Session: Contract Issue**

88 *Jennifer Townsend moved and Andre Roy seconded the motion for the Board to enter into*
89 *Executive Session for the purpose of discussing a contract issue. The motion passed 3-0.*

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91 The Board entered into Executive Session at 8:05 p.m. and exited at 8:25 p.m.

92

93 The board adjourned at 8:30 p.m.

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95 Minutes respectfully submitted by Jennifer Townsend, Board Clerk