

1 **Chittenden Central Supervisory Union**

2 Westford School Board

3 December 6, 2010

4 Westford School Commons

5  
6 **Board Members Present:** Martha Heath, Jennifer Townsend, Andre Roy, Allison Weinhagen,  
7 Marilyn McConnell

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9 **Administrators Present:** Mike Deweese, Judy DeNova, Linda Keating, Grant Geisler, David  
10 Wells

11  
12 **Others Present:** Jeff Williams, David Brisson, Eric Henshaw

13  
14 Martha Heath convened the meeting at 6:35 p.m.

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16 **Visitors to be Heard**

17 There were no visitors to be heard.

18  
19 **Principal's Report**

20 Jennifer Townsend asked about the timing regarding the new parking lot configuration. David  
21 Wells said the change will be made in about a week.

22  
23 Allison Weinhagen appreciated the information sent home to parents regarding the education  
24 on harassment and the detail in the principal's report.

25  
26 David Wells provided more information about the science scores and targets for 2011 and the  
27 use of the Science NECAP test to improve instruction. Linda Keating reported CCSU and  
28 Essex Town science educators will meet this week to discuss the use of Science NECAP data.  
29 She also said that the Essex High School (EHS) science department has aligned the science  
30 curriculum to better prepare students for the 11<sup>th</sup> grade Science NECAP. David Wells pointed  
31 out, however, that students are learning inquiry-based science and developing critical thinking  
32 skills. He related this to the student climate survey results, which suggest students don't find  
33 work challenging. He also outlined steps the school is taking to delve into, and improve,  
34 Science NECAP outcomes.

35  
36 **FY'12 Budget Introduction**

37 The administration presented the first draft of the 2011-2012 (FY12) school budget. Initial  
38 projections suggest tax rates will be lower than this year, but the base rate, equalized per pupil  
39 counts, and the CLA are still not known. The budget is projected at \$5 million, a decrease of  
40 \$139,263 (2.7%), as compared to this year. The tax impact, given the assumptions of a stable  
41 base rate, an equalize pupil reduction of five, and a dip in the CLA of .95%, indicates the  
42 income sensitivity rate would drop by \$15 per \$50,000 of income, and the homestead rate  
43 would drop by \$3 per \$100,000 of assessed value.

44  
45 Grant Geisler reviewed Bill Smith's latest enrollment projection, who is estimating 115 high  
46 school students.

47

48 The administration is proposing a repair/replacement to the existing sidewalk. Grant Geisler  
49 pointed out that the gym roof and common area room will need work in one to two years. Last  
50 year (FY10) ended with a balance of \$110,000. Grant Geisler recommends the fund balance to  
51 be \$60,000. The board needs to consider establishing a capital reserve fund for roof repairs.

52  
53 Regarding staff salaries, the FY'12 budget plans for an increase in steps only. The SU  
54 assessment is down \$15,000 this year. There is also a shift in providing Special Education  
55 transportation at the SU level, which has save Westford approximately \$10,000.

56  
57 While the FY'12 expense budget is \$139,263 lower than this year, the budget supports current  
58 educational programs and makes no changes in staffing.

59  
60 Grant Geisler will review whether money can be reserved for a future time, for use in such  
61 instances as an increase in high school tuition.

62  
63 Marilyn McConnell asked what the total number of staff eligible for the early retirement  
64 program is. Also, how much of the staff avails itself of tuition reimbursement – are there  
65 fluctuations?

66  
67 Andre Roy asked about overtime costs – when is the bulk of the cost incurred? Marilyn  
68 McConnell asked for more information on how overtime hours are distributed. Martha Heath  
69 asked David Wells and Grant Geisler to map out when overtime hours are occurring. Is there a  
70 different way to manage overtime?

71  
72 Allison Weinhagen requested that, regarding planned expenditures for student activities  
73 (athletics), any purchases of uniforms should be for the appropriate sizes (i.e. kids' sizes, not  
74 adults).

75  
76 Marilyn McConnell asked if there are more cost shifting measures possible, as with this year's  
77 lower SU assessment. Grant Geisler mentioned the specialized legislation requiring a greater  
78 SU role. Marilyn McConnell suggested sharing custodial services. Allison Weinhagen asked  
79 why there was a decrease in the "Love to Read" program. Grant Geisler will check with David  
80 Wells about this. Marilyn McConnell asked about liabilities during an audit. Martha Heath  
81 requested the parking lot be added back to the physical plant list of improvements.

82  
83 Eric Henshaw asked if there is grant money available for open technology. Grant Geisler stays  
84 alert for any funds.

85  
86 **Consent Agenda**

87 The Consent Agenda consisted of approval of warrants; approval of Oct. 18, Nov. 1, and Nov.  
88 15 meeting minutes; announcement of the FY'12 tuition rate; acknowledgement of retirements;  
89 and a resolution.

90  
91 The meeting minutes were pulled from the Consent Agenda. Minor corrections were made to  
92 them.

93  
94 *Allison Weinhagen moved, and Andre Roy seconded the motion to approve the meeting minutes*  
95 *as amended. The motion passed 5-0.*

96

97 *Allison Weinhagen moved and Andre Roy seconded the motion to approve the Consent Agenda.*

98 *The motion passed 5-0.*

99

100 **Future Agenda Items**

101 Budget work-sessions

102

103 **Challenges for Change**

104 *Allison Weinhagen moved and Andre Roy seconded the motion that the Board inform the*

105 *Vermont Commissioner of Education that the Westford School District will meet its Challenges*

106 *for Change target. The motion passed 5-0.*

107

108 **Executive Session: Contracts**

109 *Jennifer Townsend moved and Andre Roy seconded the motion to enter into Executive Session*

110 *for the purposes of discussing contracts. The motion passed 5-0.*

111

112 The board entered into Executive Session at 8:55 p.m. and exited Executive Session at 9:20

113 p.m.

114

115 The board adjourned at 9:20 p.m.

116

117 Minutes respectfully submitted by Jennifer Townsend, Board Clerk