

1 **Chittenden Central Supervisory Union**
2 Westford School Board Meeting
3 June 15, 2009
4 Essex High School Library
5

6 **Board Members Present:** Martha Heath, Andre Roy, Jennifer Townsend, Marilyn
7 McConnell
8

9 **Administrators Present:** David Wells, Linda Keating
10

11 **Others Present:** John Quinn (from the Westford Fire Department)
12

13 Martha Heath convened Westford during the common portion of the three local boards'
14 meeting at 6:30 p.m.
15

16 The Westford Board recessed at 7:05 p.m. and reconvened at 7:10 p.m.
17

18 **Visitors to be Heard**

19 John Quin was present to explain that the Westford Fire Department is proposing to do
20 work on the Westford School Pond. The Westford Fire Department can no longer get
21 water out of the hydrants accessing the school pond. They want to take down the
22 fencing, dredge out the pond, install a new hydrant head, and then replace the fencing.
23 No permits are required. They estimate the cost at \$6,000, assuming usual donations.
24 The Fire Department wants permission to go ahead with this project and complete it by
25 mid-August.
26

27 John Quinn noted that the Westford Fire Department does walk-through inspections of
28 the school annually for safety purposes. For example, he noted the doors between rooms
29 had to be clean. He had a number of suggestions for David Wells of measures to enhance
30 safety.
31

32 Mike Dewese recommended the Board adjust the agenda to take action on this project.
33 He recommended the board support the Westford Fire Department's project.
34

35 *Andre Roy moved and Jennifer Townsend seconded the motion to grant the Westford Fire*
36 *Department permission to dredge the school pond and do long-term maintenance needed*
37 *on the pond. The motion passed 4-0.*
38

39 Mike Dewese agreed to look into the possibility of using FY10 maintenance funds to
40 support this project. David Wells feels this money will be available.
41

42 **Principal's Report**

43 David Wells spoke highly of the new preschool/EEE teacher, Kendra Graham. The
44 school interviewed five candidates for the music position before offering the position to
45 the final candidate, Christina Kelsh.
46

47 **Task Team Updates**

48 Jennifer Townsend reported that the Communications Task Team has begun to develop a
49 communication strategic plan focus on budget communications. The Policy Sub-
50 Committee will reconvene this month.

51
52 Martha Heath mentioned that Comcast is coming to Westford, which may present
53 opportunities for the school.

54

55 **School Action Plan and Professional Development Plan**

56 David Wells presented highlights of last year's and this year's School Action Plans
57 (SAP), noting that choosing appropriate targets for student performance is key. He
58 reported a 5 percent increase over a four-year average in reading, a 1 percent increase
59 over the four-year average in math, a 3.5 percent increase in the four-year average in
60 fifth-grade writing, and a 12.5 percent increase in the eighth-grade average in writing.
61 The goal by February 2011 is to achieve 12 percent increase in the share of students
62 scoring at proficiency or higher in writing and a 9 percent increase in math.

63

64 Martha Heath suggested giving the board members a sample of the NECAP tests. David
65 Wells noted these tests were available online. Mike Deweese suggested having NECAP-
66 related entries in the newsletter to show the community the quality of testing. Martha
67 Heath suggested the board may want to look carefully at the Vermont Department of
68 Education's data on schools comparable in size (in Vermont) to the Westford School.
69 David Wells explained that the difficulty in constructing a School Action Plan due to the
70 lag between actual testing, dissemination of results, and goal setting. Martha Heath
71 suggested, for future discussion, an overview of other non-NECAP data points (such as
72 local assessment plans).

73

74 David Wells reviewed highlights of this year's professional development plan, including
75 more work on the writing assessment, integrating connected math units in the algebra
76 class, and professional development in areas of reading, differentiated instruction, and
77 technology.

78

79 David Wells spoke of student assistance programs, which have been supported by
80 training offered through the Mason's CARES protocol, a very process-oriented system on
81 how to best use available resources to help students.

82

83 Martha Heath asked for another column to be added in the SAP to help better track
84 results and asked if administrators could come up with some proposals.

85

86 *Andre Roy moved and Jennifer Townsend seconded the motion to approve the School*
87 *Action Plan and Professional Development Plan for the 2009-2010 school year. The*
88 *motion passed 4-0.*

89

90 **Voter Survey Results**

91 Board members jotted down the top three themes that jumped out from the survey results.
92 Administrators will collate these notes for review at the next board meeting. Andre Roy

93 noted there is considerable volunteer involvement in the school of which some
94 community members are not aware.

95

96 **Consent Agenda**

97 The Consent Agenda consisted of approval of: warrants, May 4 meeting minutes,
98 recommendations for professional appointments, and the Tax Anticipation Note.

99

100 *Andre Roy moved and Jennifer Townsend seconded the motion to approve the Consent*
101 *Agenda. The motion passed 4-0.*

102

103 **Future Agenda Items**

- 104 • Conversation regarding the reporting-out cycle
- 105 • Comparison summary of schools of like size to Westford
- 106 • Assessments beyond the NECAP
- 107 • Voter survey results
- 108 • Part-time special educator appointment
- 109 • Budget process

110

111 **Executive Session**

112 *Andre Roy moved and Jennifer Townsend seconded the motion to enter into Executive*
113 *Session for the purposes of discussing contract negotiations. The motion passed 4-0.*

114

115 The board entered into executive session at 9:15 p.m. and exited at 9:29 p.m.

116

117 The board adjourned at 9:30 p.m.

118

119 Minutes respectfully submitted by Jennifer Townsend, Board Clerk