

1 **Chittenden Central Supervisory Union**  
2 Westford School Board Meeting  
3 September 8, 2009  
4 Westford Commons  
5

6 **Board Members Present:** Martha Heath, Jennifer Townsend, Nathan Lavallee, Andre  
7 Roy  
8

9 **Administrators Present:** Mike Deweese, Judith DeNova, David Wells  
10

11 Martha Heath convened the meeting at 6:30 p.m.  
12

13 **Visitors to be Heard**

14 There were no visitors to be heard.  
15

16 **Principal's Report**

17 David Wells presented an addendum related to school enrollment. The actual enrollment  
18 is not far from projections. Martha Heath asked for him to revise the school newsletter  
19 with this update. David Wells noted that, in response to comments expressed in the  
20 recent voter survey, an A-frame sign publicizing school events has been set up.  
21

22 **Pre-Kindergarten Update**

23 Andre Roy asked if the district is obligated to maintain a relationship with the existing  
24 private provider. If three students are not enrolled, does the district still have to pay? He  
25 also asked if the district would be obligated to pay for 30 students in the event the EEI  
26 grant was not received.  
27

28 **Task Team Updates**

29 Jennifer Townsend briefed the board on the recent activity of the Communications Task  
30 Team. They are currently working on creating board email guidelines and a  
31 comprehensive communications strategic plan, beginning with budget communications.  
32

33 Mike Deweese indicated the results from the recent voter survey will be available on the  
34 school board's web-site.  
35

36 Jennifer Townsend also briefed the board on the work of the Policy Sub-Committee.  
37 They are bringing several policies forward to the SU Board in September for approval.  
38

39 **CCSU Web-Site Preview**

40 Judy DeNova demonstrated the new version of the CCSU web-site. Work was done to  
41 enhance access and streamline navigation so users can access information easily and  
42 quickly. An additional feature of the new site is that several areas are now RSS-enabled,  
43 allowing users to easily subscribe to communications and newsletters.  
44

45 David Wells reported that teachers are finding the site easier to use and manage. They  
46 will be actively designing classroom web pages.

47

#### 48 **World Language Committee Charge**

49 David Wells presented a list of people interested in serving on the World Language Study  
50 Committee. Martha Heath added Jennifer Townsend to the list.

51

52 *Andre Roy moved and Nathan Lavallee seconded the motion to name the community*  
53 *members as presented, with the addition of Jennifer Townsend (as a board*  
54 *representative) to the World Language Study Committee. The motion passed 4-0.*

55

56 David Wells will facilitate this committee with Linda Keating.

57

#### 58 **Year-to-Date Budget**

59 Martha Heath asked Grant Geisler to pull out over-expenditures on Special Education and  
60 take out revenues for teacher retirements and the special educators to show where the  
61 budget is to date.

62

#### 63 **Budget Process**

64 The board discussed the district's response to declining enrollment and what the  
65 projected enrollment is. Andre Roy noted that the CCSU assessment has been rising,  
66 prompting possible questions related to declining enrollment. He also pointed out the  
67 community has asked for clarification on which part of the budget is managed by the  
68 school board and which part the board has no control over. Nathan Lavallee suggested  
69 more collaboration with the Select Board is necessary. Martha Heath agreed to meet with  
70 the head of the Select Board.

71

#### 72 **Westford Town Plan – 2009**

73 Mike Dewese presented some comments on the plan. Martha Heath expressed no  
74 problem with a discussion on transportation for high school students. Mike Dewese  
75 concern with the language regarding after-school programs. Martha Heath will request  
76 that child care not be assigned to the school board. The board felt the language related to  
77 the state standards on education should be modified.

78

#### 79 **Consent Agenda**

80 The Consent Agenda consisted of approval of August 3 meeting minutes, warrants, and  
81 recommendations for professional appointments.

82

83 The August 3, 2009 meeting minutes were pulled from the Consent Agenda. Minor edits  
84 were made (related to the spelling of names).

85

86 *Andre Roy moved and Nathan Lavallee seconded the motion to approve the August 3,*  
87 *2009 meeting minutes as amended. The motion passed 4-0.*

88

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

91

92 **Future Agenda Items**

- 93       • Comparison with similar-sized schools (such as Barstow)
- 94       • Budget process
- 95       • Strategies for dealing with declining enrollment
- 96       • Description of the budget process for the November newsletter

97

98 **Executive Session: Contract Issue**

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

100 *Session for the purpose of discussing a contract issue. The motion passed 4-0.*

101

102 The board entered into Executive Session at 7:57 p.m. and exited at 8:02 p.m.

103

104 The board adjourned at 8:03 p.m.

105

106 Minutes respectfully submitted by Jennifer Townsend, Clerk