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Westford School Board Meeting
6:30 p.m., Monday, August 22, 2011
Essex High School Library

Note: the meeting commenced with a carousal meeting of all three boards (U-46, EJ Prudential and Westford Board) to discuss common themes and topics.

The Carousal meeting commenced at 6:30 pm

Discussion ensued regarding the method the U-46 school board uses to evaluate themselves.

The budget calendar was presented that all boards would be using, similar timelines to last year.

The carousal meeting adjourned at 7:30 and the individual boards reconvened for their separate meetings:

The boards recessed and the Westford Board reconvened to hold a regular board meeting.

Westford board members present: Alison Weinhagen, Mark Drapa, Martha Heath and Andre Roy

Administrators present: David Wells and Grant Geisler

Visitors present: David Brisson

Meeting opened with visitors to be heard, no comments for visitor present

Principal's Report

Principal's report was presented and discussed. It was noted that a coach for the girls' soccer team has been hired, a former Alumni: Casey Bazeski. It was also noted that the paving project for the front of the school was completed and it was a much needed improvement over the existing sidewalk.

Internal and External Communications

The communications committee representative, Mark Drapa reported on this committee's work. High points were to inform parents on the use of "power school" and all of its features. The committee wants to continue discussion and make more use of this program.

E-mails to parents for information and updates as they occur for school matters continue to be discussed by the committee.

A back to school message to the staff will be composed by Alison and will go to the staff before school starts.

47

48 **Capital Plan**

49 A budget status report was presented and Westford is in good shape, end of year report
50 good. The capital budget plan was discussed and items that are in need of replacement or
51 repair was discussed in relation to a capital budget plan.

52

53 Some items that are in need of attention/work: elevator lift in the new addition/chip
54 bunker in need of work regarding machinery that moves chips to boiler/of concern is
55 water seepage in bunker itself (this continues to be monitored).

56

57 Septic system to be inspected to insure no issues with present system.

58

59 **Items to be discussed for future meetings:**

60

- Self assessment of School board, what model to use
- Discussion on having a planning day/meeting for a future date

61

62
63 **Consent Agenda**

64 Consent agenda: warrants, minutes of 6/10 & 8/10

65

66 *Consent agenda approved: motion by Martha, 2nd by Andre*

67

68 Approve recommendation for professional appt, approve request for leave, affirm the
69 student-parent handbook, and also approve the FTE/modified contract (note this item was
70 initially pulled for discussion).

71

72 *After discussion and assurance that the additional FTE would be reviewed every year,*
73 *the additional FTE was approved on motion made by Martha, 2nd by Andre.*

74

75 Note: the additional fte would be (.06), the purpose of the increase was to insure that the
76 needs of English Language Learners(ELL) would be met. The additional time would be
77 approximately 2 hrs a week. The ELL is used for students that English is not their primary
78 language.

79

80 The meeting adjourned at 8:41 pm

81

82 Minutes respectfully submitted by Andre Roy, Board Clerk