

**WESTFORD PUBLIC SCHOOLS
SCHOOL COMMITTEE
MEETING AGENDA
September 27, 2021
Location: Millennium's Conference Room B**

Per Westford Board of Health requirement (effective 8/9/2021), all attendees at this meeting must be masked.

Westford residents may remotely participate (including public comment) by registering at the following Zoom link: https://us02web.zoom.us/webinar/register/WN_z3lB7PoBTekgCT0PGB34Fw. This meeting may be viewed on the Westford CAT website (www.westfordcat.org), on their YouTube channel (<https://www.youtube.com/c/WestfordCAT>), or by tuning into Channel 9 (Comcast) or 34 (Verizon) on CATV.

The School Committee welcomes community members to attend meetings and to speak on matters within its purview. To promote equitable opportunities to be heard, speakers will be limited to two minutes in their comments. The overall duration of the public comment period will be predetermined on the meeting agenda but may be extended at the discretion of the Chair.

PUBLIC SESSION

7:00 PM 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

2. RECOGNITIONS - None

7:02 3. INFORMATIONAL UPDATES

- 1. Superintendent Updates C. Chew
- 2. School Committee Updates C. Sanders
- 3. Student Representatives H. Macey & M. Kumar

7:15 4. PUBLIC COMMENT C. Sanders

5. BUSINESS

7:30 1. Consent Agenda Protocol Discussion C. Sanders
Discussion of the Consent Agenda being used to streamline SC meetings.

7:35 2. COVID Update C. Chew

- a. Testing in Schools
- b. COVID Case #'s / DESE COVID Guidance

7:50 3. New Superintendent Induction Program – Matt King, Superintendent Mentor C. Chew

8:10 4. Financial Updates P. Leonhardt

- a. FY21 - Additional EOY Follow Up
 - Distribution of EOY funds by DOE Sub-function
 - Reserve, Grants, and Revolving Funds EOY balances
- b. FY22
 - Budget Transfers – *Vote Required*
July and August 2021 transfers to avoid account line over-expenditures
 - General Fund Monthly Status (as of 8/31)
Monthly status of General Fund
 - Approval of Student Activity Account Maximums, Close of Selected Accounts and Audit designees – *Vote Required*
Annual adoption of max balances for Student Activity Accounts, maintenance of categories within Student Activity Accounts and appointment of auditors for Student Activity Accounts
- c. FY23
 - FY23 Revised Budget Calendar
Revised FY23 Budget Calendar reflecting coordination with the Town of Westford

8:30 5. ESSERIII Survey Results K. Clery

6. PERSONNEL

8:35 1. Human Resource Generalist - Job Description – Vote Required C. Chew

7. **CONSENT AGENDA** – *Vote Required*

8:45

1. **Warrants**

Payroll Warrant #2214sp dated September 30, 2021

Expense Warrant #2214SE dated September 30, 2021

Amended Payroll Warrant #2212sp dated September 16, 2021 in the amount of \$1,225,136.28

2. **Meeting Minutes**

Regular Session Minutes: 8/24/2021 & 9/13/2021

8:50

8. **ADJOURNMENT**