Westford School Committee/Superintendent Operating Protocols for 2026-2027 School Year

For the purpose of promoting effective governance and enhancing teamwork, we, the Superintendent and the members of the Westford School Committee, adopt the following operating protocols:

How We Serve Our Schools

- We represent the needs and interests of all our students in the District, and those needs and interests are primary in the decisions we make. We are committed to creating opportunities to listen to members of the community so that we may better understand the needs of our students, our families, and our staff.
- We will foster an environment of trust, respect, and inclusivity, and we will model this in our interactions with one another, administration, staff, students, town officials, and members of the public.
- The Superintendent is responsible for the day-to-day management of the District and for overseeing personnel issues. The School Committee is responsible for setting policy for the District, approving the budget, and evaluating the Superintendent. We collaborate in setting the vision and goals for the District.

How Our Meetings Work

- We acknowledge that a School Committee meeting is a business meeting held in public—not a public meeting. We will make every effort to ensure that meetings are effective and efficient.
- We will conduct business through a descriptive agenda that appropriately notifies the public in a timely manner of what will be discussed at the meeting. Each meeting's packet will be made available online prior to the meeting and will contain supporting documents for the business before the Committee.
- The School Committee welcomes community members to attend our 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.

How We Communicate

- We recognize the importance of proactive communication, with the intent of avoiding surprises for either the School Committee or the Superintendent. If School Committee members have significant questions or concerns, they agree to contact the Superintendent and School Committee Chair well in advance of a meeting.
- School Committee members will channel requests for information through the Superintendent and School Committee Chair, rather than directly to staff. The Superintendent will ensure that each member has equal access to any response to Committee inquiries.
- Committee members will refer any important questions or concerns received from members of the community to the Superintendent. It is not the role of the School Committee or any of its members to resolve individual issues.
- Members of the public may contact all of the members of the School Committee by sending an email to school-committee@westfordma.gov. Please note that emails to and from the Committee are part of the public record. Whenever possible, the Chair will respond on behalf of the Committee.

By signing below, we recognize the importance of honoring these agreed upon protocols, and we commit to engage in self-reflection and continued improvement, not only in how we operate, but also in how we collaborate and communicate with one another.

Dr. Christopher Chew

Kathryn Clear

Shana Farnsworth

Tom Laflamme

Bill McDonald

Laurie Oliver

Jessica Silverman

Valery Young