WESTFORD
SCHOOL COMMITTEE

School Committee Goals

SY27



Westford Public Schools

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GOAL

Communications

Strengthen communication and community engagement across the district.

Action Items

- Increase presence at community and school events throughout the year
- Begin tracking attendance at community/school events (e.g., clicker count) to establish a baseline
- Conduct a district-wide community survey
- Increase awareness of School Committee meeting dates, topics, and purpose
- Grow subscriptions to Billboard notifications
- Review and support standardize district and school email communications

Success Criteria

- Attendance tracking system in place and baseline data established for community/school events
- Community survey completed and results shared publicly
- Meaningful increase in Billboard subscribers from current baseline of 79
- Meeting dates, topics, and agendas consistently publicized in advance across multiple communication channels
- Standardized email format/template adopted district-wide

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GOAL

Budget Clarity

Improve budget transparency and accessibility, based on family survey feedback identifying accessibility and clarity as consistent weak points.

Action Items

- Develop infographics to explain the budget in plain, visual terms
- Improve visuals on the district budget webpage
- Increase budget-related awareness across social media platforms
- Reorganize budget data by program area (e.g., special education, transportation, athletics) rather than by technical line item, for easier public understanding
- Create an easy-to-read data analysis/summary of the FY28 budget

Success Criteria

- Budget infographics published and available on the district website
- District budget webpage visuals updated and live
- FY28 budget summary/data analysis published in an accessible, plain-language format
- Regular budget-related posts/updates shared on social media throughout the budget cycle

WESTFORD SCHOOL COMMITTEE

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GOAL

Meeting Logistics

Improve the consistency and predictability of School Committee meeting preparation and planning.

Action Items

- Ensure all relevant meeting documents are included in the packet by the Friday before each meeting
- Create a standardized “coming up” agenda preview email for committee members, previewing the next meeting’s agenda and requesting any specific items members want included
- Establish a process for executive session reminders

Success Criteria

- Meeting packets consistently completed and distributed by the Friday before each meeting
- Standardized “coming up” agenda email sent ahead of each meeting
- A consistent process for executive session reminders is in place and followed

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GOAL

District Calendar Process

Review and strengthen the process for developing the district school calendar to ensure it continues to balance the needs of students, staff, and families as effectively as possible.

Action Items

- Review the current policy and process for developing the district calendar
- Compare calendar development practices used by other districts
- Consider the feasibility of developing calendars further in advance (e.g., two years ahead)
- Share any resulting recommendations with the Calendar Committee in advance of next year's calendar development process

Success Criteria

- Policy and process review completed
- Comparison of other districts' calendar development practices completed
- Any recommendations documented and shared with the Calendar Committee ahead of the next calendar cycle

WESTFORD SCHOOL COMMITTEE