

UXBRIDGE SCHOOL COMMITTEE
April 5, 2016
UXBRIDGE HIGH SCHOOL LIBRARY

Received by
Uxbridge
Town Clerk

School Committee Members in Attendance:

	Present	Absent
Melanie King, Chair	X	
Sean Dugan, Vice Chair		X
Debbie Stark, Secretary	X	
Jane Keegan, Member	X	
Charlene Miller, Member	X	
Jen Modica, Member	X	
Michelle Taparowsky, Member	X	

*Ms. Stark arrived at 7:02.

1. Call to Order

Ms. King called the meeting to order at 7:01PM

2. UPS Public Hearing on FY17 Proposed School Department Budget

Ms. King entertained a motion for the Committee to open a public hearing on the FY17 school department budget. Ms. Taparowsky moved the motion. Ms. Modica seconded the motion. The Committee voted in favor of the motion 6-0-0. The motion passed.

No public comments or questions on the budget.

Ms. King entertained a motion to close the public hearing. Ms. Keegan moved the motion, Ms. Taparowsky seconded the motion. *The Committee voted in favor of the motion 6-0-0. The motion passed.*

The public hearing ended at 7:07PM.

3. SC Meeting Date to make final vote on the FY17 School Department Budget (A)

The Committee will vote on the budget on April 26, 2016.

*Ms. Taparauskay made a motion that the School Committee on April 26, 2016 will make a final vote on the FY17 school department budget. Ms. Modica seconded the motion. The Committee voted in favor of the motion 6-0-0. **The motion passed.***

4. FY16 Budget Update

Mr. Sawyer said there are no real concerns at this time. Utilities for February and March have come in much lower than last year. As of March 31, building maintenance has exceeded its annual allotment. The district will watch this carefully until June 30th and delay any maintenance that can be delayed until FY17 begins.

He addressed some of the questions from public comment and said that the winter athletic checks were not given to the business office until late January and early February because they were being submitted by the athletic department only after the team checks were able to be batched together. Unlike Fall sports that have a specified day for fee collection, winter sports don't have a special day which helped contribute to the delay. From this point forward the town treasurer has given the athletic director authorization to deposit the checks himself instead of submitting them to the business office.

5. FY17 Budget Update

Position restructure considerations (A)

Dr. Cavanaugh gave a presentation to explain her rationale for recommending a new Math Coordinator position for the k-5 grade levels. She said that as the district enters year 3 of the Math in Focus professional development schedule she doesn't feel that teachers have reached the capacity that would be expected after the first 2 years. She felt that the district is in a place where we need someone to come in and help with coaching and lesson planning. She said that since 2012 the district's Math trajectory has been flat. She also stated that some teachers have said they are having difficulty with Math in Focus and she believes a Math Coordinator can help address this and many other areas of concern.

The role will help build teacher competency and capacity with Math in Focus and the coordinator will spend regular time in all classrooms to help teachers model how Math in Focus should be used. Dr. Cavanaugh highlighted that the district currently employs 5 Reading Specialists in k-5 and no Math specialists.

Ms. Miller said that allowing the Math Coordinator to hold an administrative capacity that allows the coordinator to evaluate teachers is necessary since administrators are the only people who can require change and accountability.

Mr. Carney said he believed the creation of this position would be both staffing and budget neutral, but could not give exact specifics as to how.

Ms. Stark said that without knowing the potential cost of the position, or the position that it would replace, she could not support the new position.

Ms. Taparausky also believed this position needed the ability to evaluate teachers and Dr. Cavanaugh said that in the job posting it could be made clear that this job would have supervisory and evaluative roles.

Ms. Keegan moved that the School Committee vote to recommend to the Superintendent that a K-5 math coordinator be hired and that the position should be supervisory, and evaluative with results measurable back to the School Committee. Ms. Miller seconded the motion. The Committee voted 5-1-0 in favor of the motion. Ms. Stark voted no. The motion passed.

Capital Investment Fees - new information

Mr. Sawyer informed the Committee that there has been an unbudgeted increase in SIF fees of \$25/quarter that will affect FY17. The impact will be @ \$11,000.

6. Policy Subcommittee Recommendations - (A)

Community Use of Facilities - Policy KF - First Reading

The policy subcommittee moved that the School Committee accept the first reading of Community Use of Facilities, Policy KF. The Committee voted in favor of the motion, as revised, 6-0-0. The motion passed.

Student Admissions - Policy JF - First Reading

The policy subcommittee recommends to the School Committee that they accept the first reading of the revised policy JF. The Committee voted in favor of the motion 6-0-0. The motion passed.

Student Activity Accounts - Policy JFF - First Reading

The policy subcommittee moved that the School Committee accept policy JFF, student activity accounts, in its first reading. The Committee voted in favor of the motion 6-0-0. The motion passed.

School Choice In - Policy JFBB - Vote to continue in 2016-2017

-will be decided at the next meeting

UHS Graduation Requirements - Policy IGD-A - First Reading

-passed over

7. Superintendent's Update

The district has been looking into implementing an electronic payment system.

Mr. Carney said that the SWCEC has decided not to pursue opening satellite classrooms in new towns.

Mr. Carney said discussion needs to begin on a long term solution to address infrastructure problems at McCloskey Middle School. Ms. Taparasky said she strongly recommends that the Superintendent form a subcommittee to address the issue because the process and scope of the project will be significant.

8. Old/New Business

Ms. Taparasky requested an update on the status of the Gallerani field proposal at a future meeting.

Superintendent evaluations are due April 15, 2016.

9. Meeting Minutes - January 19, March 1, March 15, 2016

Ms. Stark made a motion that the Uxbridge School Committee accept the meeting minutes from March 1, 2016 as written. Ms. Keegan seconded the motion. The Committee voted in favor of the motion 5-0-1. Ms. Taparasky abstained. The motion passed.

10. Next School Committee Meeting - April 26, 2016

Reorganization meeting will be June 7, 2016.

11. Public Comment

*taken out of order

Student Dan Page addressed the Committee about the drama club's disappointment in finding out that the money (\$4266) raised during a special performance of *Bye Bye Birdie*, could not be legally donated to UHS adjustment counselor Amanda DeStefano in order to assist her family in purchasing a handicapped accessible van for her daughter. He and other drama club members intend to see if there are ways they can convince the state legislature to allow these funds to go toward their intended purpose.

Trevor Rafferty represented the Student Council and highlighted their recent and upcoming events. These events included a blood drive at the high school, providing babysitting services for children at the special town meeting, and selling shamrocks to raise money for Muscular Dystrophy. Several Council members also recently represented Uxbridge at the state conference in Hyannis. They will hold their elections for the Executive Board soon.

Peter Demers wanted to follow up on questions he asked on March 1 in regards to the late deposit of winter athletic fee checks. Although he had several questions the one he felt was most important was why the money was not deposited in a timely matter. He would like to know why and where the checks were stored. Mr. Carney said some of these answers would be addressed in his Superintendent's update and in the FY16 budget update by Mr. Sawyer.

12. Adjournment

Ms. Taparauskys made a motion to adjourn. Ms. Modica seconded the motion. The Committee voted 6-0-0 in favor of the motion. The motion passed.

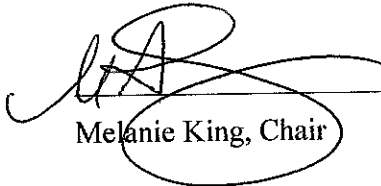
The meeting adjourned at 9:16PM.

Respectfully Submitted,

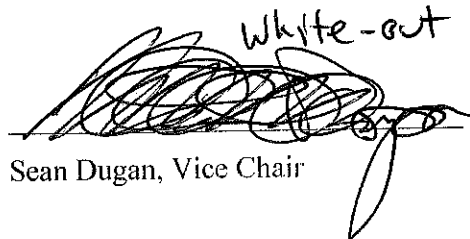


Debbie Stark
Uxbridge School Committee Secretary

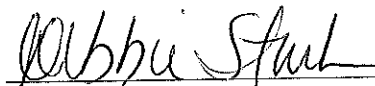
School Committee Members:



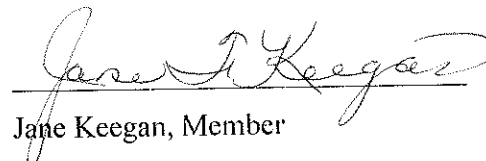
Melanie King, Chair

White-out



Sean Dugan, Vice Chair



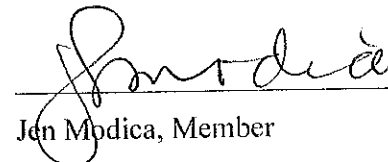
Debbie Stark, Secretary



Jane Keegan, Member



Charlene Miller, Member

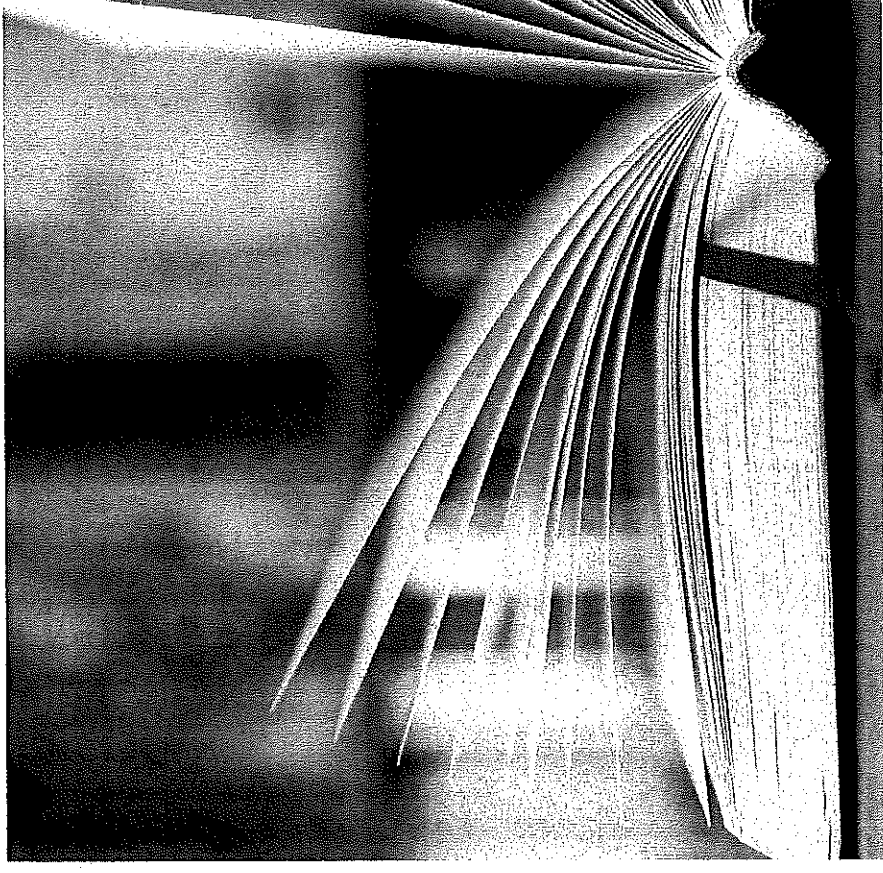


Jen Modica, Member

Michelle Taparauskys, Member

Uxbridge Public Schools

FY17 Budget Hearing
April 5, 2016



**Final FY17 Total School Dept. Budget/Town Manager's
Recommended Budget – February 23, 2016**

Increase from FY16 to FY17

<u>Total School Operational Budget</u>	<u>\$\$ Increase</u>	<u>% Increase</u>
\$19,406,144	\$486,822	2.57%
<u>TM's Recommendation</u>	<u>\$\$ Increase</u>	<u>% Increase</u>
\$19,406,144	\$486,822	2.57%

School Committee Position Reductions/Use of Alternative Funding to Balance FY17 Budget

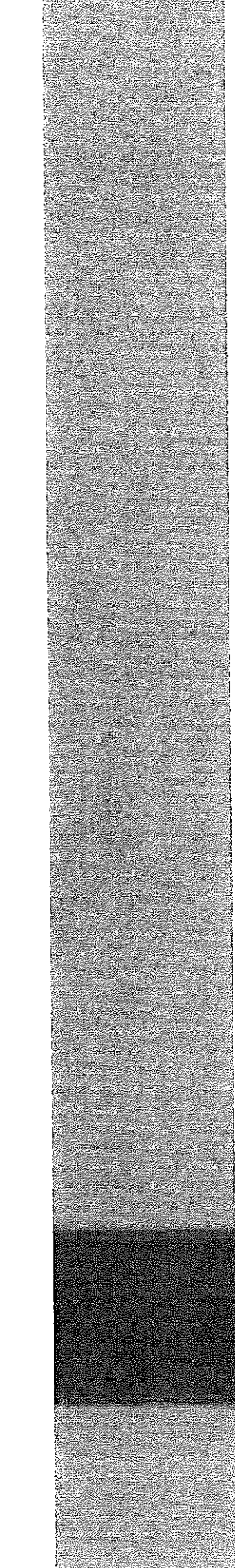
▪ 12.2 Paraprofessionals -	(\$321,056)
▪ 1.0 Speech Pathologist	(\$81,294)
▪ Transportation (fuel) -	(\$24,570)
▪ SPED OOD Vehicle Acquisition	(\$88,000)
▪ PreK Director Position	(\$46,000)
▪ MMS Intramurals (add fees)	(\$9,000)
▪ UHS Water/Sewer	(\$27,000)
▪ K-6 Teaching Position or Reading Specialist	(\$54,608)
▪ Use of Additional Revenue	(\$181,337)
▪ Creating In-District SPED Program	(\$79,916)
Total:	(\$912,781)

Class Size Issues in the district

- **Budget Directive – Limit Classroom Teacher Cuts**
 - **47% of UHS classes have 25 or more students.**
 - **18% of UHS classes have more than 30 students.**
 - **33% of McCloskey Middle School classes have more than 25 students.**
 - **The district has maintained enrollment in Kindergarten through Grade 5 between 18-25 students per classroom. Classroom teacher cuts at these grade levels will increase class size averages.**

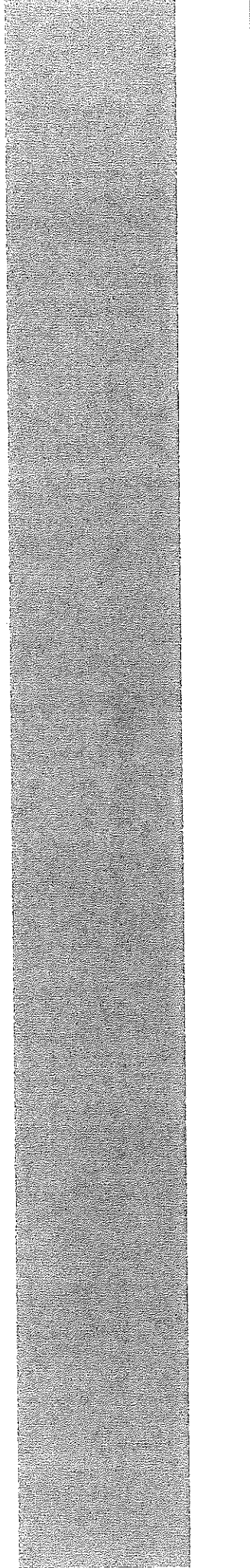
Other Considerations for Restructuring

- With 5 Reading Specialists in K-5 and potential of unfilled positions due to changing circumstances – opportunities will be discussed to convert one to two positions.
- Both positions would still provide direct services, but have teacher coaching responsibilities as well.
- Neither position would add burden to FY17 Budget if filled.
 - 1.0 Mathematics Coordinator
 - 1.0 Literacy Coordinator



PREVIOUSLY DISCUSSED REDUCTION OPTIONS

Considerations after Paraprofessional Position Cuts



TIERED REDUCTION LIST (NON EXISTING STAFF)

TIER 1 - Position/Expense

Impact

~~New Position requests not filled -
\$242,000~~

.6 Pre-School Director - \$46,000

Shared responsibility between Pupil Services Director and PK Team Chair

Bus Transportation - Reduce Fleet/Add Fee - \$208,000 (minimum savings)

Traffic congestion/Loss of ridership

Elementary Stipends - \$13,574

decline in activities/ support services

MS Athletics/Intramurals - \$46,692

Increase of fees/fundraising; loss of sports; decrease in student enrollment

MS Extracurricular Activities - \$8,525

Increase fees/fundraising; loss of activities

HS Interscholastics - \$153,208

Increase of fees/fundraising; loss of sports; decrease in student enrollment

HS Extracurricular Activities - \$20,754

Increase fees/fundraising; loss of activities; decrease in student enrollment

TIERED REDUCTION LIST (CURRENT STAFFING)

TIER 2 - Position/Expense

Impact

- 1.0 Reading Specialist - \$75,666 Limited pull-out reading services
- .5 UHS Secretary - \$23,000 Reduce from 3 to 2.5 secretaries
- 1.0 Gr. 1 Teacher - \$50,963 21.3 students per class
- 1.0 UHS Paraprofessional - \$19,000 Restructure Mosaic Program

Subtotal: \$168,629

TIERED REDUCTION LIST (CURRENT STAFFING)

TIER 3 - Position/Expense

Impact

1.0 Grade 1 Teacher - \$54,593	25.6 students per class
1.0 Reading Specialist - \$60,528	Limited pull-out services
.5 UHS Technology Teacher - \$26,467	Limited Tech. courses/building support
1.0 Reading Specialist - \$71,819	Limited pull-out reading services
Subtotal: \$213,407	

TIERED REDUCTION LIST (CURRENT STAFFING)

TIER 4 - Position/Expense

Impact

- | | | |
|-------------------------------|------------|---------------------------|
| 1.0 Kindergarten Teacher/Para | - \$80,190 | 25 students per class |
| 1.0 UHS Adjust. Counselor | - \$75,050 | Dept. reduces from 4 to 3 |
| 1.0 MMS Math Specialist | - \$73,494 | Limited pull-out services |
| 1.0 Gr. 3 Teacher | - \$68,046 | 25.4 students per class |
| Subtotal: \$296,780 | | |

TIERED REDUCTION LIST (CURRENT STAFFING)

TIER 5 - Position/Expense

Impact

1.0 Gr. 4 Teacher - \$71, 819

27.2 students per class

1.0 Maintenance Worker - \$48, 000

2 workers for 4 buildings; Manager's job becomes less supervisory and more maintenance oriented.

Reduce APs to Deans - \$20,000

Reduction in staff supervision

Curriculum Director - \$100,000

Loss of curriculum and program oversight; loss of instructional coaching for administrators and staff

Subtotal: \$239,819

Proposition 2½ Override – Not Considered for FY17

Source: Town Manager 1/13/16

	FY 2016	FY 2017	FY 2018	FY 2019	FY 2020	Cumulative Totals
Projected budget per Superintendent's budget scenario	20,067,248.00	21,594,971.00	22,394,971.00	23,194,971.00	23,994,971.00	
Budget Increase		1,527,723.00	800,000.00	800,000.00	800,000.00	3,927,723.00
Ded: Projected normal budget increase		<u>233,000.00</u>	<u>235,773.00</u>	<u>238,579.00</u>	<u>241,419.00</u>	<u>948,771.00</u>
Total projected override		1,294,723.00	564,227.00	561,421.00	558,581.00	2,978,952.00
Tax Rate effect		0.87	0.38	0.38	0.37	1.99
New Rate (Exclusive of normal Increases)	17.57	18.44	18.81	19.19	19.56	
Percentage Increase		4.93%	2.05%	2.00%	1.95%	11.35%
FY 2016 Annual tax bill for average home, valued at \$279,255	4,906.42	5,148.51	5,254.01	5,358.99	5,463.43	
Change in average annual tax		242.09	105.50	104.97	104.44	557.01
Monthly cost per thousand		0.07	0.03	0.03	0.03	
Monthly cost for average home		20.17	8.79	8.75	8.70	

FY17 Budget Variance Summary

12/15/15	FY2016 Actual	FY2017 Request	+/- \$	+/- %
FY2016 Budget	\$ 18,919,324	\$ 18,919,324		
Utilities	\$ 107,704	\$ 107,704		
Unit Contracts	\$ 435,115	\$ 435,115		
Technology	\$ 8,000	\$ 8,000		
Special Education	\$ 618,593	\$ 618,593		
New Positions	\$ 250,000	\$ 250,000		
TOTAL GF BUDGET:	\$ 19,338,736	\$ 19,338,736	\$ 1,419,412	7.30%
		\$ 1,147,926		
		\$ 108,309		
TOTAL TRANSPORTATION:	\$ 1,147,926	\$ 1,256,235	\$ 108,309	9.44%
TOTAL SCHOOL BUDGET:	\$ 20,067,250	\$ 21,594,971	\$ 1,527,721	7.61%
TOWN MANAGER RECOMMENDATION:	\$ 20,067,250	\$ 20,300,248	\$ 232,998	1.16%
12/9/2015				
+/- DIFF \$:	\$	\$ (1,294,723)		

SCHOOL COMMITTEE BUDGET (12/15/15):	\$ 21,594,971		
TOWN MANAGER RECOMMENDATION (12/9/15):	\$ 20,300,248		
+/- DIFF \$:	\$ (1,294,723)		
RECOMMENDATIONS:			
		vs. Town Manager	SC Budget Total
Budget Reductions:		+/- DIFF \$:	with Items
Athletics Reduction - Complete Fee Based	\$ -		
Transportation - Fuel @ \$3.00/gallon	\$ (24,570)		
SPED OOD Vehicle Acquisition	\$ (88,000)		
PreK Director Position	\$ (46,000)		
Middle School Intramurals - Fee Based	\$ (9,500)		
UHS Water/Sewer	\$ (27,000)		
	\$ (195,070)	\$ (1,099,653)	\$ 21,399,901
Use of Additional Revenue:			
Gateway to College Revenue (FY16)	\$ (50,000)		
Foreign Exchange Program (\$54K FY15)	\$ -		
PreK Tuition Increase (FY17)	\$ (15,000)		
SPED School Choice-In Reimbursement (FY15)	\$ (116,337)		
	\$ (181,337)	\$ (918,316)	\$ 21,218,564

FY17 Budget Variance Summary

<i>With School Committee Action on 2/2/16:</i>			
SCHOOL COMMITTEE BUDGET (2/2/16):	\$	21,218,564	5.74%
TOWN MANAGER RECOMMENDATION (2/9/16):	\$	20,300,248	1.16%
Diff. DIFF \$:	\$	(918,316)	
		<i>vs. Town Manager</i>	<i>SC Budget Total</i>
<i>Additional Budget Revisions:</i>		<i>Diff \$:</i>	<i>with Items</i>
NECC Membership Reduction	\$	(162,318)	
DW SPED Supplies (NECC Reduction)	\$	1,000	
Add: 1.0 FTE DW SPED (NECC Reduction)	\$	80,000	
Reduction: 1.0 FTE Speech Language Pathologist	\$	(81,294)	
Other Budget Adjustments	\$	(1,402)	
	\$	(164,014)	\$ (754,302) \$ 21,054,550
Increase: Town Manager Recommendation (2/11/16)	\$	261,105	
Increase: Town Manager Recommendation (2/18/16)	\$	76,456	
SCHOOL COMMITTEE BUDGET (2/23/16):	\$	21,054,550	1.92%
TOWN MANAGER RECOMMENDATION (2/18/16):	\$	20,637,809	2.84%
Diff. DIFF \$:	\$	(416,741)	
		<i>vs. Town Manager</i>	<i>SC Budget Total</i>
<i>Additional Reduction Options:</i>		<i>Diff \$:</i>	<i>with Items</i>
	FTE:		
Paraprofessionals Positions	14.000	\$ (321,056)	\$ (105,685) \$ 20,733,494
K-6 Teaching Position / Reading Specialist	1.000	\$ (54,608)	\$ (41,377) \$ 20,878,886
Secretary - UHS	1.000	\$ (41,077)	\$ \$ 20,637,809
Health Insurance Reductions:		Included in Town Manager Recommendation 2/18/16	
<i>Previously Discussed Reduction Options:</i>			
Transportation- Reduce 2 Buses	\$	(108,000)	
Budget Subcommittee Recommendation			

Tiered Reduction List

<u>Position:</u>	<u>FTE:</u>	<u>Reduction \$:</u>	<u>Total All \$:</u>
Reading Specialist	1.000	\$ (75,666)	
Secretary - UHS	0.500	\$ (23,000)	
Grade 1 Teacher	1.000	\$ (50,963)	
<u>Paraprofessional - UHS</u>	<u>1.000</u>	<u>\$ (19,000)</u>	
TOTAL TIER 2	3.500	\$ (168,629)	\$ (168,629)
Grade 1 Teacher	1.000	\$ (54,593)	
Reading Specialist	1.000	\$ (60,528)	
Technology Teacher - UHS	0.500	\$ (26,467)	
<u>Reading Specialist</u>	<u>1.000</u>	<u>\$ (71,819)</u>	
TOTAL TIER 3	3.500	\$ (213,407)	\$ (382,036)
Kindergarten Teacher / Para	2.000	\$ (80,190)	
Adjustment Counselor - UHS	1.000	\$ (75,050)	
Math Specialist - Middle School	1.000	\$ (73,494)	
<u>Grade 3 Teacher</u>	<u>1.000</u>	<u>\$ (68,046)</u>	
TOTAL TIER 4	5.000	\$ (296,780)	\$ (678,816)
Grade 4 Teacher	1.000	\$ (71,819)	
Maintenance Worker - District Wide	1.000	\$ (48,000)	
Reduce Asst. Principals to Deans		\$ (20,000)	
<u>Curriculum Director - District Wide</u>	<u>1.000</u>	<u>\$ (100,000)</u>	
TOTAL TIER 5	3.000	\$ (239,819)	\$ (918,635)
TOTAL:	15.000	\$ (918,635)	

COMMUNITY USE OF FACILITIES

STATEMENT OF POLICY:

The Uxbridge School Committee will allow the use of its facilities as community centers for the integration of the Uxbridge community and for individual and family participation in wholesome, character building activities conducive to good citizenship. Use by organizations outside the Uxbridge community will be considered on an individual basis. Such use shall be scheduled so as not to interfere with the instructional and school related activities of the district. *All requests will be considered on an individual basis and balanced against any potential financial impact to the school district's annual budget that such usage may involve.*

School Affiliated Group Use

School grounds and buildings are maintained for school purposes. School programs have precedence over all others. Facilities may be used upon approval without charge by student organizations, parent-teacher organizations, Uxbridge teacher organizations and other organizations directly affiliated with the schools. Such use shall be approved by the Principal. The Principal, or his/her employee designee, is responsible for the supervision and security of the building and groups during affiliated group use of building or facility.

Non-School Affiliated Group Use

School grounds and buildings may be used by individuals and associations for activities of an educational, recreational, social, civic, philanthropic and like purposes as may be deemed for the interest of the community. The affiliation of any such association with a religious organization shall not disqualify such association from being allowed such a use for such a purpose.

APPROVAL PROCESS

1. Arrangements for the use of the school buildings or facilities must be completed at least ~~five (5)~~ ¹⁰ days before such actual use. Applications are available at the school office.
2. All arrangements for the use of facilities must be personally made by an adult who is an authorized representative of the sponsoring agency and assumes total responsibility. Any approval may be immediately terminated by the school Principal, her/his designee or in her/his absence, the attending policy officials, if in their judgment, such termination is warranted by existing conditions. Additionally, all extended use approvals issued are subject to cancellations on specific dates. (Preference will be given to members of the Uxbridge community.)
3. Applications will be prioritized according to the Uxbridge School Committee use

COMMUNITY USE OF FACILITIES AT UHS

The use of all UHS facilities, indoors and outdoors, primarily serves the activity needs of the students of the Uxbridge School District. This policy is intended to provide direction for the occasional use of these facilities by the community or other outside groups. Activities directly related to the school program or the support of the school program should have first priority in the use of interior areas of the high school, all outside fields and tennis courts. Community use of areas on the UHS campus is welcomed and encouraged during those periods when not being utilized for District or maintenance activities. Fees will be required for use of all spaces. A chart of 'user' fees for facilities at all District schools can be found on the official School Department website.

The following spaces within UHS and outside shall be made available for use, under conditions outlined in the Procedure process: gymnasium, auditorium, cafeteria, library, classrooms, and dance studio; all athletic fields including the synthetic turf field and track and field area. The weight room is not open to the public.

Individuals, representing a group, must follow the Procedure process, found on the official School Department website, to reserve any space at UHS. It shall serve as a contract which shall be signed by all users.

Tennis courts and the exterior (two) lanes of the track, used for walking or jogging only, will be open to the public when not in use with District activities.

A fee to cover custodial and utility costs shall be assessed at the contracted rate as deemed necessary by the District Plant Manager.

Initiated 3/26/13

Fee Structure at UHS (300 Quaker Highway):

Cafeteria (max. 300)	\$85.00
Kitchen	\$75.00
Gymnasium	\$34.00 per hour
Auditorium (max. 400)	\$150.00
(Auditorium) Tech Support (includes AV)	\$25.00/hr. (min. 3 hrs.)
Spotlight	\$25.00
Library	\$25.00
Classroom	\$25.00
Fitness Center (Dance space ONLY)	\$25.00
All Athletic Fields and Tennis Courts	\$150.00/hr. per 3-hr. timeslot (includes maintenance staff)

*A fee to cover custodial and utility costs shall be assessed at \$35/hr. as deemed necessary by the District Buildings and Grounds Manager.

Additions made 3/26/13
Adopted: SC June 4, 2013

UXBRIDGE PUBLIC SCHOOLS
Building Maintenance & Grounds
 Mike Belanger, Plant Manager
 (508) 278-8648 ext. 108

Policy KF

Date of Application: _____

Name of Applicant: _____ Phone: _____

Address of Applicant: _____
 (street) (town) (state) (zip code)

Name of Organization/Club _____

Renting: _____

Describe the event in detail _____

*** SMOKE MACHINES AND/OR FOG MACHINES ARE PROHIBITED ***

Please place a check mark next to the school and area you wish to rent.

School	Area Requested	Rate	
Taft Early <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
Learning Center	Kitchen <input type="checkbox"/>	\$75.00	
16 Granite St.	Gym (max 214) <input type="checkbox"/>	\$34.00	Per Hour
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____
Whitin Elementary <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
120 Granite St.	Kitchen <input type="checkbox"/>	\$75.00	
	Gym (max 386) <input type="checkbox"/>	\$34.00	Per Hour
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____
McCloskey <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
Middle School	Gym (max 575) <input type="checkbox"/>	\$34.00	Per Hour
62 Capron St.	Auditorium (max 600) <input type="checkbox"/>	\$150.00	
	Classroom <input type="checkbox"/>	\$25.00	
	Kitchen <input type="checkbox"/>	\$75.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	Total Due: \$ _____

Custodial and Cafeteria Worker Rates: \$35.00 per hour. Custodial costs will be assessed when a custodian is not on duty.

Cafeteria help is needed when: Dishes, stoves and dishwashers are going to be used.

Please make checks payable to: Uxbridge Public Schools

Mail to Mike Belanger, Uxbridge Public Schools 21 South Main St., Uxbridge, MA 01569

Date of Rental: _____ Purpose: _____

Time Range (i.e., 8:00 a.m. to 11:00 a.m.): _____

Special Equipment Requested: _____

Approved By: _____ Date: _____

Principal

Approved By: _____ Date: _____

Director, Plant Operations

Revised 9/9/2014

4

UXBRIDGE PUBLIC SCHOOLS
Building Maintenance & Grounds
 Mike Belanger, Plant Manager
 (508) 278-8648 ext. 108

Policy KF

Date of Application: _____
 Name of Applicant: _____ Phone: _____

Address of Applicant: _____
 (street) (town) (state) (zip code)

Name of Organization/Club Renting: _____

Describe the event in detail _____

*** SMOKE MACHINES AND/OR FOG MACHINES ARE PROHIBITED ***

Please place a check mark next to the school and area you wish to rent.

School	Area Requested	Rate	
High School <input type="checkbox"/>	Cafeteria (max 300) <input type="checkbox"/>	\$85.00	
300 Quaker Hwy	Kitchen <input type="checkbox"/>	\$75.00	
	Gym <input type="checkbox"/>	\$34.00	Per Hour
	Classroom <input type="checkbox"/>	\$25.00	
	Spotlight <input type="checkbox"/>	\$25.00	
	Library <input type="checkbox"/>	\$25.00	
	Auditorium (max 400) <input type="checkbox"/>	\$150.00	
	(Aud.)Tech Support (incl. AV) <input type="checkbox"/>	\$25.00	Hr. (min. 3 hrs)
	All Athletic Fields & Tennis <input type="checkbox"/>	\$150.00	Hr. per 3-hr timeslot
	Courts (includes Maint. Staff)		
	Fitness Center <input type="checkbox"/>	\$25.00	Dance space ONLY
			Total Due: \$ _____

Custodial and Cafeteria Worker Rates: \$35.00 per hour. Custodial costs will be assessed when a custodian is not on duty.

Cafeteria help is needed when: Dishes, stoves and dishwashers are going to be used.

Please make checks payable to: Uxbridge Public Schools

Mail to Mike Belanger, Uxbridge Public Schools 21 South Main St., Uxbridge, MA 01569

Date of Rental: _____ Purpose: _____

Time Range (i.e., 8:00 a.m. to 11:00 a.m.): _____

Special Equipment Requested: _____

Approved By: _____ Date: _____
 Principal

Approved By: _____ Date: _____
 Director, Plant Operations

Revised 9/9/2014

5

Policy KF Fee Schedule – General

1. Custodian – As per rate established by the *contract*.
2. Police – As per rate established between the local Police Association and the Board of Selectmen.
3. Security Guards – As per rate established by the service provider.
4. Rental Fees – As per attached sheet, will be charged to all groups except as follows:
 - 4.1 Groups supported by public funds or school support groups will be charged only those incidental costs the district may incur in making facilities or equipment available.
5. Rental and Custodial Fees – These fees will be deposited in the District’s “Facilities Use” revolving account.
6. All fees will be paid in advance.
7. Additional fees may be incurred for any equipment lost and/or damaged, and/or any special custodial requirements for clean up after facility rental.
8. *For any event where it is deemed on-site administrative personnel is required the group will be assessed an hourly fee.*

Notes:

1. **All rentals, unless otherwise noted, are based on an eight (8) hour minimum. Facility/equipment rentals will be prorated.**
2. **Heat is provided at standard building settings as established for the Uxbridge Public Schools.**
3. **No rented equipment may be taken outside of the Town of Uxbridge.**
4. **Flat rates for extended building use may be established by the School Business Manager with School Committee approval.**

I/We affirm that I/we have read and reviewed Policy KF, and that I/we understand the contents of this policy. I/We understand that my organization’s participation in this event is voluntary and that participants are free to choose not to participate in said event. By signing this application, I/we affirm that I/we have agreed to all terms of Policy #851 and have decided to allow my organization to use the Uxbridge Public School’s facilities with full knowledge that the Uxbridge Public Schools’ will not be liable to anyone for personal injuries and property damage my participants may suffer during use of Uxbridge Public School’s facilities.

Date: _____

Signed: _____

Applicant

on behalf of Organization

Revised 9/9/2014



APPLICATION
REQUEST FOR BUILDING ACCESS

Please complete the information below for each building request.

Person requesting access: _____
Title/Organization: _____
Mailing Address: _____
Telephone Number: _____

Please complete the information below:

1. Which building are you requesting to be open?

- Taft Early Learning Center
- Whitin Elementary
- McCloskey Middle
- High School

2. Date to Open: _____
Date to Close: _____

3. Day(s) of the week: (circle all that apply)
Sunday Monday Tuesday Wednesday Thursday Friday Saturday

4. Which door(s) do you need open? (circle all that apply)
Front Door Back Door Other – please explain

5. Time Frame ----- Please complete for each day – enter an open time and a closing time.

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Is this Temporary or Permanent Access? _____

Please explain why you need to have access to this building.

Revised 9/9/2014

Requested By:

Applicant Name

Date:

I have authorized access to this building for the particular dates and times requested, based on the information given by the applicant. I have also taken into consideration the school's security alarm system and will be responsible in making sure the building remains secure.

Principal

Date

-----Office
Use Only:

ID Badge Required: _____ *Number of Badge:* _____ *Date Issued:* _____

Information Entered by: _____

Date Entered for Opening: _____ *Date Entered for Closing:* _____

Existing Policy

File: JF

SCHOOL ADMISSIONS

All children of school age who reside in the town will be entitled to attend the public schools, as will certain children who do not reside in the town but who are admitted under School Committee policies relating to nonresident students or by specific action of the School Committee.

Advance registration for prospective kindergarten students will take place in January. Every student seeking admission to school for the first time must present a birth certificate or equivalent proof of age acceptable to the Principal and proof of vaccination and immunizations as required by the state and the School Committee. Proof of residency of legal guardianship may also be required by the school administration.

LEGAL REFS.: M.G.L. 15:1G; 76:1; 76:5; 76:15; 76:15A
603 CMR 26:01; 26:02; 26:03

CROSS REFS.: JLCA, Physical Examination of Students
JLCB, Inoculations of Students
JFBB, School Choice

Superintendent's Recommendation

File: JF

ADMISSION AND RESIDENCY POLICY

The Uxbridge School Committee has adopted the following policy regarding the residency and enrollment of students. This policy has been adopted to ensure that only families who actually reside in the Town of Uxbridge have full access to educational opportunities. Furthermore, the Uxbridge School District requires stringent proof of residency in order to maintain compliance with this policy.

Pursuant to M.G.L. c. 76 §5, all children of school age who actually reside in the Town of Uxbridge are entitled to attend the Uxbridge Public Schools. In addition, children who do not actually reside in the Town of Uxbridge may enroll in the Uxbridge Public Schools, if the School Committee adopts School Choice or another school district tuitions the student into the Uxbridge Public Schools through an agreement between the Superintendent of the Uxbridge Public Schools and the superintendent of the other city or town.

When a student enrolls in the Uxbridge Public Schools, the parent/guardian or the student him/herself must provide documentation, acceptable to the administration, which establishes the residency of the student. The Uxbridge Public Schools may conduct an investigation into the residency of any student, either upon enrollment or thereafter, if any question about the student's residency arises.

In order to attend Uxbridge Public Schools, a student must actually reside in the Town of Uxbridge, unless one of the exceptions below applies. The residence of a minor child is ordinarily presumed to be the legal residence of the child's parent or legal guardian having physical custody of the child. A student's actual residence is considered to be the place where he or she lives permanently. In determining residency, Uxbridge Public Schools retains the right to require verifiable documentation and to investigate where a student actually resides. (Legal Reference: M.G.L. Chapter 76, Section 5). Moreover, staff has been advised to maintain compliance with regard to the district's residency policy, which includes the completion of all required forms. No substitutes will be permitted and registration will not be allowed without the required documents.

The principal at each school will verify the telephone number and home address of all students at least annually. Verification of residency, including updated documentation, will be required when students enter the Uxbridge School District, move from grade 2 to grade 3, move from grade 5 to grade 6, move from grade 8 to grade 9, or move to or re-enter Uxbridge Public Schools from an out-of-district program or vocational/agricultural high school. If there is any change in residency status, the parent(s)/guardian(s) will be required to notify the building principal in the school where their child is enrolled within five (5) business days of the change of address. Uxbridge Public Schools reserves the right to request additional documents and/or to conduct an investigation; therefore, the district may enlist the services of a Residency Officer/Investigator to verify a family's residency. If, in fact, a determination is made that the student does not actually reside in the Town of Uxbridge, the student's enrollment will be terminated immediately (Legal Reference: M.G.L. Chapter 76, Section 5). Immediate termination of enrollment will also apply for students currently enrolled who do not reside in the Town of Uxbridge. A parent, legal guardian, or student who has reached the age of majority (18), may appeal this determination of ineligibility for enrollment to the Superintendent of Schools, whose decision shall be final.

The district reserves the right to request documentation at times other than those specified.

Pursuant to M.G.L. c. 71 §37L, the parent/guardian or the student him/herself are required to bring a copy of the student's complete school record from previous school districts. The student cannot be enrolled until the complete school record is received. The administration will assist the parent/guardian or the student in obtaining a complete school record.

Exceptions

The Residency Requirements shall be waived under the following conditions:

- Students who fall under the McKinney-Vento Homeless Assistance Act. If a family qualifies under this act, a letter validating residency in non-permanent housing may be required as confirmation that the family is living in non-permanent housing.
- Students who are currently and legitimately enrolled in Uxbridge Public Schools who move out on or after February 1st of a given school year, or
- Students who are currently and legitimately enrolled in Uxbridge Public Schools in grade 8 or high school seniors who move out after the end of the first quarter of a given school year. These students may complete the current school year provided they have made the Superintendent of Schools aware of the move in writing within five (5) business days of such move.
- Students whose parents divorce or separate and share physical custody, provided one custodial parent remains a resident of the Town of Uxbridge and the student resides at least 50% of the time with the parent who resides in the Town of Uxbridge. (*Legal documentation must be provided to school office- Custodial Court Documentation)

Verification of Residency

Before any student is enrolled in Uxbridge Public Schools, a number of documents must be provided:

- If the family is currently living with a family member or a friend, a Landlord Affidavit must be completed.
- No child will be denied access to Uxbridge Public Schools because of immigration status.
- All documents used to verify residency will become part of the student's record whereby confidentiality will be protected under The Family Educational Rights to Privacy Act (FERPA).

Potential Waiver When Residency is in Transition

For students whose residency is in transition, the following exceptions to the general policy may apply, with prior written approval from the Superintendent of Schools:

Pending Purchase of Dwelling: The children of families who have signed and accepted Purchase and Sale Agreement to purchase and reside in a dwelling in the Town of Uxbridge may be enrolled up to 30 calendar days in advance of the time actual physical residence occurs. If actual residence occurs later than 30 days after enrollment, students may be asked to leave the Uxbridge Public Schools until actual residence occurs.

Construction of New Dwelling: Children of families who are building a primary residence in the Town of Uxbridge may enroll in the Schools at the beginning of the school year if they have obtained a certificate of occupancy from the Town.

Notification

The residency policy of Uxbridge Public Schools will be published in the district's School Committee Policy Manual, school handbooks, and on the district website. At the time of enrollment, parent(s)/guardian(s) will endorse in writing that they have read and agree to the district policy. If there is any suspicion of residency violations, concerns may be reported by calling the superintendent's office.

A determination of any violation of the residency policy via falsification or misrepresentation of information may result in immediate termination of enrollment as well as the enforcement of certain penalties (e.g., reimbursement for educational costs for the time the student did not actually reside in the Town of Uxbridge).

PROMOTION/GRADUATION REQUIREMENTS-UHS

1. Students must pass the following courses with a grade of sixty (60) or better and the minimum cumulative credits indicated in order to graduate from Uxbridge High School.

AREA	CREDITS	SEQUENCE REQUIREMENTS
English	8 credits	Students must take four years of English as applicable to each grade level.
Mathematics	8 credits	Students must take four years of Mathematics as applicable to each grade level.
Science/Technology	8 credits	All students must pass Biology.
Social Studies	6 credits	All students must pass at least one (1) course in US History.
Foreign Language	2 credits	Students must complete a minimum of 2 credits in Foreign Language.
Physical Education	4 courses	Students are required to take one PE course per year, with exception approved.
Health	1 course	All students must take one (1) Health Course.
Fine, Applied, or Performing Art	1 course	All students must take one (1) Fine Arts elective.

Massachusetts Law requires that all students awarded a diploma must have earned a competency determination and fulfilled local graduation requirements. Competency determination is achieved by receiving a passing score on MCAS exams identified as requirements to receive a diploma. Students who meet local graduation requirements but do not earn a competency determination will receive a "Certificate of Attainment" instead of a diploma. Students who do not achieve a minimum score of 240 on MCAS, will be obliged to complete an Education Proficiency Plan, per state regulation.

2. Credits
 - 2.1 "Structured learning time" shall mean time during which students are engaged in regularly scheduled instruction, learning activities, or learning assessments within the curriculum for study of the core subjects. In addition to classroom time where both teachers and students are present, structured learning time may include directed study,

independent study, technology-assisted learning, presentations by persons other than teachers, school to work programs, and statewide student performance assessments.

Students who do not earn the minimum credits will receive written notice and revised "Four Year Plan" outlining courses needed in order to graduate by Senior year. This communication will accompany their report card sent from the Guidance Department. Due to the change from a semester schedule to a trimester schedule, the number of credits needed to be promoted to the next grade level will vary over the next three years as follows:

	Grade 10 promotion	Grade 11 promotion	Grade 12 promotion	Graduation
Class of 2017	7.5/10 credits (75%)	18/22 credits= (81%)	28/34 credits (82%)	42/48 credits (87%)
Class of 2018	9/12 credits= (75%)	19/24 credits= (79%)	31/38credits (83%)	45/52 credits (86.5%)
Class of 2019	9/12 (75%)	21/26 (80.8%)	34/40 (85%)	48/54 (88.8%)
Class of 2020+	12/14 (85.7%)	24/28 (85.7%)	36/42 (85.7%)	50/56 (89.3%)

2.3 Courses for graduation may be taken at a college/university. Credit will be awarded on the basis of equivalent content as determined by the Principal.

2.4 Students will receive credit for the same subject only once, except with approval through IEP process or by the Principal.

3. Parents of seniors in danger of not graduating due to loss of credit will be notified by registered mail, return receipt requested, at the end of the first trimester. Such notice shall include a request that the parent call for an appointment with the guidance counselor. At this meeting the student's record and procedures for acquiring lost/lacking credits will be reviewed.

4. In accordance with IDEA 2004, any student for whom the Uxbridge Public School System is responsible will be allowed to participate in graduation and/or receive an Uxbridge High diploma upon completion of the requirements in Section 1 and 2 (listed above) or the requirements specified in the Individual Education Plan.

5. Students who fail a subject needed for graduation from Uxbridge High School must make up that course. Make ups may be completed as follows:

- 5.1 Studying the failed subject during the summer immediately following the year in which the course was failed. The grade earned at an approved summer school will be averaged with the numerical grade of the failed class
- 5.2 Studying a previously failed required course at a state or private college or university at which a three (3) credit course would equal a high school course that is taken over two trimesters or a total of four (4) credits.
- 5.3 Physical Education/Health make up credits are awarded on a Pass/Fail basis, if the course is not retaken at Uxbridge High School.
- 5.4 Taking the course over at Uxbridge High School prior to graduation.
- 5.5 Foreign Language
Students failing a Foreign Language course must either successfully repeat the failed course or attend an approved summer school. Upon completion of an approved summer school course the student must pass a departmental exam to continue to the next level of foreign language study.
- 5.6 Independent study of a course at Uxbridge High School not previously taken. The course must contain a minimum of 33 hours of structured learning time as outlined in the student's Independent Study Contract, for each credit.
6. The Graduation Review Committee (GRC) will consist of the Principal, Assistant Principal, School Nurse, Teacher, and the Student's Counselor. The members will serve a one year term. The committee will review, upon request, the **local graduation requirements**. A student will have the opportunity to substantiate that he/she has made every effort to meet these **local** graduation requirements, including efforts to make up courses and earn back lost credit due to absence. Due to his/her unique circumstances, the GRC may develop an alternative program for this student, including waivers of required courses to allow the student to obtain a high school diploma or Certificate of Attainment. The Superintendent will be informed when a **waiver is granted**.
7. Credit for a failed subject is contingent upon following the make-up procedures correctly. The Principal has the authority to approve make-up credits in accordance with this policy.
8. Further Requirements:
 1. Physical Education may be omitted with a valid medical excuse from a physician.

First Reading: August 3, 2010
Second Reading: September 7, 2010
Approved: September 7, 2010
Revised:

STUDENT FUND-RAISING ACTIVITIES

In general, the Committee disapproves of fund-raising in the community by students for school activities. Especially discouraged is the sale of goods produced by companies for profit, such as magazines, candy, and similar items.

Exceptions to this policy will be:

1. Sale of tickets to scheduled athletic events and school dramatic and musical performances.
2. Sale of advertising space in school publications.
3. A fund-raising activity approved by the Superintendent.
4. Proposals to raise funds for charitable purposes or for benefit of the school or community (for example: American Field Service activities, United Nations, or scholarship funds) provided such proposals have been individually approved by the building Principal and Superintendent.

No money collections of any kind may be held in the schools without the specific consent of the Superintendent.

CROSS REFS.: JP, Student Gifts and Solicitations
 KHA, Public Solicitations in the Schools

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be managed in accordance with sound business practices, which include accepted budgetary and accounting practices.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised.
2. Authorizes the Town Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the regulations established by School Committee policy.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established for each school by School Committee policy.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.

For accounts with limits that exceed \$25,000.00, the Massachusetts Department of Education recommends that districts consider an audit conducted by an outside accounting firm every two to three years.

STUDENT ACTIVITY ACCOUNTS

Student funds may be raised to finance the activities of authorized student organizations. Student activity funds are considered a part of the total fiscal operation of the District and are subject to policies established by the School Committee and the Office of the Superintendent. The funds shall be only for the benefit of students and managed in accordance with sound business practices, which include accepted budgetary, accounting, and internal control practices. The Superintendent shall ensure that, annually, all Principals and student organizations receive a copy of this policy as well as a copy of established procedures for control of receipts and expenditures that meet or exceed DESE guidelines.

In compliance with Massachusetts General Law Chapter 71, Section 47, the School Committee:

1. Authorizes the Principals to accept money for recognized student activity organizations, which currently exist, or as from time to time may be revised. All funds received for student activities must be deposited into the Student Activity Agency Account and no funds shall be directly deposited to a Student Activity Checking Account except from the Student Activity Agency Account.
2. Authorizes the Town or District Treasurer to establish and maintain a Student Activity Agency Account(s) which is to be audited as part of the Town's annual audit. The interest that is earned on such accounts shall be maintained in the Agency Account and distributed annually among the Student Activity Checking Accounts as directed by the procedures established by the Superintendent.
3. Authorizes Student Activity Checking Accounts for use by the Principals with specific maximum balances established annually for each school by vote of the School Committee. Payments for expenditures shall be made, whenever possible, by check, debit, or EFT directly from the Student Activity Checking Account. Reimbursements to personal credit card holders shall require the prior authorization of the Superintendent. Signatory authorization for Student Activity Checking Accounts shall be restricted to the Principal and (Superintendent or Treasurer). Student Activity Checking Accounts shall be audited annually in accordance with DESE guidelines.
4. Directs Principals to provide the Treasurer with a bond in an amount agreeable to the Treasurer.
5. Shall annually, prior to the start of each school year, vote to establish or change the maximum balance that may be on deposit in each Student Activity Checking Account.

For accounts with maximum balance limits that exceed \$25,000.00, the School Committee shall consider, in accordance with DESE guidelines, that an audit be conducted by an outside audit firm every three years

Graduating Class Funds

Funds held on behalf of graduating classes are to be held within the Student Activity Checking Account for the High School. Such funds shall be designated by the class' Year of Graduation, such as Class of 1998, etc.

Once a class has graduated from High School, their funds should be removed from the High School Student Activity Checking Account no later than two years from the date of graduation. It is the responsibility of the class officers to arrange for these funds to be removed from the High School Activity Checking Account. When requested, and once all outstanding financial obligations of the graduating class have been met, the remaining balance should be removed from the fund by check transfer payable to the Class of XXXX. Checks payable to individual members of the graduating class are not permitted.

Should the class officers not request to have their funds removed from the Student Activity Checking Account within two years of their graduating, the funds will be forfeited by the class and transferred into the General Sub-fund portion of the Student Activity Agency Account. These funds will then be allocated by a vote of the School Committee.

Class officers should be given a copy of this policy during the course of their senior year to ensure their knowledge of their obligations to perform under this policy.

LEGAL REF.: M.G.L. 71:47

SOURCE: MASC

NOTE: DESE audit guidelines for Student Activity Checking Accounts require an annual audit. In regional districts these accounts may be a part of the annual audit by a third party auditor. In municipal districts the audits may be conducted by a district or municipal employee but not by the Principal, Treasurer, Superintendent, or any authorized signatory on the accounts. Districts with large numbers of schools may rotate the schools through the audit process.