#### **UXBRIDGE SCHOOL COMMITTEE MEETING**

August 2, 2016

#### UXBRIDGE HIGH SCHOOL LIBRARY

School Committee Members in Attendance:

	Present	Absent
Debbie Stark, Chair	X	
D. Brett Pomeroy, Secretary	X	
Charlene Miller, Member	X	
Jen Modica, Member	X	
John Morawski, Member	X	
TBD, Member		

### 1. Meeting called to order at 7:00 pm

**2. Executive Session -** Entered into Executive session at 7:01pm to hear a level 3 grievance. By role call vote, 5-0 (Charlene Miller, John Morawski, Jen Modica, Brett Pomeroy, Debbie Stark. 7:43pm adjourned, and entered back into General Session.

#### 3. Public Comment - None

### 4. Vote to approve Interim Business Manager Appointment (A)

- John Morawski made a motion to approve the hiring of Brian Hyde, Charlene Miller seconded the motion - Vote 5-0 all in favor.

# **5. Vote to Recommend New School Committee Members Appointments (A)** - Debbie Stark explained that those interested could come forward to run, and a joint meeting with the BOS and School Committee will be held Aug. 22nd to vote on two new members.

# 6. 2016 - 2017 Graduation Date Change Consideration (A)

Mr. Martellio spoke and proposed to move the graduation date to a friday night instead of Sunday night. No action taken by the School Committee.

Uxbridge School Committee Meeting Minutes
August 2, 2016

## 7. School Committee Policy Revisions to Align with State Regulations(A)

- Drug-Free Workplace Policy File GBEC
- -Teaching about Alcohol, Tobacco, and Drugs File IHAMB
- Alcohol, Tobacco, and Drug use by students prohibited File JICH
- Administering Medicine to students File JLCD
- Charlene Miller made a motion to accept all four policy revisions, Debbie seconded the motion. All in favor 5-0

#### 8. Electronic payment system for Athletics - City Hall Systems

- Kevin Carney, and Michael Rubin gave an update on the new payment system for sports - this will eliminate orange card day as the information will now be captured electronically - Payment for sports can now be done electronically (check method is still available as well).

#### 9. Old / New Business -

- -Kevin Carney Received a complaint on July 20th of the building rental of the High School (director / Studio) conditions were not satisfactory, too hot).
- -Debbie Stark brought up that at the next meeting we will have two new members, and need a committe reorg.
- -Charlene wants an update on the retake policy at the High School. (topic from the previous meeting June 21st.)

#### 10. Approval of meeting meetings -

01/19/16 - (was not in front of Debbie)

5/17/16, (Debbie made a motion to approve, Charlene seconded - all in favor 3-0

06/7/16, (Debbie made a motion to approve, John seconded, all in favor 5-0

6/21/16, (Debbie made a motion to approve, Jenn seconded, all in favor 4-0

7/25/16 (Jenn made a motion to approve, Brett seconded the motion all in favor 4-0

## 11. Next meeting Sept. 6th.

12. Adjourned at - Debbie made a motion to adjourn, Jenn seconded, all in favor 5-0

#### Respectfully Submitted,

D. Brett Pomeroy

**Uxbridge School Committee Secretary** 

Uxbridge School Committee Meeting Minutes
August 2, 2016

School Committee Members:	
Melanie King, Chair	Debbie Stark, Vice Chair
_	·
D. Brett Pomeroy, Secretary	John Morawski, Member
Charlene Miller, Member	Jen Modica, Member
ГВD, Member	_



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#### Town of Uxbridge

X Meeting **Board or Commission School Committee** Meeting Date August 2, 2016 Place High School Library **Authorized Signature** 

Cancellation
 Cancellation

Time 7:00 p.m.

- Call to Order
- 2 Executive Session

Level 3 Grievance Hearing

- 3 Public Comment
- 4 Vote to Approve Interim Business Manager Appointment (A)
- 5 Vote to Recommend New School Committee Member Appointments (A)
- 6 2016-2017 Graduation Date Change Consideration (A)
- 7 School Committee Policy Revisions to Align with State Regulations First Readings (A)

Drug-Free Workplace Policy - File GBEC

Teaching about Alcohol, Tobacco, and Drugs - File IHAMB

Alcohol, Tobacco, and Drug Use by Students Prohibited - File JICH

Administering Medicine to Students - File JLCD

- 8 Electronic Payment System for Athletics City Half Systems
- **Old/New Business**
- 10 Meeting Minutes (A)

1/19/16, 5/17/16, 6/7/16, 6/21/16, 7/25/16

- 11 Next School Committee Meeting September 6, 2016
- 12 Adjournment
- A = Action Item

#### **Proposal for 2017 Graduation Dates**

# Option 1: Friday June 2<sup>nd</sup>, 6pm

- \*Happens one week from seniors final exams (26th)
- \*No possible conflict with sporting events (state track meet)
- \*While kind of crammed, can accomplish all senior activities in that week (Senior awards, Baccalaureate, senior cookout/yearbook, parade, (3) days of rehearsal)

# **Option 2:** Friday June 9<sup>th</sup>, 6pm

- \*No possible conflict with sporting events
- \*Allows for more breathing room for all senior activities (see above)

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5/26-PreK Conferences-No School for PreK					6/7-6/9- K Screening					Superintendent's Office (508) 278-8648				
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First Reading: 2/2/2016 Second Reading: 2/23/2016 Final and Vote: 03/01/2016 August 26, 2016

Dear School Committee:

Last spring, we discussed a potential transition from "check collecting" to an electronic payment and reporting system. This was first suggested by Principal Rubin after previous experience in another district that improved collection, efficiency, and reporting. From there, Mr. Sawyer was working with Mr. Rubin, Town Treasurer/Collector, Nick Federico, and Town Accountant, Justin Cole.

The municipal leaders would like us to join with them under the current City Hall Systems that they are using for resident bill collection. They prefer that we do not establish another partnership. We see no issue with this, especially if it makes financial tracking easier for the Town and it makes it easier for parents as a one-stop shop.

Below are the steps UHS and MMS will take to communicate the changes and a report from Town Treasurer/Collector, Nick Federico. UHS and MMS will also include online registration as part of this plan. Please let me know if you have any questions or concerns before Tuesday's meeting so that I can gather the information for you.

Sincerely,

Kevin M. Carney Superintendent of Schools

Electronic Payment Procedures for UHS and MMS - August 2016

- 1. UHS and MMS will be sending a *hard copy* letter home informing parents of this decision. On what would have been orange card day, we will have computer labs open at the high school for parents to sign up and be guided through the process if they do not have computers.
- 2. If they do have computers, or their student's iPad, they can log in and start registering.
- 3. We hope to be set up with the computer programming team from FamilyID by July 29. Mr. Rubin be working on setting up the UHS website for access. The district will be working with Mrs. DeMarco to do the same.
- 4. Parents will have the option of paying their user fee on the event previously known as Orange Card Day or any day prior to the first day of practice. Parents can pay online, which UHS/MMS will be encouraging.
- 5. The registration site will have a link directing parents to the online payment site and instructions on paying by hard copy.

#### Report from Nick Federico - Town Treasurer/Collector

#### **Reporting Improvements**

Every day, The Athletic Director will receive multiple emails. The first is the payment report, which has all the previous day payments broken out by sport and the name of the student. The second report will be a settlement report, which will let us know the payments that were settled at the bank and did not bounce.

Mr. Calarese will need to print the payment report and do a turnover for the payments and submit it to the Collector's Office along with the turnovers for the deposits he makes at the bank himself.

Also, at anytime, the Town will be able to run a report for the website directly for any time period and any sport. After the season ends instead of trying to go through the daily reports you can look at the entire fall season as a whole or by sport.

#### **Cost for UPS**

There is no cost for the Uxbridge Public Schools. The Town is already under agreement with City Hall Systems and this program is already in use for resident bill payment.

#### **Cost for Parents**

Fees are 3.2% if parents use a credit card, which for a \$150.00 athletic fee would be \$4.80. If they use an ECheck, it is \$.50. If parents have the charge automatically taken from their bank account, it is free.

These fees are not charged by City Hall Systems. They are charged directly by the credit card companies and the merchant bank charges the ECheck fee. The district/Town will have no control over them.

The other benefits include parents will have an immediate debit and do not have to wait for checks to clear. A more timely reimbursement will occur if students are "cut" after payment.

# LEGAL Alert

TO: ALL SCHOOL COMMITTEE MEMBERS AND SUPERINTENDENTS

FROM: STEPHEN J.FINNEGAN, ESQ.

**DATE: JUNE 15, 2016** 

RE: REMINDER OF NECESSARY POLICY CHANGES CONCERNING THE IMPLEMENTATION OF

THE RECENTLY ENACTED OPIOID BILL

MA General Laws Chapter 71, section 96 states as follows: Each public school shall have a policy, regarding substance use prevention and the education of its students about the dangers of substance abuse. The school shall notify the parents or guardians of all students attending the school of the policy and shall post the policy on the school's website. The policy, and any standards and rules enforcing the policy, shall be prescribed by the school committee in conjunction with the superintendent or the board of trustees of a charter school.

The department of elementary and secondary education, in consultation with the department of public health, shall provide guidance and recommendations to assist schools with developing and implementing effective substance use prevention and abuse education policies and shall make such guidance and recommendations publicly available on the department's website. Guidance and recommendations may include educating parents or guardians on recognizing warning signs of substance, abuse and providing available resources. Guidance and recommendations shall be reviewed and regularly updated to reflect applicable research and best practices.

Each school district and charter school shall file its substance use prevention and abuse education policies with the department of elementary and secondary education in a manner and form prescribed by the department. Added by: St. 2016, c. 52. S. 15, effective March 14, 2016. [Emphasis Added]

On March 16, 2016 all school committee members and superintendents were informed by MASC Legislative Bulletin of the newly enacted Opioid Law, which requires that each public school have a policy regarding substance use pre-vention and the education of its students about the dan-gers of substance abuse. Soon after the Bulletin, districts were provided by MASC with the revised policies. Schools are required to post the policy on the school's website and to notify the parents or guardians of all students attending the school of the policy. The law does not require that the policy be placed in the student handbooks pursuant to Chapter 71, S. 37H; however for secondary students and their parents the handbook procedure does provide the district with a parental signature acknowledging the receipt of the essential parts of the policy. Otherwise parents must receive other means of notification, perhaps email, will be necessary. We need not address matters re-lated to verbal screenings until later, due to its 2017-2018 implementation date. MASC. MASS and Charter Schools are required to provide an update by July 1, 2016 to DESE and others on our ongoing efforts to ensure compliance with the provisions of section 96 as found above. The most relevant policies are IHAMB and JICH, which previously have been sent to you and may be found on the MASC website. These policies should be in place prior to the start of the 2016-2017 school year, and should be posted on the school's website and parents and students should be appropriately notified of the policies.



File: GBEC

#### DRUG-FREE WORKPLACE POLICY

The School District will provide a drug-free workplace and certifies that it will:

- 1. Notify all employees in writing that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance, is prohibited in the District's workplace, and specify the actions that will be taken against employees for violation of such prohibitions.
- 2. Establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace; the District's policy of maintaining a drug-free work-place; and available drug counseling, rehabilitation, and employee assistance programs; and the penalty that may be imposed on employees for drug abuse violations occurring in the workplace.
- 3. Make it a requirement that each employee whose employment is funded by a federal grant be given a copy of the statement as required.
- 4. Notify the employee in the required statement that as a condition of employment under the grant, the employee will abide by the terms of the statement, and will notify the District of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction.
- 5. Notify the federal agency within ten days after receiving notice from an employee or otherwise receiving notice of such conviction.
- 6. Take one of the following actions within 30 days of receiving notice with respect to any employee who is so convicted; take appropriate personnel action against such an employee, up to and including termination; or require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health law enforcement, or other appropriate agency.
- 7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

LEGAL REFS.:

The Drug-Free Workplace Act of 1988

CROSS REFS.:

JICH, Drug and Alcohol Use by Students

File: GBEC

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- 7. Make a good faith effort to continue to maintain a drug-free workplace through implementation of all the provisions of this policy.

SOURCE: MASC March 2016

LEGAL REFS.:

The Drug-Free Workplace Act of 1988

CROSS REFS.:

IHAMB, Teaching about Alcohol, Tobacco and Drugs

JICH, Drug and Alcohol Use by Students

File: IHAMA

#### TEACHING ABOUT DRUGS, ALCOHOL, AND TOBACCO

In accordance with state and federal law, the District shall provide age-appropriate, developmentally based drug and alcohol education and prevention programs in grades K-12.

The drug and alcohol education program shall address the legal, social, and health consequences of drug and alcohol use. It shall include special instruction as to the effects upon the human system; the emotional, psychological and social dangers of such use with emphasis on nonuse by school age children and the illegal aspects of such use. The program also shall include information about effective techniques for resisting peer pressure to use illicit drugs or alcohol.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of each individual to the dangers of drugs, alcohol, and tobacco.

To create an awareness of the total drug problem--prevention, education, treatment, rehabilitation, and law enforcement on the local, state, national and international levels.

To relate the use of drugs and alcohol to physical, mental, social and emotional practices.

To develop the student's ability to make intelligent choices based on facts and to develop the courage to stand by one's own convictions.

To understand the personal, social and economic problems causing the misuse of drugs and alcohol.

To develop an interest in preventing illegal use of drugs in the community.

The curriculum, instructional materials and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

LEGAL REFS.:

M.G.L. 71:1

File: IHAMB

# TEACHING ABOUT ALCOHOL, TOBACCO, AND DRUGS

In accordance with state and federal law, the District shall provide age-appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades K-12.

The alcohol, tobacco, and drug prevention program shall address the legal, social, and health consequences of alcohol, tobacco, and drug use, with emphasis on nonuse by school-age children. The program also shall include information about effective techniques and skill development for delaying and abstaining from using, as well as skills for addressing peer pressure to use alcohol, tobacco, or drugs.

The objectives of this program, as stated below, are rooted in the Committee's belief that prevention requires education, and that the most important aspect of the policies and guidelines of the District should be the education of children and youth on healthy decision-making:

- To prevent, delay, and/or reduce alcohol, tobacco, and drug use among children and youth.
- To increase students' understanding of the legal, social, and health consequences of alcohol, tobacco, and drug use.
- To teach students self-management skills, social skills, negotiation skills, and refusal skills that will help them to make healthy decisions and avoid alcohol, tobacco, and drug use.

The curriculum, instructional materials, and outcomes used in this program shall be recommended by the Superintendent and approved by the School Committee.

This policy shall be posted on the district's website and notice shall be provided to all students and parents in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.:

M.G.L. 71:1;71:96

CROSS REFS:

GBEC, Drug Free Workplace Policy

JICH, Drug and Alcohol Use by Students

File: JICG/JICH

#### ALCOHOL AND TOBACCO USE BY STUDENTS

In view of the fact that the use of alcohol can endanger the health and safety of the user, and recognizing the deleterious effect the use of alcoholic beverages can have on the maintenance of general order and discipline, the School Committee prohibits the use of, serving of, or consumption of any alcoholic beverage on school property or at any school function.

Additionally, any student, regardless of age, who has been drinking alcoholic beverages prior to attendance at, or participation in, a school-sponsored activity, will be barred from that activity and subject to disciplinary action.

Smoking, chewing, or other use of tobacco products by staff, students, and members of the public shall be banned from all District buildings. All forms of tobacco use shall be prohibited on all District property. In addition, tobacco use by students is banned at all school-sponsored events, even though this use does not take place on school grounds.

LEGAL REF .:

M.G.L. 71:37H; 272:40A

CROSS REF .:

IHAMA, Teaching About Drugs, Alcohol, and Tobacco

GBEC, Drug Free Workplace Policy

File: JICH

# ALCOHOL, TOBACCO, AND DRUG USE BY STUDENTS PROHIBITED

A student shall not, regardless of the quantity, use or consume, possess, buy or sell, or give away any beverage containing alcohol; any tobacco product, including vapor/E-cigarettes; marijuana; steroids; or any controlled substance. The School Committee prohibits the use or consumption by students of alcohol, tobacco products, or drugs on school property or at any school function.

Additionally, any student who is under the influence of drugs or alcoholic beverages prior to, or during, attendance at or participation in a school-sponsored activity, will be barred from that activity and may be subject to disciplinary action.

This policy shall be posted on the district's website and notice shall be provided to all students and parents of this policy in accordance with state law. Additionally, the district shall file a copy of this policy with DESE in accordance with law in a manner requested by DESE.

SOURCE: MASC March 2016

LEGAL REFS.:

M.G.L.71:2A; 71:96; 272:40A

CROSS REFS.:

IHAMB, Teaching About Alcohol, Tobacco and Drugs

GBEC, Drug Free Workplace Policy

File: JLCD

#### ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician. When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of Epi-pens.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

- 1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- 2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
- 3. Students with diabetes may possess and administer glucoses monitoring tests and insulin delivery systems.

LEGAL REF.:

M.G.L. 71:54B

Dept. of Public Health Regulations: 105 CMR 210.00

File: JLCD

# ADMINISTERING MEDICINES TO STUDENTS

Medication may not be administered to students while at school unless such medicine is given to them by the school nurse acting under specific written request of the parent or guardian and under the written directive of the student's personal physician (see below for exceptions). When the school nurse is not present, a student who needs medication during the school day may be called to the office at the scheduled hour and reminded by the secretary to take the medicine. This provision only applies when the correct dosage of the medication has been placed in an individual container clearly marked with the student's name, the dosage to be administered, and the time and/or conditions under which the medicine is to be taken. In addition, the student must be able to recognize the medicine that he/she or she is taking. No one but the school nurse, and those others listed in the medical administration plan acting within the above restriction, may give any medication to any student.

#### **Exceptions:**

The school district shall, through the district nurse leader, register with the Dept. of Public Health and train personnel in the use of epinephrine auto-injectors.

The school district may, in conjunction with the School Physician and the School Nurse Leader, stock nasal naloxone (Narcan) and trained medical personnel and first responders may administer nasal naloxone to individuals experiencing a life threatening opiate overdose in a school setting.

If the school district wishes medical personnel to train non-medical staff in the administration of nasal naloxone, the School Committee shall vote to approve such training and the Superintendent shall ensure that medical personnel have a written protocol which complies with medical directives and regulations from the Dept. of Public Health.

Following consultation with the school nurse, students who fall into the following exceptions may self-administer medications:

- 1. Students with asthma or other respiratory diseases may possess and administer prescription inhalers.
- 2. Students with cystic fibrosis may possess and administer prescription enzyme supplements.
- 3. Students with diabetes may possess and administer glucose monitoring tests and insulin delivery systems.

SOURCE: MASC March 2016

LEGAL REF.: M.G.L. <u>71:54B</u>

Dept. of Public Health Regulations: 105 CMR 210.00; 244 CMR 3.00



Kevin Carney <kcarney@uxbridge.k12.ma.us>

# Evidence-based Alcohol, Tobacco, & Drug Prevention Education

Kevin Carney <kcarney@uxbridge.k12.ma.us>
To: Rich Drolet <rdrolet@uxbridge.k12.ma.us>

Fri, Jul 29, 2016 at 12:51 PM

Hi Rich,

When you get back, do me a favor. We will be required by law/policy to provide age appropriate, developmentally appropriate, evidence-based alcohol, tobacco, and drug prevention education programs in grades k-12. See attached for the policy changes MASC has recommended based on new legislation - most specifically File IHAMB.

Do some quick research on the programs (or units) that we are teaching throughout the system and determine if they are considered "evidence-based." It may not be a bad idea to reach out to the other Curriculum Directors and Asst. Supts. to learn what they are using and what they are doing to ensure they are aligned to the new requirements.

Thanks.

Kevin M. Carney Superintendent of Schools Uxbridge Public Schools (508) 278 - 8648, extension 102 Twitter: @Uxbridgesupt

> Policies Needing Revisions.pdf 2275K