

DEC 20 '16 PM 12:15

## UXBRIDGE SCHOOL COMMITTEE MINUTES

November 1st 2016

Received by  
Uxbridge  
Town Clerk

### UXBRIDGE HIGH SCHOOL LIBRARY

School Committee Members in Attendance:

	Present	Absent
Debbie Stark, Chair	X	
John Morawski, Vice Chair	X	
D. Brett Pomeroy, Secretary	X	
Charlene Miller, Member	X	
Jen Modica, Member	X	
Laura McGee, Member	X	
Matthew Keane, Member	X	

#### 1. Call to Order - Debbie Stark at 7:00pm

#### 2. Public Comment-

- Laura McGee - Lydia Taft historical update -
- Proclamation - BOS - declared Oct. 30th "Lydia Taft Day" -
- essay contest was held at the schools
- State. Rep Kevin Kuros & Senator Fattman - Sen. Fatten & Kuros filed resolution to have Oct. 30th recognized as Lydia Taft Day -
- Peter Demers - Questions about the Out of state Student topic - Questions - will leave with Chair. Debbie stark - He then read his questions.
- Tried to access via links - the proof of residency, and the SC Policy are not working -
- Will address at Superintendent update

#### 3 StudentUpdate - James Stark

- Red cross blood drive - Nov. 15th.
- Town loop challenge Nov. 20th.

#### 4 Special Recognition of Retiring Staff -

- Mrs. Plasse is retiring.
- Plaque for 9 years of service.
- participated in hiring her replacement
- Louise Berube Potter is also retiring -

#### 5 Vote to accept UHS Out-of-State Travel -

- Senior Trip - May 19th - 21st 2017 Lake George, NY -
- John Morawski made motion, Jenn Modica seconded. voted 7-0

Uxbridge School Committee Mtg. Minutes  
November 1st, 2016

**-6 Southern Worcester Country Education Collaborative 1st Quarter Report 2016-17**

- Deb stark made motion - John Morawski seconded it - voted all in favor 7-0

**7 Vote to enter into contract negotiations with the UTA -**

- John Morawski made motion to enter into negotiations - Jen Modica seconded it - voted 7-0 in favor.

**8 School Department's Annual Town Report 2015-2016- First Reading**

- Debbie Stark made a motion to approve, John Morawski seconded it voted 7-0 in favor.

**9 Business Manager's Report - Mr. Brian Hyde**

- 2016-2017 Enrollment Report FY17 Budget Update - School choice in is up.
- FY18 Budget Planning Update - Town is switching from KBS system to VADAR - (revolving accounts) - YTD they have not been transferred into VADAR yet.
- Grants - Title I -
- Title IIA
- SPED Federal 94-142 Entitled Project Adjust.
- SPED Program Improvement - Pending
- Food service update -
- Budget planning update - deadline for budgets this Friday Nov. 4th.

**10 Policy Subcommittee Updates -**

**Community Use of Facilities: File KF -2nd Reading**

-Charlene Miller made motion to accept, John Morawski seconded. voted and approved 7-0.

**Admissions and Residency Policy: File JF - 1st Reading -**

-Charlene Miller made a motion to accept as written, John Morawski seconded it, voted in favor 7-0

**-School Choice: File JFBB, JFBB-1 - 1st Reading -**

-Charlene Miller made a motion to accept as written, John Morawski seconded it, voted in favor 7-0

**11 Revised District and Superintendent Goals -**

- Committee discussion on Special education MCAS improvement goals for 2016/2017 and 2017/2018.
- Goal will be revised to have ELA and math scores of failing % improve 20% each year.
- Debbie Stark made a motion that we accept revised goals - John Morawski seconded it, voted 7-0 in favor.

-

**12 Superintendent's Update -**

**13 Old/New Business** - Debbie went to the Taft Halloween party - 675 students and guests attended. It was very well organized.

**14 Meeting Minutes - 10/18/2016** - Debbie Stark made motion to accept minutes, Jen Monica seconded it - voted 6 in favor John Morawski abstained as he was not in attendance at the 10/18 meeting.

**15 Next School Committee Meeting - November 15, 2016**

**16 Adjournment** - Jen made a motion to adjourn, John Morawski seconded it, voted 7-0 in favor.

Debbie Stark adjourned the meeting at 8:40pm

**Respectfully Submitted,**

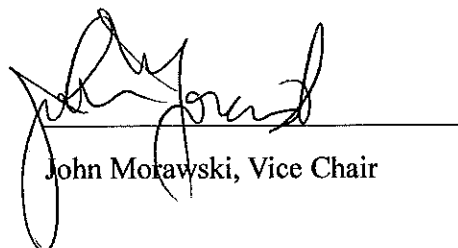
D. Brett Pomeroy

Uxbridge School Committee Secretary

School Committee Members:



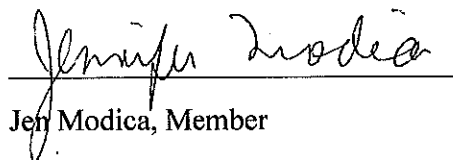
Debbie Stark, Chair



John Morawski, Vice Chair



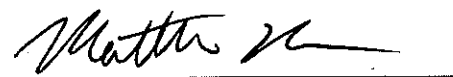
D. Brett Pomeroy, Secretary



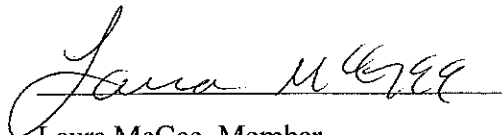
Jen Modica, Member



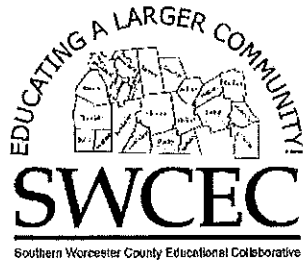
Charlene Miller, Member



Matthew Keane, Member



Laura McGee, Member



## Quarterly Report #1

### July 2016 – September 2016

#### **Overview:**

The Southern Worcester County Educational Collaborative (SWCEC) was established in 1975 as an Educational Collaborative servicing regular and special education students and families from member districts. Currently, SWCEC is comprised of the following member districts: Auburn, Dudley-Charlton, Grafton, Leicester, Millbury, Northbridge, North Brookfield, Oxford, Quaboag Regional, Southbridge, Spencer/East Brookfield, Sutton, Union 61/Tantasqua, Uxbridge and Webster. SWCEC services students ages 3-22 in small, structured therapeutic and academic learning environments, paced to meet the needs of its students on an individualized basis. SWCEC programs offer a strong academic component designed to accommodate the learning needs of our students and to encourage their motivation to achieve. The Grow School is a SWCEC program established in 1978. The Grow School is DESE approved therapeutic day school providing therapeutic and academic services to students with social emotional disabilities. The SWCEC Developmental Programs service students contending with a variety of developmental disabilities ranging from moderate to severe, including mild behavioral needs, moderate to severe developmental, cognitive and physical disabilities and students identified within the Autism Spectrum. Our medically fragile program provides considerable related service intervention partnered with functional life skills academic instruction. Related service providers also support families as part of the student's coordinated care team. The autism program provides high quality services from a master teacher, ABA certified personnel and skilled related service providers. Students are provided individualized instruction and skill building opportunities while learning to generalize social communication skills to more functional settings. SWCEC also provides therapeutic and related services within member district schools, in an effort to meet needs in the least restrictive environment, in hopes of avoiding a special education placement. SWCEC transportation services are available and currently utilized by Dudley Charlton Regional the Grafton Schools.

## **Program Update:**

### ***Grow Elementary School:***

Grow Elementary School staff and students welcomed the new principal, Mrs. Jennifer Desto, with opened arms as the kick off to extended year services started in early July. During the 5 week, summer program (July 11, 2016 – August 12, 2016), Grow Elementary School welcomed one new student and said good-bye to another as he/she transitioned back into his/her sending district.

Staff and students worked very hard over the extended school year program. Staff prepared creative, exciting, hands-on lessons that focused on the New England States and the important facts about each state. Students were able to learn about the state flags, food, birds, etc.

In addition to the academic component during the extended school year, students also continued to receive occupational therapy services (weekly) and social skills training (daily). Students also visited Wallum State Park where they explored the environment by completing a teacher directed scavenger hunt. They were rewarded with some fun, swim time. A trip to Tri-State Speedway offered some students their very first experience in roller skates. Activities building on social skills were incorporated into this very special field trip. In addition to swimming and roller skating, students spent the day at Mercy Tenders Farm in Connecticut. The purpose of this visit was focused on character building. Students were able to interact with the farm animals while learning the importance of many character traits that people possess.

The extended school year services flew by very quickly. With the hot summer days, students were able to cool off in the sprinklers and were rewarded with Suzy Q's ice cream truck on their last day.

During the remaining days of August, the school building underwent some cosmetic changes. The halls were painted, each room was thoroughly cleaned, and the building was sparkling and ready for the students and staff to arrive on August 30, 2016.

The start of the school year provided an exciting, energy filled, active building. The Grow Elementary staff welcomed/welcome back 38 students throughout grades 1-6, as well as one new classroom teacher, Mrs. Katie Byszek. Two new tutors joined the Grow Elementary team: Ms. Katie Durant and Mr. Matthew Pastore. In addition, the school has welcomed two new students – one in grade 1 and the other in grade 6. Sadly, the school had to say good bye to Ms. Alisha Weinberg. Ms. Weinberg decided to take on a new adventure and move to Pennsylvania. While we will miss her, we wish her the very best of luck.

Students have been wrapping up many lessons that focused on a review of previously taught topics and skills. The walls of the school are becoming very colorful with artwork, writing samples, and drawings. Staff and students are also working hard on writing persuasive essays to determine what the school mascot will be. Once all essays

are submitted, a voting ballot will be issued on the top 3 most persuasive essay choices. Here's to a great, new, mascot for Grow Elementary School!

With the cold weather approaching, staff and students are discussing some creative things that Grow Elementary School can incorporate as a team. New referrals have started to file in and staff and students look forward to welcoming new members. Grow Elementary School continues to be a fun, exciting school that provides a safe, nurturing environment that meets the social, emotional, academic, and behavioral needs of each and every student.

### ***Grow Middle/High School and Career Development:***

The Grow Middle/High School and Career Development Programs welcomed their new principal, Anthony Cacace. This summer was filled with project based learning, exploration, science and technology, plant studies, trail building, archery, engineering, healthy food choices/ cooking and preparation, journaling, daily reading exercises and field trips based on weekly topics. The students traveled to Westville Dam where they were provided with an intimate tour of the dam itself. Students were guided through the actual dam, traveling down a set of steps to examine the inner workings of this particular dam. Students also traveled to some of the local parks where they were placed into small rotating groups consisting of hiking, fishing, swimming, plant exploration, healthy lifestyle lessons including exercising, sun protection and dangerous plant identification to name a few. As consistent with the regular school year, the students practiced safe, responsible and respectful behaviors.

The Summer Grow Career Development Program/ Credit Recovery was also a success. Students were hard at work during the SWCEC extended school year program. GCDP students were able to work in the community to beautify the surrounding towns, through landscaping, clean up and planting flowers. The GCDP students maintained our buildings and grounds, students learned carpentry skills, small engine repair, painting, power washing, lawn maintenance and general repair. Thanks to our Janet Malser grant the students were also part of beautifying the surrounding communities.

Students worked hard planting and maintaining our large garden filled with vegetables, fruits and flowers. Students learned about plant identification, water maintenance and conservation. The students also learned about composting and fertilizing benefits while studying the life cycle of plants. Students also took part in graphic design lessons and credit recovery programs throughout the summer months.

As the new school year began, the GCDP students hit the ground running and were eager to return to work. Students are job sampling at the Sturbridge Host Hotel, Nichols College, Putnam Science Academy, and delivering Meals on Wheels, as well as continuing landscaping tasks at the Dudley Court House and the Dudley Department of Public Works. We have also established a new working relationship with the Jacob Edwards Public Library in Southbridge. Finally, students have had the opportunity to

enjoy the “fruits of their labor” by using fresh ingredients from our garden to prepare many culinary dishes.

With the assistance of the Career Specialists, GCDP students have continued to explore post-secondary options. Many have completed updated vocational assessments and have identified possible career paths. In addition, students were given the opportunity to attend a presentation from Roger Williams University to discuss the programs offered and the application process. Many more college/training program visits have been scheduled.

During the remaining days of summer, new administrators were welcomed by the central office and many hours of planning and philosophy alignment took place. Grow staff were eager to return during the waning days of summer, assisting in scheduling, planning and classroom set up. The new administration was warmly welcomed.

As the first days of the 2016-2017 school year kicked off, staff were excited and ready to receive the students. A school wide initiative of Literacy across the curriculum was in the early stages of implementation. The first steps of this process included buy in from staff, with a thorough presentation from our newly hired reading specialist, Kathleen Russell. This presentation was well presented and set the tone for our new initiative. For students, a sustained silent reading period was built in to the schedule, 30 minutes of assigned reading homework a night and daily journaling was implemented with high success. Next steps include, adopting the close reading strategies followed by annotation, when ready. Scheduling philosophy was also adjusted, the four core academic classes are held first thing in the A.M. when students are most likely to succeed. Afternoon classes consist of social skills building, play therapy, group counseling and elective classes geared to meet student weaknesses and or needs around the core academic areas.

We have adjusted our behavioral tracking system to represent daily behavior as well as period behavior with percent averages for each. This allows staff, parents and stakeholders to really narrow down problem areas as well as successes.

Two student support centers were created to provide students and staff with an additional area to provide small group instruction (break out rooms). The student support centers also add an additional step for students struggling behaviorally in the classroom, instead of going straight to the refocusing room, where they will have the opportunity to demonstrate success in a less restrictive academic environment, staffed by a certified educator or behavior specialist, depending on the need. This addition has proven successful so far as our SWISS data indicates.

The implementation of planbook.com has also been introduced and trainings have been provided. The staff and new administration have worked together to align a planning format that supports our reading initiative and good teaching practices. Plans will be submitted and administrative feedback will be provided weekly.

Our PBIS system is in full swing in the middle school with a touch of restorative justice practices. In the High School we begin to fade out PBIS in the upper grade levels and rely on a token economy with full restorative justice practices being implemented in an attempt to prepare our students for real world situations and shape highly productive members of our communities while preparing them for college, military or the workforce.

Morale is high and motivation from staff and students is evident throughout the building. We are off to a great start.

### ***Developmental Programs:***

SWCEC Developmental program services student's ages 3-22 years old, in self-contained classrooms located within our member public schools. These students have a variety of developmental disabilities ranging from moderate to severe, including mild behavioral needs, moderate to severe developmental, cognitive and physical disabilities and students identified within the Autism Spectrum disabilities. We had an excellent start to our school year. All students settled in quickly to resume the classroom routine. We welcomed a new student to our class from Southbridge. We have studied about Thomas Edison, a new museum built in Washington D.C, and Hurricane Season. A couple students had the opportunity to go shopping at Park 'N Shop to purchase groceries for the classroom and cooking groups. We are looking forward to taking a field trip in October to go pumpkin picking and feed the animals. We will end the day with an ice cream treat! We've had a great start to the New Year. We have settled into our routine nicely. We studied about National M&M day, Hurricanes and many other current event topics utilizing an inter-disciplinary approach with various Math, English Literature, History and Science activities. We added a Group Music this year which everyone enjoys as it is a great environment to practice our social emotional skills. Adaptive Physical education has also been a highlight, being able to get outside a bit to enjoy the last of this beautiful weather. Open House was held on September 27th where the parents were able to come in and meet with Teachers and Therapists. Students have also been busy with various daily jobs in the classroom and throughout Bartlett, including but not limited to laundry washing and drying of Bartlett High School Football uniforms, mail pickup, and delivery, dusting, sweeping and returning lunch trays. We are again welcomed by the Bartlett community and have even been able to visit Bartlett's inclusion classroom.

### ***SWCEC Life Skills and Work Experience Programs:***

SWCEC Life Skills and Work Experience Programs service students ages 14-22 in need of transitional educational and vocational services to support their transition from academic services to adult services. The transition services and the planning for those services are required under the Individuals with Disabilities Education Act (IDEA). Under IDEA 2004, the Collaborative will develop a transition plan starting at the age of 14 for all students as they prepare for adult services. Transition planning is important and it is our goal to make this transition as seamless as possible for all students.



**SWCEC Therapeutic and Contract Services:**

SWCEC provides therapeutic and contracted services to our member districts to support them in the provision of related services to their students as required under their Individualized Education Plan (IEP). These services for the 1<sup>st</sup> Quarter include Adaptive Physical Education, Occupational Therapy, Physical Therapy, Speech and Language Therapy, Vision Services, Orientation and Mobility Services, Deaf Services and Job Coach/Vocational Programming Services. Consultation Services in these areas assist member districts in meeting student needs within the more inclusive setting, in hopes of building capacity within member districts and avoiding an out placement. The number of students serviced by the SWCEC within our member schools is approximately 300 students, and is fluid as the individual student IEPs change. SWCEC also adds services as requested by its member districts when approved of The Board of Directors.

<b>District Serviced</b>	<b>Therapeutic and Contracted Service Provided</b>
Dudley Charlton Regional School District	Physical Therapy Vision Services Speech Therapy
Grafton Public Schools	Orientation & Mobility
Leicester Public Schools	Orientation & Mobility Vision Services Music Therapy
Northbridge Public Schools	Vison Services
North Brookfield Public Schools	Assistive Technology
Oxford Public Schools	Music Therapy
Quaboag Regional School District	Music Therapy
Southbridge Public Schools	Orientation & Mobility Assistive Technology
Tantasqua Regional School District	Orientation & Mobility Music Therapy
Spencer East Brookfield Public Schools	Assistive Technology Orientation & Mobility Speech Therapy Music Therapy
Webster Public Schools	Vision Services
Uxbridge Public Schools	Vision Services
Brooklyn Public Schools	Vision Services Music Therapy Assistive Technology

**Transportation:**

The Southern Worcester County Educational Collaborative transportation department started the FY 2016 with a strong team of drivers ready for the new school year.

Transportation provided services to 32 students attending extended school year programs through their school districts in July and August. Students attended SWCEC, district operated programs and other area summer programs. Summer field trip transportation provided to SWCEC programs included outings such as, Wallum Lake, Westville Dam, Tri State Speedway, and a farm experience in Connecticut.

The start of the 2016-2017 school year SWCEC started with eight drivers and single monitor transporting 60 students to SWCEC programs and schools in the Dudley Charlton Regional School District. Within the first few weeks, four additional students started receiving transportation through SWCEC Transportation. One student was removed from the transportation roster on the first day of school.

SWCEC provides transportation services to the Dudley Charlton and Grafton school districts.

**Enrollment:**

<b><i>Program</i></b>	<b><i>Extended School Year</i></b>	<b><i>Fall Budgeted</i></b>	<b><i>Fall Actual</i></b>
<b><i>Grow Elementary</i></b>	21	40.75	35
<b><i>GES RISE Academy</i></b>	0	0	3
<b><i>Grow M/HS</i></b>	13	53.75	49
<b><i>GM/HS RISE Acad.</i></b>	0	3	2
<b><i>Grow Career Devel.</i></b>	14	5	8
<b><i>Devel. Medical</i></b>	12	11.5	12
<b><i>Devel. Autism</i></b>	7	6	7
<b><i>Devel. WEP</i></b>	2	2	1
<b><i>Total Enrollment</i></b>	69	122	117

## Financials:

SWCEC continues on the road to recovery with regard to financial health. Through the diligence of our Business Administrator, we have streamlined our procurement and accounting processes and have improved our efficiencies and cost effectiveness.

### ASSETS

Current Assets	
Checking/Savings	354,987.96
Accounts Receivable	997,236.48
Other Current Assets	192,326.63
Total Current Assets	1,544,551.07
Fixed Assets	103,176.97
Other Assets	16,172.00
TOTAL ASSETS	1,663,900.04

### LIABILITIES & EQUITY

Liabilities	
Current Liabilities	783,840.94
Long Term Liabilities	3,036,442.57
Total Liabilities	3,820,283.51
Equity	
32000 · Net Position	-2,210,348.92
34000 · Committed Fund Balance-OPEB	50,000.00
Net Income	3,965.45
Total Equity	-2,156,383.47
TOTAL LIABILITIES & EQUITY	1,663,900.04

### Ordinary Quarter 1 Income/Expense

Income	1,392,141.75
Gross Profit	1,392,141.75
Expense	
60000 · Administration	215,735.46
62000 · Instruction	832,848.23
63000 · Student Activities	2,347.65
64000 · Maintenance	25,105.90
65000 · Fixed Charges	97,122.79
66000 · Supplementary	215,016.27
Total Expense	1,388,176.30
Net Ordinary Income	3,965.45
Other Income/Expense	
Other Expense	
Credit Memo Transfers	0.00
Total Other Expense	0.00
Net Other Income	0.00
Net Income	3,965.45

**UXBRIDGE PUBLIC SCHOOLS**

As of 10/26/2016	FY2017		FY2017		FY2017		FY2017		FY2017			
	Original Budget	Transfers	Revised Budget	YTD Expenditures	Encumbrances	Balance	Original Budget	Transfers	Revised Budget	YTD Expenditures	Encumbrances	Balance
Summary Salaries	\$ 700,731	\$ -	\$ 700,731	\$ 169,453	\$ 4,010	\$ 527,268						
District Administration Salaries	\$ 2,259,674	\$ (600)	\$ 2,259,074	\$ 270,010	\$ -	\$ 1,989,664						
Taft ELC Salaries	\$ 2,664,781	\$ (600)	\$ 2,664,181	\$ 301,263	\$ -	\$ 2,363,518						
Whitn Elementary Salaries	\$ 2,507,076	\$ (600)	\$ 2,506,476	\$ 314,040	\$ -	\$ 2,193,036						
McCloskey Middle School Salaries	\$ 3,022,164	\$ (600)	\$ 3,021,564	\$ 378,419	\$ -	\$ 2,643,745						
High School Salaries	\$ 150,100	\$ -	\$ 150,100	\$ 38,250	\$ -	\$ 111,850						
Curriculum Salaries	\$ 142,182	\$ -	\$ 142,182	\$ 42,436	\$ -	\$ 99,746						
Technology Salaries	\$ 3,613,388	\$ -	\$ 3,613,388	\$ 492,512	\$ -	\$ 3,120,875						
Special Education Salaries	\$ 154,328	\$ -	\$ 154,328	\$ 2,390	\$ -	\$ 151,938						
Athletic Salaries	\$ 15,214,423	\$ (2,400)	\$ 15,212,023	\$ 2,008,772	\$ 4,010	\$ 13,201,641						
<b>Total Salaries</b>												
<b>As of 10/26/2016</b>												
Summary Expenses	\$ 32,851	\$ -	\$ 32,851	\$ 7,279	\$ 2,661	\$ 22,911						
School Committee	\$ 77,000	\$ -	\$ 77,000	\$ 23,841	\$ 19,475	\$ 33,684						
Central Office	\$ 467,125	\$ -	\$ 467,125	\$ 185,605	\$ 61,053	\$ 220,467						
District Wide Administration Expenses	\$ 210,356	\$ -	\$ 210,356	\$ 43,830	\$ 122,451	\$ 44,075						
Taft ELC Expenses	\$ 191,329	\$ -	\$ 191,329	\$ 38,763	\$ 139,035	\$ 13,530						
Whitn Elementary School Expenses	\$ 266,317	\$ -	\$ 266,317	\$ 46,962	\$ 206,112	\$ 13,244						
McCloskey Middle School Expenses	\$ 352,231	\$ -	\$ 352,231	\$ 73,491	\$ 91,471	\$ 187,269						
High School Expenses	\$ 36,818	\$ -	\$ 36,818	\$ 14,946	\$ 18,930	\$ 2,942						
Curriculum and Instruction	\$ 258,714	\$ 2,400.00	\$ 261,114	\$ 146,395	\$ 58,442	\$ 53,877						
Technology Expenses	\$ 353,633	\$ -	\$ 353,633	\$ 104,557	\$ 23,722	\$ 225,353						
Special Education Expenses	\$ 1,903,766	\$ -	\$ 1,903,766	\$ 315,641	\$ -	\$ 1,588,125						
Out of District Tuitions	\$ 1,231,665	\$ -	\$ 1,231,665	\$ 275,381	\$ 836,205	\$ 120,079						
Transportation Expenses	\$ 34,764	\$ -	\$ 34,764	\$ 26,507	\$ 3,550	\$ 4,707						
Athletic Expenses	\$ 6,780	\$ -	\$ 6,780	\$ 4,670	\$ 81	\$ 2,029						
Health	\$ 5,423,349	\$ 2,400.00	\$ 5,425,749	\$ 1,307,868	\$ 1,583,188	\$ 2,532,293						
<b>Total Expenses</b>												
<b>TOTAL</b>	\$ 20,637,772	\$ -	\$ 20,637,772	\$ 3,316,640	\$ 1,587,198	\$ 15,733,934						

**UXBRIDGE PUBLIC SCHOOLS**

Revolving Account Balances	FY17		FY17 10/26/2016	(+/-)	Comments
	9/27/2016	10/26/2016			
McCloskey Donations	\$ 8,300	\$ 8,300.33	\$ -		NO CHANGE
School Choice	\$ 773,987	\$ 849,793.85	\$ 75,807.31		REVENUE/EXPENSES
ERATE	\$ 167,585	\$ 169,650.58	\$ 2,065.58		REVENUE
Daycare Tuitions	\$ 168,355	\$ 194,276.57	\$ 25,921.24		REVENUE/EXPENSES
Preschool Tuitions	\$ 76,149	\$ 95,869.65	\$ 19,721.00		REVENUE
HS Summer School Tuitions	\$ 4,813	\$ 1,402.84	\$ (3,410.43)		REVENUE/EXPENSES
HS Summer Basketball Camp	\$ 5,552	\$ 1,551.50	\$ (4,000.00)		REVENUE/EXPENSES
HS Football Camp	\$ 3,291	\$ (845.43)	\$ (4,136.54)		REVENUE/EXPENSES
HS Field Hockey Camp	\$ 5,370	\$ 4,908.34	\$ (462.00)		REVENUE/EXPENSES
Community Schools Tuition	\$ 6,511	\$ 6,576.36	\$ 65.00		REVENUE/EXPENSES
Continuing Education	\$ 1,955.00	\$ 1,955.00	\$ -		NO CHANGE
International Exchange	\$ 52,250.00	\$ 52,250.00	\$ -		NO CHANGE
Lost Book	\$ 13,592.77	\$ 13,592.77	\$ -		NO CHANGE
Industrial Arts	\$ 2,004.78	\$ 2,004.78	\$ -		NO CHANGE
Athletic Revolving	\$ 23,599.85	\$ 63,597.70	\$ 39,997.85		REVENUE/EXPENSES
Kindergarten	\$ 849.00	\$ 849.00	\$ -		NO CHANGE
DW Donations	\$ 9,437.37	\$ 14,757.37	\$ 5,320.00		REVENUE
School Playground	\$ 23,246.65	\$ 23,246.65	\$ -		NO CHANGE
ELC Donations	\$ 4,333.27	\$ 4,333.27	\$ -		NO CHANGE
HS Donations	\$ 12,751.24	\$ 12,751.24	\$ -		NO CHANGE
Whitin Donations	\$ 17,680.80	\$ 15,608.78	\$ (2,072.02)		EXPENSES
<b>Total</b>	<b>\$ 1,381,614.16</b>	<b>\$ 1,536,431.15</b>	<b>\$ 154,816.99</b>		

**UXBRIDGE PUBLIC SCHOOLS**

Grant	DESE #	VADAR #	End Date	Amount Awarded	Total Revenue Received	Total Expenditures
Title I	305		Fed 8/31	\$185,877	\$185,877	\$47,612
Title IIA	140		Fed 8/31	\$48,271	\$48,271	\$2,118
SPED Federal 94-142 Entitlement Project Adjust	240		Fed 8/31	\$ 502,339	\$502,339	\$78,648
SPED Program Improvement	274		Fed 8/31	pending		
<b>Total DESE Federal Grants</b>				<b>\$736,487</b>	<b>\$736,487</b>	<b>\$128,378</b>
Academic Support	632		State 6/30	not out yet		
<b>Total DESE State Grants</b>						
<b>Total DESE Grants</b>				<b>\$736,487</b>	<b>\$736,487</b>	<b>\$128,378</b>
SPED Early Childhood Special Ed Allocation	262	ECC	Fed 8/31	\$17,810		\$0
<b>Total</b>				<b>\$17,810</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Grants</b>				<b>\$754,297</b>	<b>\$736,487</b>	<b>\$128,378</b>
Circuit Breaker Reimbursement FY16				\$ 614,233	\$614,233	
Medicaid Reimbursements Received by Town						
	2015	\$	123,571			
	2014	\$	149,226			
	2013	\$	208,476			
	2012	\$	195,159			
	2011	\$	186,353			

**UXBRIDGE PUBLIC SCHOOLS**  
**FOOD SERVICE DEPARTMENT MONTHLY REVIEW**  
*Stephanie Barstow, Food Service Director*

**PERFORMANCE:**

October 1, 2016

**ENROLLMENT**

School	# Students
Taft	460
Whitin	409
Mccloskey	422
UHS	479
<b>Total</b>	<b>1770</b>

**FREE & REDUCED STUDENTS**

School	Free	Reduced
Taft	134	18
Whitin	114	11
McCloskey	123	14
UHS	121	13
<b>Sub Total</b>	<b>492</b>	<b>56</b>

<b>Total Free &amp; Reduced:</b>	<b>548</b>
<b>% of Enrollment:</b>	<b>30.96%</b>

**TOTAL MEALS SERVED DURING SEPTEMBER 2016**

School	Breakfast	Lunch	% Breakfast	% Lunch
Taft	251	3157	2.60%	32.68%
Whitin	292	4341	3.40%	50.54%
McCloskey	243	3793	2.74%	42.80%
UHS	504	4935	5.01%	49.06%
<b>Totals</b>	<b>786</b>	<b>11291</b>	<b>3.09%</b>	<b>43.44%</b>

Days 21  
Served

**FINANCIAL OVERVIEW:**

**REVENUE**

Lunch Sales & Paypams	\$46,328.44
US/ MA Reimbursement	\$916.51
Other Revenue	\$2,147.00

<b>Total Revenue</b>	<b>\$49,391.95</b>	<b>\$49,391.95</b>
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**EXPENSES**

**FOOD AND SUPPLIES**

Food Expenses	\$15,466.54
Paper / Chemicals	\$1,299.24
Other Expenses (uniform, account refund, etc.)	\$426.73

<b>Total Food &amp; Supplies</b>	<b>\$17,192.51</b>
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**PAYROLL**

Employee Wages	\$34,396.62
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<b>Total Payroll Expenses</b>	<b>\$34,396.62</b>
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<b>Total Expenses</b>	<b>\$51,589.13</b>
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<b>TOTAL PROFIT / LOSS CURRENT PERIOD</b>	<b>-\$2,197.18</b>
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<b>TOTAL PROFIT / LOSS OF CURRENT YEAR</b>	<b>\$29,604.00</b>
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**NOTES:**

1. Food Service Site Managers attended the School Nutrition Association Annual Conference in Worcester.
2. Taft ELC has started the Smarter Lunchroom Project in conjunction with JSI and DESE.
3. UPS Food Service will be catering the BVCC breakfast and luncheon for over 300 area educators on November 8th.

**UXBRIDGE PUBLIC SCHOOLS**

As of 10/26/2016	FY2017		FY2017		FY2017		FY2017		FY2017	
	Original Budget	Transfers	Revised Budget	YTD Expenditures	Encumbrances	Balance	Original Budget	Transfers	Revised Budget	YTD Expenditures
<b>Summary Salaries</b>										
District Administration Salaries	\$ 700,731	\$ -	\$ 700,731	\$ 169,453	\$ 4,010	\$ 527,268				
Taft ELC Salaries	\$ 2,259,674	\$ (600)	\$ 2,259,074	\$ 270,010	\$ -	\$ 1,989,664				
Whitin Elementary Salaries	\$ 2,664,781	\$ (600)	\$ 2,664,181	\$ 301,263	\$ -	\$ 2,363,518				
McCloskey Middle School Salaries	\$ 2,507,076	\$ (600)	\$ 2,506,476	\$ 314,040	\$ -	\$ 2,193,036				
High School Salaries	\$ 3,022,164	\$ (600)	\$ 3,021,564	\$ 378,419	\$ -	\$ 2,643,745				
Curriculum Salaries	\$ 150,100	\$ -	\$ 150,100	\$ 38,250	\$ -	\$ 111,850				
Technology Salaries	\$ 142,182	\$ -	\$ 142,182	\$ 42,436	\$ -	\$ 99,746				
Special Education Salaries	\$ 3,613,388	\$ -	\$ 3,613,388	\$ 492,512	\$ -	\$ 3,120,875				
Athletic Salaries	\$ 154,328	\$ -	\$ 154,328	\$ 2,390	\$ -	\$ 151,938				
<b>Total Salaries</b>	<b>\$ 15,214,423</b>	<b>\$ (2,400)</b>	<b>\$ 15,212,023</b>	<b>\$ 2,008,772</b>	<b>\$ 4,010</b>	<b>\$ 13,201,641</b>				
<b>As of 10/26/2016</b>										
<b>Summary Expenses</b>										
School Committee	\$ 32,851	\$ -	\$ 32,851	\$ 7,279	\$ 2,661	\$ 22,911				
Central Office	\$ 77,000	\$ -	\$ 77,000	\$ 23,841	\$ 19,475	\$ 33,684				
District Wide Administration Expenses	\$ 467,125	\$ -	\$ 467,125	\$ 185,605	\$ 61,053	\$ 220,467				
Taft ELC Expenses	\$ 210,356	\$ -	\$ 210,356	\$ 43,830	\$ 122,451	\$ 44,075				
Whitin Elementary School Expenses	\$ 191,329	\$ -	\$ 191,329	\$ 38,763	\$ 139,035	\$ 13,530				
McCloskey Middle School Expenses	\$ 266,317	\$ -	\$ 266,317	\$ 46,962	\$ 206,112	\$ 13,244				
High School Expenses	\$ 352,231	\$ -	\$ 352,231	\$ 73,491	\$ 91,471	\$ 187,269				
Curriculum and Instruction	\$ 36,818	\$ -	\$ 36,818	\$ 14,946	\$ 18,930	\$ 2,942				
Technology Expenses	\$ 258,714	\$ 2,400.00	\$ 261,114	\$ 146,395	\$ 58,442	\$ 53,877				
Special Education Expenses	\$ 353,633	\$ -	\$ 353,633	\$ 104,557	\$ 23,722	\$ 225,353				
Out of District Tuitions	\$ 1,903,766	\$ -	\$ 1,903,766	\$ 315,641	\$ -	\$ 1,588,125				
Transportation Expenses	\$ 1,231,665	\$ -	\$ 1,231,665	\$ 275,381	\$ 836,205	\$ 120,079				
Athletic Expenses	\$ 34,764	\$ -	\$ 34,764	\$ 26,504	\$ 3,550	\$ 4,707				
Health	\$ 6,780	\$ -	\$ 6,780	\$ 4,670	\$ 81	\$ 2,029				
<b>Total Expenses</b>	<b>\$ 5,423,349</b>	<b>\$ 2,400.00</b>	<b>\$ 5,425,749</b>	<b>\$ 1,307,868</b>	<b>\$ 1,583,188</b>	<b>\$ 2,532,293</b>				
<b>TOTAL</b>	<b>\$ 20,637,772</b>	<b>\$ -</b>	<b>\$ 20,637,772</b>	<b>\$ 3,316,640</b>	<b>\$ 1,587,198</b>	<b>\$ 15,733,934</b>				



**UXBRIDGE PUBLIC SCHOOLS**

Revolving Account Balances	FY17		FY17 10/26/2016	(+/-)	Comments
	9/27/2016	10/26/2016			
McCloskey Donations	\$ 8,300	\$ 8,300.33	\$	-	NO CHANGE
School Choice	\$ 773,987	\$ 849,793.85	\$	\$ 75,807.31	REVENUE/EXPENSES
ERATE	\$ 167,585	\$ 169,650.58	\$	\$ 2,065.58	REVENUE
Daycare Tuitions	\$ 168,355	\$ 194,276.57	\$	\$ 25,921.24	REVENUE/EXPENSES
Preschool Tuitions	\$ 76,149	\$ 95,869.65	\$	\$ 19,721.00	REVENUE
HS Summer School Tuitions	\$ 4,813	\$ 1,402.84	\$	\$ (3,410.43)	REVENUE/EXPENSES
HS Summer Basketball Camp	\$ 5,552	\$ 1,551.50	\$	\$ (4,000.00)	REVENUE/EXPENSES
HS Football Camp	\$ 3,291	\$ (845.43)	\$	\$ (4,136.54)	REVENUE/EXPENSES
HS Field Hockey Camp	\$ 5,370	\$ 4,908.34	\$	\$ (462.00)	REVENUE/EXPENSES
Community Schools Tuition	\$ 6,511	\$ 6,576.36	\$	\$ 65.00	REVENUE/EXPENSES
Continuing Education	\$ 1,955.00	\$ 1,955.00	\$	-	NO CHANGE
International Exchange	\$ 52,250.00	\$ 52,250.00	\$	-	NO CHANGE
Lost Book	\$ 13,592.77	\$ 13,592.77	\$	-	NO CHANGE
Industrial Arts	\$ 2,004.78	\$ 2,004.78	\$	-	NO CHANGE
Athletic Revolving	\$ 23,599.85	\$ 63,597.70	\$	\$ 39,997.85	REVENUE/EXPENSES
Kindergarten	\$ 849.00	\$ 849.00	\$	-	NO CHANGE
DW Donations	\$ 9,437.37	\$ 14,757.37	\$	\$ 5,320.00	REVENUE
School Playground	\$ 23,246.65	\$ 23,246.65	\$	-	NO CHANGE
ELC Donations	\$ 4,333.27	\$ 4,333.27	\$	-	NO CHANGE
HS Donations	\$ 12,751.24	\$ 12,751.24	\$	-	NO CHANGE
Whitin Donations	\$ 17,680.80	\$ 15,608.78	\$	\$ (2,072.02)	EXPENSES
<b>Total</b>	<b>\$ 1,381,614.16</b>	<b>\$ 1,536,431.15</b>	<b>\$</b>	<b>\$ 154,816.99</b>	

**UXBRIDGE PUBLIC SCHOOLS**

Grant	DESE #	VADAR #	End Date	Amount Awarded	Total Revenue Received	Total Expenditures
Title I	305		Fed 8/31	\$185,877	\$185,877	\$47,612
Title IIA	140		Fed 8/31	\$48,271	\$48,271	\$2,118
SPED Federal 94-142 Entitlement Project Adjust	240		Fed 8/31	\$502,339	\$502,339	\$78,648
SPED Program Improvement	274		Fed 8/31	pending		
<b>Total DESE Federal Grants</b>				<b>\$736,487</b>	<b>\$736,487</b>	<b>\$128,378</b>
Academic Support	632		State 6/30	not out yet		
<b>Total DESE State Grants</b>						
<b>Total DESE Grants</b>				<b>\$736,487</b>	<b>\$736,487</b>	<b>\$128,378</b>
SPED Early Childhood Special Ed Allocation	262 ECC		Fed 8/31	\$17,810		
<b>Total</b>				<b>\$17,810</b>	<b>\$0</b>	<b>\$0</b>
<b>Total Grants</b>				<b>\$754,297</b>	<b>\$736,487</b>	<b>\$128,378</b>
Circuit Breaker Reimbursement FY16				\$614,233	\$614,233	
Medicaid Reimbursements Received by Town						
	2015	\$	123,571			
	2014	\$	149,226			
	2013	\$	208,476			
	2012	\$	195,159			
	2011	\$	186,353			

**UXBRIDGE PUBLIC SCHOOLS**  
**FOOD SERVICE DEPARTMENT MONTHLY REVIEW**

*Stephanie Barstow, Food Service Director*

**PERFORMANCE:**

October 1, 2016

**ENROLLMENT**

School	# Students
Taft	460
Whitin	409
Mccloskey	422
UHS	479
<b>Total</b>	<b>1770</b>

**FREE & REDUCED STUDENTS**

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<b>% of Enrollment:</b>	<b>30.96%</b>

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<b>Totals</b>	<b>786</b>	<b>11291</b>	<b>3.09%</b>	<b>43.44%</b>

Days 21  
Served

**FINANCIAL OVERVIEW:**

**REVENUE**

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Other Revenue	\$2,147.00

<b>Total Revenue</b>	<b>\$49,391.95</b>	<b>\$49,391.95</b>
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**EXPENSES**

**FOOD AND SUPPLIES**

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Paper / Chemicals	\$1,299.24
Other Expenses (uniform, account refund, etc.)	\$426.73

<b>Total Food &amp; Supplies</b>	<b>\$17,192.51</b>
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**PAYROLL**

Employee Wages	\$34,396.62
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<b>Total Payroll Expenses</b>	<b>\$34,396.62</b>
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<b>Total Expenses</b>	<b>\$51,589.13</b>
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<b>TOTAL PROFIT / LOSS CURRENT PERIOD</b>	<b>-\$2,197.18</b>
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<b>TOTAL PROFIT / LOSS OF CURRENT YEAR</b>	<b>\$29,604.00</b>
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**NOTES:**

1. Food Service Site Managers attended the School Nutrition Association Annual Conference in Worcester.
2. Taft ELC has started the Smarter Lunchroom Project in conjunction with JSI and DESE.
3. UPS Food Service will be catering the BVCC breakfast and luncheon for over 300 area educators on November 8th.

## 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 thirty (30) calendar 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 guide. Priority will be given to traditional seasonal activities.
4. If school is cancelled for inclement weather or any other unforeseeable reason, all evening activities for the school facilities will also be cancelled.
5. Where appropriate, all groups or organizations utilizing any fields or facilities under the control of the school district shall submit proof of insurance as part of the required application paperwork.
6. Decisions regarding facility use are made by the School Business Manager and District Plant Manager in conjunction with the Building Principal. Approval process is as follows:
  - Individual or group requesting use of facilities will contact the Plant Manager for facility availability.
  - If the space is available, the Plant Manager will direct the renter to the Business Manager for completion of the payment process.
7. The school department reserves the right to cancel the use of fields, gymnasiums, or other facilities when deemed appropriate.

### School Use Guide

The Uxbridge School Committee in attempting to make the school buildings available to the maximum number of persons/organizations in the community will consider applications for use in the following order whenever feasible and practical:

- A. Uxbridge school students (K-12)
- B. Uxbridge Support Group (UTA, Booster Club)
- C. Uxbridge Youth Groups
- D. Uxbridge Adult Recreation
- E. Civic Non-Profit Organizations
- F. Other Groups

The Uxbridge School Committee through its representatives will be the final determining agent regarding any scheduling conflicts.

### SCHOOL USE RESTRICTIONS

- A. School Week Evening Hours activities during the school year (Monday-Saturday) will be restricted to 10:00 p.m.
- B. Sunday usage will only be approved for time extended after 10:00 p.m. with special approval by the Superintendent of Schools.

SOURCE: Uxbridge

Revised First Reading: 4/5/2016  
Revised Second Reading: 4/26/2016  
Voted & Adopted: 4/26/2016  
Revised First Reading: 10/18/2016  
Revised Second Reading: 11/1/2016

### **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 Business Manager.\**

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**Fee Structure at UHS (300 Quaker Highway):**

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium	\$34.00 per hour
Auditorium (max. 400)	\$150.00 per hour
(Auditorium) Tech Support (includes AV)	\$25.00/hr.(min.3 hrs.)
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour
Fitness Center (Dance space ONLY)	\$25.00 per hour
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

Voted & Adopted: 6/4/2013

Revised First Reading: 4/5/2016

Revised Second Reading & Voted & Adopted: 4/26/2016

Revised First Reading: 10/18/2016

Revised Second Reading: 11/1/2016

**Fee Structure at McCloskey Middle School (62 Capron Street):**

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium (max. 575)	\$34.00 per hour
Auditorium (max. 600)	\$150.00 per hour
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

**Fee Structure at Whitin Elementary School (120 Granite Street):**

Cafeteria (max. 300)	\$85.00 per hour
Kitchen	\$75.00 per hour
Gymnasium (max. 386)	\$34.00 per hour
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

**Fee Structure at Taft Early Learning Center (16 Granite Street):**

Cafeteria (max. 300)	\$85.00 per hour
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Kitchen	\$75.00 per hour
Gymnasium (max. 214)	\$34.00 per hour
Spotlight	\$25.00 per hour
Library	\$25.00 per hour
Classroom	\$25.00 per hour

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

Revised First Reading: 10/18/2016  
Revised Second Reading: 11/1/2016

**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 Uxbridge 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. **Heat is provided at standard building settings as established for the Uxbridge Public Schools.**
2. **No rented equipment may be taken outside of the Town of Uxbridge.**
3. **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 KF 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

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on behalf of Organization

**Revised 9/9/2014**

## COMMUNITY USE OF FACILITIES

### STATEMENT OF POLICY:

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### 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 ~~ten (10) business~~ days before such actual use. Applications are available at the school office. *30 calendar days*
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 guide. Priority will be given to traditional seasonal activities.
4. If school is cancelled for inclement weather or any other unforeseeable reason, all evening activities for the school facilities will also be cancelled.
5. Where appropriate, all groups or organizations utilizing any fields or facilities under the control of the school district shall submit proof of insurance as part of the required application paperwork. *Approval process*
6. Decisions regarding facility use are made by the School Business Manager and District Plant Manager in conjunction with the Building Principal. *Approval process is as follows:*
7. The school department reserves the right to cancel the use of fields, gymnasiums, or other facilities when deemed appropriate.

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### SCHOOL USE RESTRICTIONS

- A. School Week Evening Hours activities during the school year (Monday-Saturday) will be restricted to 10:00 p.m.
- B. Sunday usage will only be approved for time extended after 10:00 p.m. with special approval by the Superintendent of Schools.

SOURCE: Uxbridge

Revised First Reading: 4/5/2016  
 Revised Second Reading: 4/26/2016  
 Voted & Adopted: 4/26/2016

## COMMUNITY USE OF FACILITIES AT UHS

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*strike*  
~~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. Add language for check in, check out.~~

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.

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Classroom	\$25.00 per hour
Fitness Center (Dance space ONLY)	\$25.00 per hour
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  
Voted & Adopted: 6/4/2013  
Revised First Reading: 4/5/2016  
Revised Second Reading: 4/26/2016  
Voted & Adopted: 4/26/2016





**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 Uxbridge 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. Heat is provided at standard building settings as established for the Uxbridge Public Schools.
2. No rented equipment may be taken outside of the Town of Uxbridge.
3. 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 KF 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**

## 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. *within the state of Massachusetts.*

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).

Revised First Reading: 4/5/2016  
Revised Second Reading: 4/26/2016  
Voted & Adopted: 4/26/2016

## SCHOOL CHOICE

It is the policy of this School District to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12) and under the following local conditions:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, if consideration is being given to withdraw from the provisions of the choice law, a public meeting will be held to review this decision. *per agenda*
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

Revised Policy: School Committee Meeting on January 8, 2013

## SCHOOL CHOICE

It is the policy of this School District **not** to admit non-resident students under the terms and conditions of the Interdistrict School Choice Law (M.G.L. 76:12). This decision must be reaffirmed annually prior to June 1<sup>st</sup> by a vote of the School Committee following a public hearing. In the event the Uxbridge School Committee votes to participate, the following local conditions would apply:

1. That by May 1 of every school year, the administration will determine the number of spaces in each school available to choice students.
2. That by June 1 of every school year, a public hearing will be held to review participation in the school choice program. *ref 6 school*
3. That resident students be given priority placement in any classes or programs within the District.
4. That the selection of non-resident students for admission be in the form of a random drawing when the number of requests exceeds the number of available spaces. There will be two drawings for this purpose. The first will take place during the last week of the current school year but no later than July 1st. The second will be conducted during the week immediately preceding the opening of the next school year and will be based on the possibility of unexpected additional openings.
5. Any student who is accepted for admission under the provisions of this policy is entitled to remain in the District until graduation from high school except if there is a lack of funding of the program.
6. The School Committee affirms its position that it shall not discriminate in the admission of any child on the basis of race, color, religion, national origin, sex, gender identity, age, sexual orientation, ancestry, athletic performance, physical handicap, special need, academic performance or proficiency in the English language.

LEGAL REFS.: M.G.L. 71:6; 71:6A; 76:6; 76:12; 76:12B  
BESE Regulations 603 CMR 26.00

Revised Policy: School Committee Meeting on January 29, 2013