

# UXBRIDGE SCHOOL COMMITTEE MINUTES

December 6th, 2016

## UXBRIDGE HIGH SCHOOL LIBRARY

School Committee Members in Attendance:

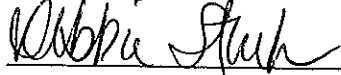
	Present	Absent
Debbie Stark, Chair	X	
John Morawski, Vice Chair	X	
D. Brett Pomeroy, Secretary		X
Charlene Miller, Member	X	
Jen Modica, Member	X	
Laura McGee, Member	X	
Matt Keane, Member	X	

1. Call To Order 7:00 p.m.
2. Executive Session: Chair moved to enter into Executive Session at 7:02 with normal meeting business to resume after. By roll call vote all members voted in the affirmative.
3. Meeting resumed at 7:13
4. The Committee was updated on Student activities.
5. Public Comment: None
6. Business Managers Report: The Committee was updated on the following items:
  - a. progress of the 2017 School Budget,
  - b. the School Department Audit has been scheduled for January,
  - c. update on the cracking of High school tennis courts and cost of repairs,
  - d. revolving account statuses
  - e. cost of Athletic programs
  - f. FY18 Budget Planning update
  - g. 2017 Budget Transfer request: Moved by John Morawski 2<sup>nd</sup> by Jen Modica to authorize the transfer of \$2,612.35 from District Psychological Evaluations to District Parent Liaison Services \$1,535.84, District Special Ed Equipment \$196.00, District Special Ed Educational Supplies \$730.51 and District Special Ed Training and PD \$150.00. All members voted in the affirmative with the exception of Brett Pomeroy who was absent.

Uxbridge School Committee Meeting  
Minutes  
December 6, 2016

7. 2017 The committee was presented with budget considerations from the school principals.
8. A presentation was made on the Director of Pupil Services Entry Plan.
9. The Committee held second readings of: Admission and Residency Policy JF and School Choice JFBB and JFBB-1.
  - a. Moved by Charlene Miller 2<sup>nd</sup> by John Morawski to approve Policy JF as written: All present members voted in the affirmative.
  - b. Moved by Charlene Miller 2<sup>nd</sup> by John Morawski to approve Policy JFBB and JFBB-1 as written: All members present voted in the affirmative.
10. The Superintendent updated the Committee on the updated way in which public records requests will be handles. The committee was also updated on the water testing being performed in the district school buildings.
11. No Old/New Business
12. Minutes
  - a. Debbie Stark moved to accept the minutes of 1/1/16 2<sup>nd</sup> by John Morawski: all present members voted in the affirmative.
  - b. Debbie Start moved to accept the minutes of 11/15/16 2<sup>nd</sup> by John Morawski: all present members voted in the affirmative with Jenn Modica and Matt Keane abstaining.
13. John Morawski moved to adjourn 2<sup>nd</sup> by Debbie Stark: all members voted in the affirmative.

School Committee Members:

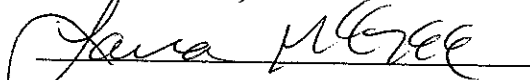


Debbie Stark, Chair

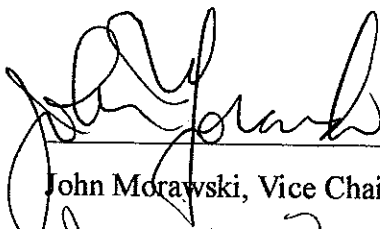
D. Brett Pomeroy, Secretary



Charlene Miller, Member

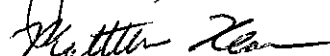


Laura McGee, Member



John Morawski, Vice Chair

Jen Modica, Member



Matt Keane, Member

To: Uxbridge School Committee  
From: Brian A. Hyde, Interim Business Manager  
Date: December 6, 2016  
Re: District Financial Operations Review

Dear School Committee,

I am pleased to inform you that we have scheduled a MASBO Financial Operations review of the Uxbridge Public Schools for Wednesday, January 4th and Thursday, January 5th, 2017. The Review will be completed by Joel Lovering, David King and John Crafton. All three are regarded as the "best of the best" by Massachusetts Association of School Business Administrators and come highly recommended by Powers and Sullivan, LLC. John Manzi, MASBO's former Technology Liaison from the Springfield Public Schools will join the team to focus on our IT.

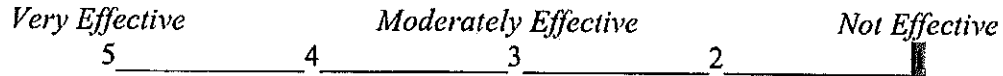
The recommendation for Uxbridge is to review current business office practices for the purpose of determining their alignment with the statutory requirements of the Commonwealth that pertain to these procedures;

1. To assess the effectiveness of the district's processes associated with budget planning and development, financial reporting, payroll and accounts payable, and cash management and determine whether the current central office staffing level is appropriate;
2. To review the current procedure pertaining to the management of student activity accounts;
3. To acknowledge strengths, identify weaknesses, and recommend improvements to the critical financial systems of the school district;
4. Review current service contracts including Copiers, Transportation, and Janitorial and provide recommended improvements.
5. To review the IT capacity, infrastructure and organization in order to determine if it is adequate to support effective administration, operations and instruction;
6. To review the current state of data systems and integration in order to determine whether changes are needed in order to increase efficiency and reduce error.
7. Review Food Service staffing, accounting and recommend improvements.

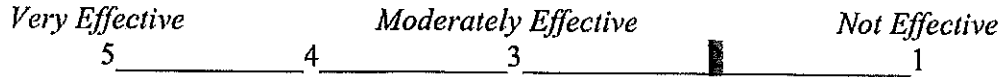
The next step in the process is for me to finalize a contract. In this regard, I'll just need the bulleted items above (1-7) that will represent the scope of the review approved by you.

I believe that this process will provide the *greatest bang for our buck* and help Uxbridge Public Schools reach its capacity in its financial operations. Best,

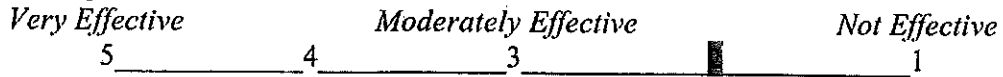
7. The district analyzes the cost effectiveness of expenditures to improve student performance on an ongoing basis.



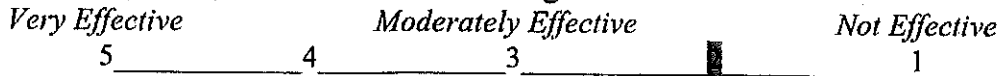
8. The approved budget document is made available to all stakeholders:



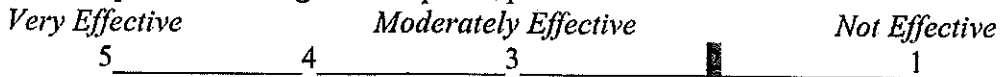
9. The budget building process includes the coordination of budget goals and priorities with strategic planning goals, district improvement short and long-term-goals, and school improvement plans.



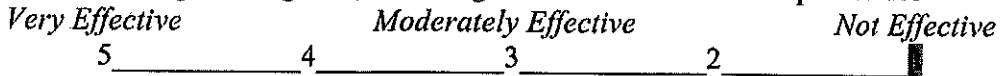
10. The process is in place to budget appropriate resources to serve the needs of students with diverse academic, social, economic and racial backgrounds.



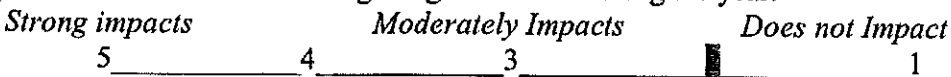
11. Ongoing programs and new initiatives are evaluated for their programmatic and cost effectiveness as part of the budget development process.



12. The budget document includes information on revenues and expenditures in the athletic and food service revolving funds, grants, and fee-generated revenues and expenditures

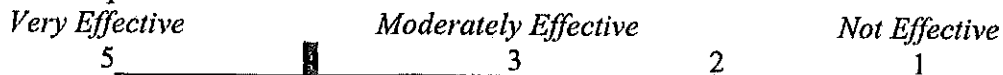


13. Student performance information impacts budgetary decision-making during budget development as well as when making budget transfers during the year.

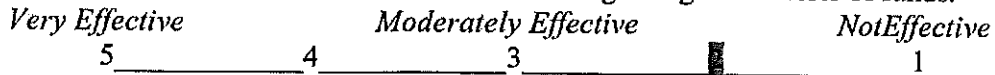


**B... Financial Processes, Reporting and Management**

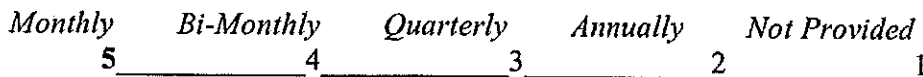
1. The school district budget accurately reflects the allocations reported on Schedule 19 of the End of Year Report.



2. Clear procedures have been established and followed regarding the transfer of funds.



3. The business office provides the school committee and the public with regular financial reports.



14. Grants processing and management functions. . .  
*Are articulated, clear and consistently followed* *Are unclear and inconsistently applied*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_  \_\_\_\_\_ 1
15. Revolving account financial statements are prepared and reviewed.  
*Annually* *Bi-Annually* *More than 2 years between reports*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_
16. Student performance information is used to assist in the formulation of financial decisions.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_
17. The school business official licensure status.  
*Professional License* *Not Licensed*  
*Or provisional license*  
 5 \_\_\_\_\_  \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1
18. Spending is monitored utilizing control procedures and a reliable forecast instrument.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_  \_\_\_\_\_ 2 \_\_\_\_\_ 1

**C. Purchasing Processes and Procedures (Complete the attached flow chart)**

1. The process used for purchasing meets the needs of the schools and school district.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_  \_\_\_\_\_ 2 \_\_\_\_\_ 1
2. The school business official is very familiar with the Massachusetts Public Procurement Law.  
*The business official is MCPPO certified* *Somewhat familiar* *Is not familiar*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_  \_\_\_\_\_ 2 \_\_\_\_\_ 1
3. The district adheres to the provisions of the Public Procurement Law.  
*Consistently adheres* *Somewhat adheres* *Does not adhere*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_  \_\_\_\_\_ 1
4. Purchase orders required for goods and services.  
*Always required* *Sometimes not required* *Not required*  
 5 \_\_\_\_\_  \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1
5. Normal turn around time from requisition to purchase order.  
*1-2 days* *3-5 days* *More than 5 days*  
 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1
6. Purchases are efficiently received, recorded and processed in a timely manner.  
*Very Efficiently* *Somewhat efficiently* *Not Efficiently*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_  \_\_\_\_\_ 2 \_\_\_\_\_ 1

documentation attached. The PO marked okay to pay is then matched with the appropriate invoice and payment process is commenced.

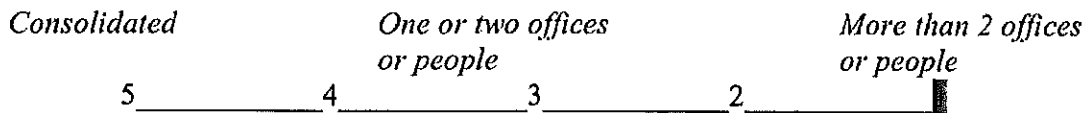
9. What is the average amount of time it takes to complete the process described in #8 above and when a check is actually sent out?

Up to 3 weeks.

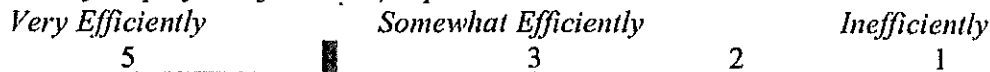
- The accounts payable staff submits invoices to the Business Manager immediately and usually signed within a day or two.
- Payables are then input into VADAR accounting system by the account payable staff.
- A batch is created and submitted to the Town Accountant's office daily for internal auditing.
- The Town Accountant returns all batches in a warrant sometimes weekly.
- The school committee is contacted for signatures (4).
- When signed, checks are released within a day or two.

**D. Payroll Processes**

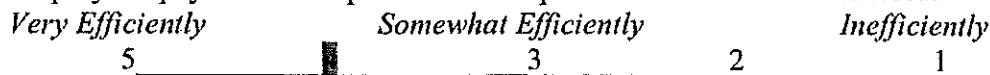
1. Payroll processing is consolidated into one payroll office or person regardless of funding source.



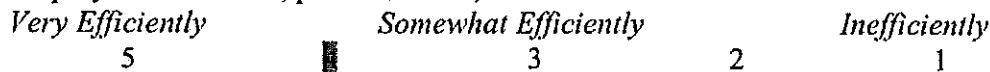
2. Hourly employee adjustments, stipends and reimbursements are handled.



3. Employee's payroll-related pre-retirement questions and issues are handled.



4. Employee's sick leave, personal leave, vacation leave and attendance data are handled



**COPY OF DOCUMENTS TO BE SUBMITTED WITH COMPLETED SURVEY**

1. Most recent End-of-Year Pupil and Financial Report.
2. The compliance audit letter for the most recent EOY Pupil and Financial Report.
3. Most recent published budget document, including the proposed and adopted budget, narrative and superintendent's transmittal letter.
4. Minutes of School Committee budget sessions for the most recently adopted budget.
5. Facilities/Capital improvement plan (short and long range).
6. School Committee policies related to expenditures and transfers.

## UPS Athletic Budget FY18

Description	Projected Cost	
General Athletic Officials	\$	-
General Athletic Supplies	\$	400.00
General Athletic Expenses - Game Mgmt.	\$	5,514.00
General Athletic Expenses	\$	2,600.00
Memberships	\$	10,398.00
General Athletic Other Expenses		\$8,870
General Athletic Replacement Equip	\$	11,339.00
	<b>Total Cost of Program</b>	<b>\$ 39,121.00</b>
Girls Soccer Coaching Salaries	\$	6,376.00
Girls Soccer Officials`	\$	1,600.00
Girls Soccer Maint. Equip	\$	820.00
Girls Soccer Transportation	\$	2,000.00
Girls Soccer Supplies	\$	75.00
Girls Soccer Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 12,871.00</b>
Boys Soccer Coaching Salaries	\$	5,773.00
Boys Soccer Officials`	\$	1,600.00
Boys] Soccer Maint. Equip	\$	820.00
Boys Soccer Transportation	\$	2,000.00
Boys Soccer Supplies	\$	75.00
Boys Soccer Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 12,268.00</b>
Field Hockey Coaching Salaries	\$	6,134.00
Field Hockey Officials	\$	2,760.00
Field Hockey Maint. Equip	\$	1,000.00
Field Hockey Transportation	\$	2,000.00
Field Hockey Supplies	\$	2,000.00
Field Hockey Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 15,894.00</b>
Football Coaching Salaries	\$	17,142.00
Football Officials	\$	2,610.00
Football Maint. Equip	\$	10,150.00
Football Transportation	\$	2,800.00
Football Supplies	\$	187.00
Football Uniforms	\$	15,000.00

Girls Basketball Officials	\$	1,160.00	
Girls Basketball Maint. Equip	\$	305.00	
Girls Basketball transportation	\$	2,400.00	
Girls Basketball Supplies	\$	75.00	
Girls Basketbal Uniforms	\$	2,500.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>13,005.00</b>

Girls Winter Track Coaching Salaries	\$	6,134.00	
Girls Winter Track Officials	\$	1,600.00	
Girls Winter Track Maint. Equip			
Girls Winter Track transportation	\$	2,000.00	
Girls Winter Track Supplies	\$	20.00	
Girls Winter Track Uniforms	\$	1,800.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>11,554.00</b>

Boys Winter Track Coaching Salaries	\$	6,013.00	
Boys Winter Track Officials	\$	1,160.00	
Boys Winter Track Maint. Equip	\$	2,000.00	
Boys Winter Track transportation		\$1,120	
Boys Winter Track Supplies	\$	20.00	
Boys Winter Track Uniforms	\$	1,800.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>12,113.00</b>

Baseball Coaching Salaries	\$	6,376.00	
Baseball Officials	\$	1,600.00	
Baseball Maint. Equip	\$	2,000.00	
Baseball Transportation	\$	2,000.00	
Baseball Supplies	\$	75.00	
Baseball Uniforms	\$	3,000.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>15,051.00</b>

Softball Coaching Salaries	\$	5,251.00	
Softball Officials	\$	2,540.00	
Softball Maint. Equip	\$	1,500.00	
Softball Transportation	\$	2,000.00	
Softball Supplies		\$75	
Softball Uniforms	\$	1,600.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>12,966.00</b>

Boys Tennis Coaching Salaries	\$	2,271.00	
Boys Tennis Officials	\$	-	
Boys Tennis Maint. Equip	\$	1,200.00	
Boys Tennis Transportation	\$	20.00	



Middle School XC Coaching	\$	6,698.00		
Middle School XC officials	\$	-		
Middle School XC equipment	\$	-		
Middle School XC Transportation	\$	1,200.00		
Middle School XC Supplies	\$	-		
Middle School XC Uniforms	\$	1,500.00	\$	<b>9,398.00</b>
Middle School Boys Basketball Coaching	\$	1,891.00		
Middle School Boys Basketball officials	\$	1,160.00		
Middle School Boys Basketball equipment	\$	1,160.00		
Middle School Boys Basketball Transportation	\$	2,000.00		
Middle School Boys Basketball Supplies				
Middle School Boys Basketball Uniforms	\$	2,000.00	\$	<b>8,211.00</b>
Middle School Girls Basketball Coaching	\$	2,376.00		
Middle School Girls Basketball officials	\$	1,160.00		
Middle School Girls Basketball equipment	\$	-		
Middle School Girls Basketball Transportation	\$	-		
Middle School Girls Basketball Supplies	\$	-		
Middle School Girls Basketball Uniforms	\$	2,000.00	\$	<b>5,536.00</b>
Middle School Baseball Coaching	\$	2,134.00		
Middle School Baseball officials	\$	1,120.00		
Middle School Baseball equipment	\$	-		
Middle School Baseball Transportation	\$	2,000.00		
Middle School Baseball Supplies	\$	-		
Middle School Baseball Uniforms	\$	1,000.00	\$	<b>6,254.00</b>
Middle School Softball Coaching	\$	2,376.00		
Middle School Softball officials	\$	1,000.00		
Middle School Softball equipment	\$	-		
Middle School Softball Transportation	\$	-		
Middle School Softball Supplies	\$	-		
Middle School Softball Uniforms	\$	1,000.00	\$	<b>4,376.00</b>
Middle School Track and Field	\$	6,708.00		
Middle School Track and Field off.	\$	450.00		
Middle School T&F Transportation	\$	1,200.00		
Middle School T&F Uniforms	\$	2,000.00	\$	<b>10,358.00</b>

**UXBRIDGE PUBLIC SCHOOLS**

As of 11/29/2016	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	\$ 245,417	\$ 4,010	\$ 451,304				
Taft ELC Salaries	\$ 2,259,674	\$ (600)	\$ 2,259,074	\$ 525,390	\$ -	\$ 1,733,684				
Whitin Elementary Salaries	\$ 2,664,781	\$ (600)	\$ 2,664,181	\$ 568,844	\$ -	\$ 1,923,242				
McCloskey Middle School Salaries	\$ 2,507,076	\$ (600)	\$ 2,506,476	\$ 26,630	\$ 18,230	\$ 7,883				
High School Salaries	\$ 3,022,164	\$ (600)	\$ 3,021,564	\$ 704,628	\$ -	\$ 2,316,936				
Curriculum Salaries	\$ 150,100	\$ -	\$ 150,100	\$ 51,988	\$ 2,999	\$ 95,113				
Technology Salaries	\$ 142,182	\$ -	\$ 142,182	\$ 56,404	\$ -	\$ 85,778				
Special Education Salaries	\$ 3,613,388	\$ -	\$ 3,613,388	\$ 903,327	\$ -	\$ 2,882,154				
Athletic Salaries	\$ 154,328	\$ -	\$ 154,328	\$ 54,523	\$ -	\$ 99,805				
<b>Total Salaries</b>	<b>\$ 15,214,423</b>	<b>\$ (2,400)</b>	<b>\$ 15,212,023</b>	<b>\$ 3,137,150</b>	<b>\$ 25,238</b>	<b>\$ 12,052,035</b>				
<b>As of 11/29/2016</b>										
<b>Summary Expenses</b>										
School Committee	\$ 32,851	\$ -	\$ 32,851	\$ 11,842	\$ 2,261	\$ 18,748				
Central Office	\$ 63,000	\$ -	\$ 63,000	\$ 28,892	\$ 6,193	\$ 27,914				
District Wide Administration Expenses	\$ 467,125	\$ -	\$ 467,125	\$ 203,901	\$ 60,109	\$ 203,115				
Taft ELC Expenses	\$ 53,814	\$ -	\$ 53,814	\$ 39,670	\$ 11,255	\$ 2,888				
Whitin Elementary School Expenses	\$ 44,414	\$ -	\$ 44,414	\$ 27,502	\$ 10,512	\$ 6,400				
McCloskey Middle School Expenses	\$ 52,742	\$ -	\$ 52,742	\$ 26,630	\$ 18,230	\$ 7,883				
High School Expenses	\$ 88,213	\$ -	\$ 88,213	\$ 45,312	\$ 25,728	\$ 17,173				
Curriculum and Instruction	\$ 36,818	\$ -	\$ 36,818	\$ 32,821	\$ 7,174	\$ (3,177)				
Technology Expenses	\$ 258,714	\$ 2,400.00	\$ 261,114	\$ 155,449	\$ 49,408	\$ 56,257				
Special Education Expenses	\$ 353,633	\$ -	\$ 353,633	\$ 122,651	\$ 22,966	\$ 208,017				
Out of District Tuitions	\$ 1,903,766	\$ -	\$ 1,903,766	\$ 679,651	\$ 12,488	\$ 1,211,628				
Transportation Expenses	\$ 1,231,665	\$ -	\$ 1,231,665	\$ 439,796	\$ 747,958	\$ 43,911				
Athletic Expenses	\$ 34,764	\$ -	\$ 34,764	\$ 33,287	\$ 3,230	\$ (1,753)				
Health	\$ 6,780	\$ -	\$ 6,780	\$ 4,882	\$ 245	\$ 1,653				
Utilities	\$ 795,050	\$ -	\$ 795,050	\$ 169,931	\$ 633,146	\$ (8,028)				
<b>Total Expenses</b>	<b>\$ 5,423,349</b>	<b>\$ 2,400.00</b>	<b>\$ 5,425,749</b>	<b>\$ 2,022,216</b>	<b>\$ 1,610,904</b>	<b>\$ 1,792,629</b>				
<b>TOTAL</b>	<b>\$ 20,637,772</b>	<b>\$ -</b>	<b>\$ 20,637,772</b>	<b>\$ 5,159,366</b>	<b>\$ 1,636,142</b>	<b>\$ 13,844,664</b>				

Filter by: Segment 1: 10  
 Segment 2: 301, 302, 303, 311, 321, 331, 351, 390

Group as: \*\*\_\*\*\*\_\*\*\*\*\_\*\*\*\*\*\_\*\*\*\*\_\*  
 Parameters: Fiscal Year: 2017 Start Date: 07/01/2016 end: 06/30/2017

# Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
<b>Group 1: Segment 2: Department</b>						
10-301-5303-00000000-1430-8	School Committee Legal	17,271.00	-4,755.16	0.00	12,515.84	27.53
10-301-5304-00000000-1110-8	School Committee Advertising	5,500.00	-1,300.00	0.00	4,200.00	23.64
10-301-5307-00000000-1110-8	School Committee Printing	1,500.00	0.00	0.00	1,500.00	0.00
10-301-5307-00000000-1110-8	School Committee Employee Recognition	500.00	-157.59	-0.83	341.58	31.68
10-301-5580-00000000-1110-8	School Committee Dues & Memberships	8,080.00	-5,629.28	-2,260.00	190.72	97.64
10-301-5730-00000000-1110-8	School Committee	<b>32,851.00</b>	<b>-11,842.03</b>	<b>-2,260.83</b>	<b>18,748.14</b>	<b>42.93</b>
<b>Total Group 1: Segment 2: Department</b>						
<b>Group 1: Segment 2: Department</b>						
10-302-5110-00000000-1210-8	Central Office Superintendent	142,500.00	-60,288.47	0.00	82,211.53	42.31
10-302-5110-00000000-1410-8	Central Office Business & Finance Manager	110,151.00	-33,532.56	0.00	76,618.44	30.44
10-302-5112-00000000-1210-8	Central Office Superintendent Administrative	59,387.00	-24,490.62	0.00	34,896.38	41.24
10-302-5112-00000000-1410-8	Central Office Financial Administrative	166,475.00	-73,126.90	0.00	93,348.10	43.93
10-302-5210-00000000-0000-0	Central Office Electricity	8,000.00	0.00	-8,000.00	0.00	100.00
10-302-5210-00000000-4130-8	Central Office Heating	0.00	-2,666.68	-5,333.31	-7,999.99	0.00
10-302-5215-00000000-0000-0	Central Office Other Utilities	0.00	-1,333.32	-2,666.68	0.00	100.00
10-302-5230-00000000-0000-0	Central Office Rentals & Leases	4,000.00	-666.68	-1,333.32	0.00	100.00
10-302-5270-00000000-0000-0	Central Office Contract Cleaning Services	2,000.00	-13,895.06	-2,208.00	21,704.94	39.03
10-302-5290-00000000-4110-8	Central Office Professional Developments	35,600.00	-2,208.00	-2,208.00	84.00	98.13
10-302-5308-00000000-0000-0	Central Office Telecommunications	4,500.00	-2,260.00	0.00	-760.00	150.67
10-302-5340-00000000-0000-0	Central Office Postage & Mailing	1,500.00	-2,260.00	0.00	-12.96	100.32
10-302-5345-00000000-0000-0	Central Office Supplies	4,000.00	-1,385.06	-2,627.90	3,454.10	42.43
10-302-5420-00000000-0000-0	Central Office Dues & Memberships	6,000.00	-2,522.95	-22.95	2,829.40	51.34
10-302-5730-00000000-0000-0	Central Office	5,815.00	-2,019.14	-966.46	-145.00	102.05
10-302-5730-00000000-0000-0	Central Office Dues & Memberships	7,085.00	-7,230.00	0.00	306,228.94	45.02
10-302-5730-00000000-0000-0	Central Office	<b>557,013.00</b>	<b>-227,625.44</b>	<b>-23,158.62</b>	<b>81,270.06</b>	<b>42.84</b>
<b>Total Group 1: Segment 2: Department</b>						
<b>Group 1: Segment 2: Department</b>						
10-303-5110-00000000-1450-8	District Technology & Computer Tech	142,182.00	-60,911.94	0.00	81,270.06	42.84
10-303-5110-00000000-2110-1	District Director of Curriculums & Assessments	111,427.00	-47,142.15	0.00	64,284.85	42.31
10-303-5110-00000000-2110-2	District Special Ed Director	103,784.00	-30,562.59	0.00	73,221.41	29.45
10-303-5110-00000000-2210-2	District Special Ed Secretary	12,038.00	-4,029.01	0.00	8,008.99	33.47
10-303-5110-00000000-2220-2	District Dept Heads	11,996.00	0.00	0.00	11,996.00	0.00
10-303-5110-00000000-2320-2	District Speech/OT/PT/BCBA	165,837.00	-57,854.17	0.00	107,982.83	34.89
10-303-5110-00000000-4110-8	District Facilities Employees	167,463.00	-71,338.43	0.00	96,124.57	42.60
10-303-5110-00000000-4110-8	District Custodial Subs	14,600.00	-7,745.00	0.00	6,855.00	53.05
10-303-5118-00000000-4110-8	District Tuition Reimbursement	25,000.00	0.00	-4,010.00	20,990.00	16.04
10-303-5140-00000000-2357-1	District Diagnostic Testing Stipend	0.00	-2,296.50	0.00	-2,296.50	0.00
10-303-5190-00000000-2320-2						

### Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
10-303-5190-00000000-2358-1	District Mentor Teachers Stipend	15,474.00	0.00	0.00	15,474.00	0.00
10-303-5190-00000000-3200-8	District Lead Nurse Stipend	3,159.00	0.00	0.00	3,159.00	0.00
10-303-5195-00000000-2330-2	District Special Ed Tutoring Services	6,024.00	-837.52	-2,998.50	2,187.98	63.68
10-303-5195-00000000-2357-1	District Professional Dev in Service Stipend	17,175.00	-8,375.00	0.00	8,800.00	48.76
10-303-5240-00000000-4210-8	District Grounds Maintenance & Repairs	0.00	-7,665.00	0.00	-7,665.00	0.00
10-303-5240-00000000-4220-8	District Building Maintenance & Repairs	303,570.00	-142,588.30	-36,828.06	124,153.64	59.10
10-303-5240-00000000-4230-8	District Vehicle Maintenance & Repairs	8,000.00	0.00	-994.25	7,005.75	12.43
10-303-5290-00000000-4110-8	District Contract Cleaning Services	48,542.00	-36,055.00	0.00	12,487.00	74.28
10-303-5290-00000000-4130-8	District Solid Waste Removal Services	21,913.00	0.00	0.00	21,913.00	0.00
10-303-5300-00000000-2410-3	District English As a Second Language Instruction & Develop	1,200.00	-720.00	0.00	480.00	60.00
10-303-5300-00000000-3100-2	District Parent Liaison Services	2,500.00	-4,035.84	0.00	-1,535.84	161.43
10-303-5302-00000000-1410-8	District Independent Auditor Services	5,000.00	-2,000.00	-4,000.00	-1,000.00	120.00
10-303-5306-00000000-1450-8	District Technology Services	109,400.00	-36,120.52	-49,375.04	23,904.44	78.15
10-303-5311-00000000-2320-2	District Special Ed Vision & Medical Services	316,262.00	-101,977.36	-12,945.56	201,339.08	36.34
10-303-5311-00000000-2800-2	District Psychological Evaluations	12,600.00	-5,600.00	0.00	7,000.00	44.44
10-303-5311-00000000-3200-8	District Doctor & Medical Services	1,350.00	-1,350.00	0.00	0.00	100.00
10-303-5322-00000000-9100-2	District Placement & Treatment	1,903,766.00	-679,650.77	-12,487.50	1,211,627.73	36.36
10-303-5340-00000000-4130-8	District Communications	12,200.00	-1,343.98	-7,157.90	3,698.12	69.69
10-303-5350-00000000-2357-1	District Training & Professional Dev	13,610.00	-3,702.50	-6,174.00	3,733.50	72.57
10-303-5350-00000000-2357-2	District Special Ed Training & Professional Dev	3,828.00	-9,918.20	-900.00	-6,990.20	282.61
10-303-5350-00000000-2357-8	District Admin. Training & Professional Dev	5,130.00	-6,611.00	-100.00	-1,581.00	130.82
10-303-5350-00000000-4110-8	District Custodial Training & Professional Dev	1,200.00	0.00	0.00	1,200.00	0.00
10-303-5385-00000000-2357-1	District Staff Assessment Systems	0.00	0.00	0.00	0.00	0.00
10-303-5450-00000000-4110-8	District Custodial Cleaning Supplies	39,000.00	-14,249.06	-1,096.14	23,654.80	39.35
10-303-5510-00000000-1450-8	District Tech Hardware & Software Upgrade & Replacement	151,714.00	-119,328.35	-32.97	32,352.68	78.68
10-303-5510-00000000-2410-1	District Textbooks Materials	28,900.00	0.00	-10,032.72	18,867.28	34.72
10-303-5510-00000000-2410-2	District Special Ed Educational Supplies	11,940.00	-3,436.32	-9,234.19	-730.51	106.12
10-303-5510-00000000-2420-2	District Special Ed Equipment	2,752.00	-3,595.03	-177.27	-1,020.30	137.07
10-303-5510-00000000-2800-2	District Psychological Supplies & Materials	3,629.00	-1,886.20	-608.54	1,134.26	68.74
10-303-5580-00000000-2357-8	District Professional Dev Supplies	11,550.00	-10,329.00	0.00	1,221.00	89.43
10-303-5710-00000000-1230-2	District Special Ed Aggregate Mileage Reimbursement	1,500.00	0.00	0.00	1,500.00	0.00
10-303-5730-00000000-1230-2	District Special Ed Dues & Memberships	1,250.00	-1,400.00	0.00	-150.00	112.00
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 303 - District Wide</b>	<b>3,818,465.00</b>	<b>-1,484,654.74</b>	<b>-159,152.64</b>	<b>2,174,657.62</b>	<b>43.05</b>
<b>Group 1: Segment 2: Department</b>	<b>Code: 311 - Taft ELC</b>					
10-311-5110-00000000-2210-8	Taft ELC Principals	96,900.00	-40,192.35	0.00	56,707.65	41.48
10-311-5110-00000000-2305-1	Taft ELC Professional Staff	1,994,800.00	-505,458.16	0.00	1,489,341.84	25.34
10-311-5110-00000000-2305-2	Taft ELC Special Ed Teachers	236,038.00	-65,456.40	0.00	170,581.60	27.73

## Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
10-311-5110-00000000-2310-2	Taft ELC Teacher Specialist Extended Year	32,205.00	-32,205.00	0.00	0.00	100.00
10-311-5110-00000000-2310-3	Taft ELC Teachers Specialists ELL	0.00	-3.75	0.00	-3.75	0.00
10-311-5110-00000000-2315-2	Taft ELC Special Ed Team Chairs	1,647.00	0.00	0.00	1,647.00	0.00
10-311-5110-00000000-2320-2	Taft ELC Speech/OT/PT/BCBA	342,142.00	-88,001.61	0.00	254,140.39	25.72
10-311-5110-00000000-2800-2	Taft ELC Psychologist	88,899.00	-23,711.70	0.00	65,187.30	26.67
10-311-5110-00000000-3200-8	Taft ELC Nurse	59,452.00	-16,499.72	0.00	42,952.28	27.75
10-311-5112-00000000-2210-8	Taft ELC Administrative	65,254.00	-25,338.71	0.00	39,915.29	38.83
10-311-5118-00000000-2325-1	Taft ELC Substitute Teachers	31,150.00	-21,085.12	0.00	10,064.88	67.69
10-311-5118-00000000-2330-1	Taft ELC General Ed Aids	5,520.00	-1,425.00	0.00	4,095.00	25.82
10-311-5118-00000000-2330-2	Taft ELC Special Ed Aids	338,658.00	-107,197.10	0.00	231,460.90	31.65
10-311-5190-00000000-3520-8	Taft ELC Extracurriculars Stipends	5,998.00	0.00	0.00	5,998.00	0.00
10-311-5210-00000000-4120-8	Taft ELC Electricity	72,670.00	-31,177.26	-41,492.74	0.00	100.00
10-311-5215-00000000-4120-8	Taft ELC Heating Gas/Oil	70,991.00	-1,620.19	-38,379.81	30,991.00	56.35
10-311-5230-00000000-4130-8	Taft ELC Utilities Water/Sewer	12,881.00	-8,719.24	0.00	4,161.76	67.69
10-311-5308-00000000-2357-1	Taft ELC Professional Dev Services	600.00	-350.00	-99.00	151.00	74.83
10-311-5309-00000000-2720-1	Taft ELC Testing & Assessment	2,222.00	-2,130.86	0.00	91.14	95.90
10-311-5340-00000000-4130-8	Taft ELC Telecommunications	3,500.00	-1,167.55	-2,457.49	-125.04	103.57
10-311-5345-00000000-2210-8	Taft ELC Mailing & Postage	1,591.00	-500.00	0.00	1,091.00	31.43
10-311-5420-00000000-2210-8	Taft ELC Principal Supplies	600.00	-350.00	0.00	250.00	58.33
10-311-5500-00000000-3200-8	Taft ELC Nurse Medical Supplies	1,275.00	-1,053.61	-146.13	75.26	94.10
10-311-5510-00000000-2250-8	Taft ELC Principal Tech Equipment	2,180.00	-1,637.35	-500.00	42.65	98.04
10-311-5510-00000000-2410-1	Taft ELC Textbook Materials	12,443.00	-11,757.67	-1,023.64	-338.31	102.72
10-311-5510-00000000-2410-2	Taft ELC Resources Supplies	764.00	-311.96	-461.82	-9.78	101.28
10-311-5510-00000000-2415-1	Taft ELC Library Media & Supplies	700.00	-500.00	-700.00	-500.00	171.43
10-311-5510-00000000-2430-1	Taft ELC General Ed Supplies	29,214.00	-20,864.70	-5,913.47	2,435.83	91.66
10-311-5730-00000000-2210-8	Taft ELC Dues/Memberships/Licenses	0.00	-100.00	-100.00	-200.00	0.00
10-311-5740-00000000-5260-8	ELC Employee Surety and Bonds	0.00	-100.00	0.00	-100.00	0.00
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 311 - Taft ELC</b>	<b>3,510,294.00</b>	<b>-1,008,915.01</b>	<b>-91,274.10</b>	<b>2,410,104.89</b>	<b>31.34</b>
<b>Group 1: Segment 2: Department</b>	<b>Code: 321 - Whitin Elem</b>					
10-321-5110-00000000-2210-8	Whitin Elementary Principal	99,368.00	-42,040.13	0.00	57,327.87	42.31
10-321-5110-00000000-2305-1	Whitin Elementary Professionals	1,760,256.00	-458,735.76	0.00	1,301,520.24	26.06
10-321-5110-00000000-2305-2	Whitin Elementary Special Ed Teachers	303,815.00	-80,815.30	0.00	222,999.70	26.60
10-321-5110-00000000-2310-2	Whitin Elementary Teacher Specialist Extended Year	7,920.00	-7,920.00	0.00	0.00	100.00
10-321-5110-00000000-2310-3	Whitin Elementary Teacher Specialists ELL	77,699.00	-20,667.31	0.00	57,031.69	26.60
10-321-5110-00000000-2315-2	Whitin Elementary Special Ed Team Chairs	82,299.00	-21,597.39	0.00	60,701.61	26.24
10-321-5110-00000000-2320-2	Whitin Elementary Speech/OT/PT/BCBA	91,496.00	-24,337.15	0.00	67,158.85	26.60
10-321-5110-00000000-2340-8	Whitin Elementary Library & Media	77,699.00	-20,667.31	0.00	57,031.69	26.60

# Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
10-321-5110-00000000-2710-1	Whitin Elementary Counselors	85,772.00	-22,909.84	0.00	62,862.16	26.71
10-321-5110-00000000-2800-2	Whitin Elementary Psychologists	50,426.00	-13,371.80	0.00	37,054.20	26.52
10-321-5110-00000000-3200-8	Whitin Elementary Nurse	77,393.00	-21,478.87	0.00	55,914.13	27.75
10-321-5112-00000000-2210-8	Whitin Elementary Administrative	71,412.00	-25,198.11	0.00	46,213.89	35.29
10-321-5118-00000000-2325-1	Whitin Elementary Substitute Teachers	41,969.00	-10,173.28	0.00	31,795.72	24.24
10-321-5118-00000000-2330-1	Whitin Elementary General Ed Aids	5,520.00	-705.00	0.00	4,815.00	12.77
10-321-5118-00000000-2330-2	Whitin Elementary Special Ed Aids	187,422.00	-37,398.87	0.00	150,023.13	19.95
10-321-5190-00000000-2315-1	Whitin Elementary Curriculum Instr leaders Stipend	0.00	0.00	-46.99	-46.99	0.00
10-321-5190-00000000-3520-8	Whitin Elementary Extracurriculars Stipend	7,576.00	0.00	0.00	7,576.00	0.00
10-321-5210-00000000-4120-8	Whitin Elementary Electricity	82,794.00	-31,055.80	-81,921.87	-30,183.67	136.46
10-321-5215-00000000-4120-8	Whitin Elementary Heating Gas/Oil	50,706.00	-1,580.91	-38,419.09	10,706.00	78.89
10-321-5230-00000000-4130-8	Whitin Elementary Utilities Water/Sewer	13,415.00	-3,573.67	0.00	9,841.33	26.64
10-321-5308-00000000-2357-1	Whitin Elementary Professional Dev Services	400.00	0.00	0.00	400.00	0.00
10-321-5309-00000000-2720-1	Whitin Elementary Educational Testing	3,801.00	-3,900.42	-0.05	-99.47	102.62
10-321-5340-00000000-4130-8	Whitin Elementary Telecommunications	4,000.00	-627.63	-1,845.09	1,527.28	61.82
10-321-5345-00000000-2210-8	Whitin Elementary Mailing & Postage	2,500.00	-500.00	-7.36	1,992.64	20.29
10-321-5385-00000000-2455-8	Whitin Elementary Software Upgrades & Replacement	2,700.00	-2,700.00	0.00	0.00	100.00
10-321-5420-00000000-2210-8	Whitin Elementary Principal Supplies	1,850.00	-488.67	-851.66	509.67	72.45
10-321-5420-00000000-2250-8	Whitin Elementary Principal Tech Equipment	1,327.00	-1,310.46	-33.00	-16.46	101.24
10-321-5500-00000000-3200-8	Whitin Elementary Nurse Medical Supplies	1,400.00	-870.63	-81.28	448.09	67.99
10-321-5510-00000000-2410-1	Whitin Elementary Textbook Materials	7,693.00	-5,865.14	-1,858.80	-30.94	100.40
10-321-5510-00000000-2410-2	Whitin Elementary Resources Supplies	1,973.00	-812.93	-783.85	376.22	80.93
10-321-5510-00000000-2415-1	Whitin Elementary Library & Media Supplies	2,800.00	-2,392.81	-345.70	61.49	97.80
10-321-5510-00000000-2430-1	Whitin Elementary General Ed Supplies	14,601.00	-8,311.23	-4,786.70	1,503.07	89.71
10-321-5730-00000000-2210-8	Whitin Elementary Dues Membership & Licenses	769.00	-593.00	0.00	176.00	77.11
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 321 - Whitin Elem</b>	<b>3,220,771.00</b>	<b>-872,599.42</b>	<b>-130,981.44</b>	<b>2,217,190.14</b>	<b>31.16</b>
<b>Group 1: Segment 2: Department</b>	<b>Code: 331 - McCloskey Middle</b>					
10-331-5110-00000000-2210-8	McCloskey Middle Principal	177,000.00	-74,885.42	0.00	102,114.58	42.31
10-331-5110-00000000-2305-1	McCloskey Middle Professional Staff	1,875,639.00	-499,914.28	0.00	1,375,724.72	26.65
10-331-5110-00000000-2305-2	McCloskey Middle Special Ed Teachers	451,658.00	-100,338.94	0.00	351,319.06	22.22
10-331-5110-00000000-2310-2	McCloskey Middle Teacher Specialist Extended Year	11,728.00	-11,728.00	0.00	0.00	100.00
10-331-5110-00000000-2310-3	McCloskey Middle Teacher Specialists ELL	63,622.00	-16,922.70	0.00	46,699.30	26.60
10-331-5110-00000000-2315-2	McCloskey Middle Special Ed Team Chairs	90,330.00	-24,136.20	0.00	66,193.80	26.72
10-331-5110-00000000-2320-2	McCloskey Middle Speech/OT/PT/BCBA	81,196.00	-21,597.39	0.00	59,598.61	26.60
10-331-5110-00000000-2710-1	McCloskey Middle Counselors	161,485.00	-42,953.65	0.00	118,531.35	26.60
10-331-5110-00000000-2800-2	McCloskey Middle Psychologist	89,937.00	-20,408.14	0.00	69,528.86	22.69
10-331-5110-00000000-3200-8	McCloskey Middle Nurse	80,101.00	-22,039.90	0.00	58,061.10	27.52

# Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
10-331-5112-00000000-2210-8	McCloskey Middle Admin & Secretary	78,954.00	-28,802.36	0.00	50,151.64	36.48
10-331-5118-00000000-2325-1	McCloskey Middle Substitute Teachers	61,150.00	-6,337.50	0.00	54,812.50	10.36
10-331-5118-00000000-2330-2	McCloskey Middle Special Ed Education Aids	378,158.00	-107,376.75	0.00	270,781.25	28.39
10-331-5190-00000000-3510-8	McCloskey Middle Intramurals & Interscholastic Stipend	37,192.00	-13,876.00	0.00	23,316.00	37.31
10-331-5190-00000000-3520-8	McCloskey Middle Extracurricular Stipend	8,525.00	0.00	0.00	8,525.00	0.00
10-331-5210-00000000-4120-8	McCloskey Middle School Electricity	105,218.00	-40,397.22	-105,065.68	-40,244.90	138.25
10-331-5215-00000000-4120-8	McCloskey Middle School Heating Gas/Oil	89,709.00	-2,433.41	-72,566.59	14,709.00	83.60
10-331-5230-00000000-4130-8	McCloskey Middle Utilities Water/Sewer	18,648.00	-8,405.21	0.00	10,242.79	45.07
10-331-5308-00000000-2210-8	McCloskey Middle Professional Dev Services	4,010.00	-295.00	-195.00	3,520.00	12.22
10-331-5309-00000000-2720-1	McCloskey Middle Testing & Assessment Materials	3,879.00	-3,879.05	0.00	-0.05	100.00
10-331-5340-00000000-4130-8	McCloskey Middle Telecommunications	3,500.00	-1,994.03	-3,981.53	-2,475.56	170.73
10-331-5345-00000000-2210-8	McCloskey Middle Postage & Mailing	2,140.00	-500.00	0.00	1,640.00	23.36
10-331-5385-00000000-2451-1	McCloskey Middle Hardware Upgrade & Replacement	2,385.00	-600.00	-868.00	917.00	61.55
10-331-5385-00000000-2455-8	McCloskey Middle Software Upgrade & Replacement	3,940.00	0.00	-5,081.00	-1,141.00	128.96
10-331-5420-00000000-2250-8	McCloskey Middle Principal Tech Equipment	4,800.00	-919.90	-57.23	3,822.87	20.36
10-331-5500-00000000-2210-8	McCloskey Middle Principal Supplies	500.00	-375.00	0.00	125.00	75.00
10-331-5500-00000000-3200-8	McCloskey Middle Nurse Medical Supplies	2,106.00	-959.66	-18.05	1,128.29	46.42
10-331-5510-00000000-2250-8	McCloskey Middle Equipment	2,800.00	0.00	0.00	2,800.00	0.00
10-331-5510-00000000-2410-2	McCloskey Middle Resource Supplies	300.00	-1,228.53	0.00	-928.53	409.51
10-331-5510-00000000-2415-1	McCloskey Middle Library Media & Supplies	1,000.00	0.00	0.00	1,000.00	0.00
10-331-5510-00000000-2430-1	McCloskey Middle General Ed Supplies	17,637.00	-12,121.96	-7,167.08	-1,652.04	109.37
10-331-5580-00000000-2410-1	McCloskey Middle Textbook Materials	3,430.00	-3,581.04	-775.08	-926.12	127.00
10-331-5710-00000000-2210-8	McCloskey Middle Business Travel	800.00	0.00	0.00	800.00	0.00
10-331-5730-00000000-2210-8	McCloskey Middle Dues Membership & Licenses	1,621.00	-1,135.00	-105.00	381.00	76.50
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 331 - McCloskey Middle</b>	<b>3,915,098.00</b>	<b>-1,070,142.24</b>	<b>-195,880.24</b>	<b>2,649,075.52</b>	<b>32.34</b>
<b>Group 1: Segment 2: Department</b>	<b>Code: 351 - High School</b>					
10-351-5110-00000000-2210-8	High School Principals	205,836.00	-87,084.47	0.00	118,751.53	42.31
10-351-5110-00000000-2305-1	High School Professional Staff	2,234,409.00	-579,423.56	0.00	1,654,985.44	25.93
10-351-5110-00000000-2305-2	High School Special Ed Teachers	463,659.00	-117,796.44	0.00	345,862.56	25.41
10-351-5110-00000000-2310-2	High School Teacher Extended Year	3,114.00	-3,114.00	0.00	0.00	100.00
10-351-5110-00000000-2315-2	High School Special Ed Team Chairs	78,755.00	-5,466.84	0.00	73,288.16	6.94
10-351-5110-00000000-2340-8	High School Library/Media Professionals	54,804.00	-14,577.32	0.00	40,226.68	26.60
10-351-5110-00000000-2710-1	High School Counselors	285,591.00	-73,598.77	0.00	211,992.23	25.77
10-351-5110-00000000-3200-8	High School Nurse	63,687.00	-16,668.36	0.00	47,018.64	26.17
10-351-5112-00000000-2210-8	High School Secretaries	74,764.00	-26,922.89	0.00	47,841.11	36.01
10-351-5112-00000000-2710-1	High School Guidance Secretary	37,754.00	-15,138.56	0.00	22,615.44	40.10
10-351-5118-00000000-2325-1	High School Substitute Teachers	43,965.00	-5,102.50	0.00	38,862.50	11.61

# Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
10-351-5118-00000000-2330-2	High School Special Ed Paraprofessional Aids	279,742.00	-70,716.44	0.00	209,025.56	25.28
10-351-5118-00000000-2710-1	High School Guidance Secretaries	0.00	0.00	0.00	0.00	0.00
10-351-5190-00000000-3510-8	High School Intramurals & Interscholastic Stipend	117,136.00	-50,885.83	0.00	66,250.17	43.44
10-351-5190-00000000-3520-8	High School Extracurricular Stipends	20,754.00	0.00	0.00	20,754.00	0.00
10-351-5210-00000000-4120-8	High School Electricity	179,048.00	-62,423.37	-179,004.23	-62,379.60	134.84
10-351-5215-00000000-4120-8	High School Heating Gas/Oil	75,000.00	-3,621.41	-56,378.59	15,000.00	80.00
10-351-5230-00000000-4130-8	High School Utilities Water/Sewer	9,970.00	-5,229.86	-2,951.94	1,788.20	82.06
10-351-5308-00000000-2210-8	High School Principal Professional Dev	2,490.00	-1,952.69	-251.51	285.80	88.52
10-351-5309-00000000-2720-1	High School Testing & Assessment Materials	7,281.00	-2,543.35	0.00	4,737.65	34.93
10-351-5340-00000000-4130-8	High School Telecommunications	8,400.00	-3,717.45	-12,595.43	-7,912.88	194.20
10-351-5345-00000000-2210-8	High School Postage & Mailing	2,500.00	-1,000.00	0.00	1,500.00	40.00
10-351-5350-00000000-3510-8	High School Game Management	22,979.00	-21,310.00	-3,180.00	-1,511.00	106.58
10-351-5350-00000000-3520-8	High School Student Activities	5,883.00	-550.46	-6.14	5,326.40	9.46
10-351-5385-00000000-2455-8	High School Software Upgrade & Replacement	2,880.00	-2,686.00	0.00	194.00	93.26
10-351-5420-00000000-2210-8	High School Principal Supplies	1,317.00	-285.42	-103.13	928.45	29.50
10-351-5500-00000000-3200-8	High School Nurse Medical Supplies	649.00	-647.89	0.00	1.11	99.83
10-351-5510-00000000-2250-8	High School Equipment	2,494.00	-831.39	-932.72	729.89	70.73
10-351-5510-00000000-2410-2	High School Resources Supplies	469.00	-449.83	-16.10	3.07	99.35
10-351-5510-00000000-2415-1	High School Library Media & Supplies	1,473.00	-2,630.33	-106.92	-1,264.25	185.83
10-351-5510-00000000-2430-1	High School General Ed Supplies	10,740.00	-7,331.82	-584.06	2,824.12	73.70
10-351-5510-00000000-2710-1	High School Guidance & Career Center Supplies	2,550.00	-983.51	-1,506.85	59.64	97.66
10-351-5510-00000000-3510-8	High School Athletic Supplies	0.00	-28.68	0.00	-28.68	0.00
10-351-5510-0000100-2410-1	High School CM Tech Ed	8,243.00	-3,835.14	-4,656.10	-248.24	103.01
10-351-5510-0000101-2410-1	High School CM Social Studies	427.00	0.00	-263.13	163.87	61.62
10-351-5510-0000102-2410-1	High School CM Science	1,989.00	-1,749.94	-244.41	-5.35	100.27
10-351-5510-0000103-2410-1	High School CM Phys Ed & Health	1,203.00	-1,112.57	-16.79	73.64	93.88
10-351-5510-0000104-2410-1	High School CM Math	269.00	-263.49	-5.36	0.15	99.94
10-351-5510-0000105-2410-1	High School CM Language	923.00	0.00	-642.95	280.05	69.66
10-351-5510-0000106-2410-1	High School CM F&CS	6,150.00	-1,109.40	-1,890.60	3,150.00	48.78
10-351-5510-0000107-2410-1	High School CM English	495.00	0.00	0.00	495.00	0.00
10-351-5510-0000108-2410-1	High School CM Audio Visual	6,345.00	-1,405.01	-340.00	4,599.99	27.50
10-351-5510-0000109-2410-1	High School CM Arts	7,612.00	-4,964.03	-1,460.77	1,187.20	84.40
10-351-5730-00000000-2210-8	High School Dues/Memberships/Licenses	5,535.00	-5,305.00	-105.00	125.00	97.74
10-351-5730-00000000-2710-1	High School Guidance Dues/Memberships/Licenses	545.00	-500.00	0.00	45.00	91.74
10-351-5730-00000000-3510-8	High School Athletic Dues/Memberships/Licenses	6,285.00	-6,603.00	-50.00	-368.00	105.86
10-351-5740-00000000-5200-8	High School Athletics Liability Insurance	5,500.00	-5,345.00	0.00	155.00	97.18
10-351-5740-00000000-5260-8	High School Employee Surety and Bonds	0.00	-105.00	0.00	-105.00	0.00



Group as: \*\*\_\*\*\*\_\*\*\*\*\_\*\*\*\*\*\_\*\*\*\*\_\*

Parameters: Fiscal Year: 2017 Start Date: 07/01/2016 end: 06/30/2017

# Ledger History - Allocated Summary - with PO - Expenditure Ledger

Account Number	Name	Allocated	Expended	PO Enc	Ending	% Var.
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 351 - High School</b>	<b>4,351,614.00</b>	<b>-1,217,017.02</b>	<b>-267,292.73</b>	<b>2,867,304.25</b>	<b>34.11</b>
<b>Group 1: Segment 2: Department</b>	<b>Code: 390 - School Transportation</b>					
10-390-5330-000000000-3300-1	General Pupil Transportation	901,336.00	-258,516.17	-579,337.92	63,481.91	92.96
10-390-5331-000000000-3300-2	Special Ed Pupil Transportation In District	178,747.00	-92,235.53	-125,123.04	-38,611.57	121.60
10-390-5332-000000000-3300-2	Special Ed Pupil Transportation Out of District	151,582.00	-89,044.60	-43,497.00	19,040.40	87.44
<b>Total Group 1: Segment 2: Department</b>	<b>Code: 390 - School Transportation</b>	<b>1,231,665.00</b>	<b>-439,796.30</b>	<b>-747,957.96</b>	<b>43,910.74</b>	<b>96.43</b>
	210 Account(s) totaling:	20,637,771.00	-6,332,592.20	-1,617,958.56	12,687,220.24	38.52

**UXBRIDGE PUBLIC SCHOOLS**

Revolving Account Balances	FY17	FY17	(+/)	Comments
	10/26/2016	11/29/2016		
McCloskey Donations	\$ 8,300.33	\$ 8,300.33	\$ -	NO CHANGE
School Choice	\$ 835,948.75	\$ 797,957.48	\$ (37,991.27)	REVENUE/EXPENSES
ERATE	\$ 169,650.58	\$ 198,982.58	\$ 29,332.00	REVENUE
Daycare Tuitions	\$ 194,276.57	\$ 201,441.35	\$ 7,164.78	REVENUE/EXPENSES
Preschool Tuitions	\$ 95,869.65	\$ 106,457.65	\$ 10,588.00	REVENUE
HS Summer School Tuitions	\$ 1,402.84	\$ 1,402.84	\$ -	NO CHANGE
HS Summer Basketball Camp	\$ 1,551.50	\$ 1,551.50	\$ -	NO CHANGE
HS Football Camp	\$ 66.32	\$ 66.32	\$ -	NO CHANGE
HS Field Hockey Camp	\$ 4,908.34	\$ 3,809.97	\$ (1,098.37)	REFUND/EXPENSES
Community Schools Tuition	\$ 6,576.36	\$ 4,696.36	\$ (1,880.00)	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	\$ 63,597.70	\$ 40,388.70	\$ (23,209.00)	REVENUE/EXPENSES
Kindergarten	\$ 849.00	\$ 849.00	\$ -	NO CHANGE
DW Donations	\$ 14,757.37	\$ 14,800.61	\$ 43.24	REVENUE
School Playground	\$ 23,246.65	\$ 23,246.65	\$ -	NO CHANGE
ELC Donations	\$ 4,333.27	\$ 9,661.27	\$ 5,328.00	REVENUE
HS Donations	\$ 12,751.24	\$ 12,751.24	\$ -	NO CHANGE
Whitin Donations	\$ 15,608.78	\$ 13,558.66	\$ (2,050.12)	EXPENSES
iPad Insurance		\$ 605.00	\$ 605.00	REVENUE
School Out of State Student Tuitions	\$ -	\$ 2,000.00	\$ 2,000.00	REVENUE
Taft Lost Book	\$ -	\$ 13.99	\$ 13.99	REVENUE
Whitin Lost Book	\$ -	\$ 63.00	\$ 63.00	REVENUE

# **UXBRIDGE PUBLIC SCHOOLS REVOLVING AND DONATION FUNDS**

December 1, 2016

- Special Appropriation Funds
- Fee Based Programs
- Loss & Replacement Funds
- Donations

## Guidelines for Revenues from Non-tax Sources

All monies collected by the schools from fees, fines, admissions, and other non-tax sources shall be submitted to the Business Office, deposited with the Treasurer of the Town, and credited to the following accounts.

SOURCES	ACCOUNTS
Athletic gate receipts	Athletic Revolving Account
Adult and Community Education Courses	Adult Education Revolving Fund
Drama/Chorus event receipts	Individual School Student Activity Fund Accounts
Field trip fees	Individual School Student Activity Fund Accounts
Gifts and grants	Special Revenue Gift/Grant accounts as established under statute or Town directives. See Grant Section for Additional Information on the number and types of grants received.
Lost and damaged book fees	Lost Book Revolving Accounts
Music Lesson receipts and instrument rental receipts	Music Revolving Account
Non-resident Tuition and registration fees	Individual Program Revolving Fund
Reimbursements for materials and services	General Treasury, except as provided by statute and Town option
Rental fees for non-school activities facilities use	Facilities Rental Revolving Account
Resident Tuition and registration fees	Individual Program Revolving Fund
School lunch receipts	School Lunch Revolving Account
Transcript and test fees	Guidance Revolving Accounts

Accounts Revolving Fund accounts shall be under the direct control of the School Committee, which delegates the power to the Superintendent and/or School Business Administrator to authorize expenditures from them without further appropriation by the Town.

Federal and state grants, gifts, and donations to the School Committee shall be processed as specified by statute and donor requirements. These Special Revenue Funds are reported in the Grant Section of the School Committee Budget Book.

LEGAL REF.:       M.G.L, Ch. 40 §3;  
                           Ch. 44, § 53, 53A, 53E 1/2.;  
                           Ch. 71, §17A, 26C, 37A, 47, 71, 71E, 71F;  
                           Ch. 548 of the Acts if 1948.

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<b>Athletic Revolving</b>
<b>Fund Number: 26-385-4320-2607ED00</b>

Director/Program Coordinator: Marc Calarese, Athletic Director  
Administrator: Michael Rubin

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: The funding for this program comes from three sources: gate receipts, user fees collected for sport participation, and gifts and donations. The operating budget funds are deposited into an Athletic Revolving Fund. Resources from the Revolving Fund are used to pay for officials, security, transportation, equipment and other appropriate athletic department expenses.

FY18 Fee Structure: High School User Fees  
• \$150.00 per sport per student  
Middle School User Fees  
• \$100.00 per sport per student  
Family Cap of \$400.00

Fund Restrictions: Compensation for employees, contracted services or payment for equipment and materials to operate program

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

<b>Community Schools Tuition</b>
----------------------------------

<b>Fund Number:</b> 26-385-4340-2602ED00
--

**Director/Program Coordinator:** Brian Hyde, Business Manager

**MGL Authorization:** Ch. 71 § 71E

**Year Established:**

**Program Description:** Uxbridge Community Schools Tuition is a self-sustaining, integral part of the Uxbridge Public Schools. Committed to providing lifelong learning and cultivating community/school partnerships, UCS provides practical, creative and enjoyable educational opportunities- incorporating engaging subjects at reasonable costs. UCS creates and manages courses for students, adult/community education.

**FY18 Fee Structure:** Per course charge

**Fund Restrictions:** Compensation for employees, contracted services or course leaders and payments for equipment and materials to operate program.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Continuing Education</b>
-----------------------------

<b>Fund Number:</b>
---------------------

Director/Program  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**



**Daycare Tuitions****Fund Number:** 26-311-4340-2609ED00

Director/Program Coordinator: Betty Brodeur  
Marla Sirois, Principal

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: Before and after school child care for Uxbridge parents at Taft ELC

FY18 Fee Structure: Parents pay a monthly fee, due on the first of every month, or pay for the year

Fund Restrictions: Enrollment cap

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>E-RATE School District Wide</b>
<b>Fund Number:</b> 26-303-4840-2611ED00

**Director/Program Coordinator:** Patrick Mistler, Director of Technology  
Brian Hyde, Business Manager

**MGL Authorization:** The Massachusetts Information Technology and Innovation Act of 2014

**Year Established:** 2014

**Program Description:** E-rate is a federal program that provides technology discounts for schools and libraries. E-rate is administered by the Universal Services Administrative Company (USAC) under the oversight of the Federal Communications Commission (FCC).

E-rate 2.0 refers to the FCC E-rate Modernization Order that sets "Ensuring Affordable Access to High-Speed Broadband" to the classroom as its top priority. All public schools are eligible to receive discounts on eligible Category 1 services (Internet/broadband and for a limited time, voice) and Category 2 services (internal connections, managed internal broadband services, and basic maintenance of internal connections), but only if the services are purchased from eligible contracts and the application is approved by the E-rate program.

**Fee Structure** N/A

**Fund Restrictions:** Technology (computers, computer equipment, iPads, infrastructure, cabling, bandwidth, Technology PD)

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

## High School Donations

**Fund Number:** 24-351-4830-2412ED00

**Director/Program Coordinator:** Michael Rubin, Principal

**MGL Authorization:** Ch. 71 § 47

**Year Established:**

**Program Description:** UHS Donation Account has been established to accept parent/community donations for the Uxbridge High School.

**FY18 Fee Structure:** N/A

**Fund Restrictions:** Restrictions based on donation letter(s) from parent/community. General donations may be used at the Principal's discretion.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>High School Field Hockey Camp Student Fees</b>
---

<b>Fund Number: 26-385-4320-2606ED00</b>
--

Director/Program                    Kelly Rosborough  
Coordinator:                         Marc Calarese, Athletic Director

MGL Authorization:

Year Established:

Program Description:            This high school sports camp is set up to improve the program and offsets the cost of staff, equipment, transportation and other program needs

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

## **High School Football Camp Student Fees**

**Fund Number:** 26-385-4320-2605ED00

Director/Program                    martillio  
Coordinator:                        Marc Calarese, Athletic Director

MGL Authorization:

Year Established:

Program Description:            This high school sports camp is set up to improve the program and offsets the cost of staff, equipment, transportation and other program needs

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>High School Summer Basketball Camp Student Fees</b>
--

<b>Fund Number:</b> 26-385-4320-2604ED00
--

Director/Program                      Gino Manzi  
Coordinator:                              Marc Calarese, Athletic Director

MGL Authorization:

Year Established:

Program Description:                  This high school sports camp is set up to improve the program and offsets the cost of staff, equipment, transportation and other program needs,

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>High School Summer School Tuitions</b>
---

<b>Fund Number:</b> 26-351-4340-2613ED00
--

Director/Program            Michael Rubin, Principal  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**



<b>Industrial Arts</b>
------------------------

<b>Fund Number:</b>
---------------------

Director/Program    Michael Rubin, Principal  
Coordinator:

MGL Authorization:

Year Established:

Program Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>(International Exchange) School Out of State Student Tuitions</b>
--

<b>Fund Number:</b> 26-303-4370-2601ED15
--

Director/Program    Kevin Carney, Superintendent  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>iPad Insurance Program</b>
-------------------------------

<b>Fund Number: 26-303-4370-2611ED00</b>
--

Director/Program Coordinator: Patrick Mistler, Director of Technology  
Brian Hyde, Business Manager

MGL Authorization: Ch. 71 § 47

Year Established: 2013

Program Description: Technology repairs and replacement are needed when devices are accidentally broken. This fund provides students an in-house insurance program at a lower cost.

Fee Structure Recommendations for 2017-18: \$70.00 for insurance policy, \$100 deductible

Fund Restrictions: Device Repair

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Kindergarten</b>
<b>Fund Number:</b>

Director/Program  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

**Lost Book Fees****Fund Number:**

Taft ELC Lost Books Fees	#26-311-4320-2603ED00
Whitin Elementary Lost Books Fees	#26-321-4320-2603ED00
McCloskey Lost Books Fees	#26-331-4320-2603ED00
UHS Lost Books Fees	#26-351-4320-2603ED00

Director/Program            Various  
Coordinator:

MGL Authorization:        Ch. 71 § 47

Year Established:

Program Description:        This fund is used for students to pay for lost books and other school issued educational supplies.

FY18 Fee Structure:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>McCloskey Middle School Donations</b>
--

<b>Fund Number:</b> 24-331-4830-2413ED00
--

Director/Program Coordinator: Leanne DeMarco, Principal

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: McCloskey Donation Account has been established to accept parent/community donations for the McCloskey Middle School.

FY18 Fee Structure: N/A

Fund Restrictions: Restrictions based on donation letter(s) from parent/community. General donations may be used at the Principal's discretion.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Preschool Tuitions</b>
---------------------------

<b>Fund Number:</b> 26-311-4340-2610ED00
--

Director/Program Coordinator: Marla Sirois, Principal and Stephanie Geddes, Director of Pupil Services  
Brian Hyde, Business Manager

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: Uxbridge Public Schools provides special education and regular education services for ages 2 years & 9 months to Kindergarten entry age in an integrated classroom setting at the Taft ELC. These preschool programs are designed to promote a child's cognitive, language, physical, social and emotional development through an integrated approach to learning.

The goal of the program is an active partnership with parents in their child's early development and to provide a model, developmental preschool program that is based on an "inclusive" multicultural curriculum in which diversity is celebrated and all children learn to grow together as they explore their world.

Class size varies as the year progresses but should not be greater than 15 per class. At least one half of the children will be typically developing and the other half of the children may have some combination of language, motor and/or social delays. The program is staffed by the the child deelopment teacher (Special Educator) and assistant teacher(s). An additional assitsnat teacher may be added as the group needs dictate.

There are 7 three-day programs (4 morning and 3 afternoon class groups that run Mon, Wed, & Fri for a total of 7.5 hours per week). There are 3 two-day programs that run in the mornings of Tues & Thur for a total of 5 hours per week. The

program follows the UPS school calendar and begins early in September.

**FY18 Fee Structure:**

Tuition for the complete preschool program (September, 2017 – June 2018) is:

- \$x,xxx.xx for five day program
- \$x,xxx.xx for three day program
- \$x,xxx.xx for two day program

Tuition for children who enter at various points in the year is prorated. Tuition is paid in monthly installments.

The program wishes to enroll children from a variety of socioeconomic backgrounds so a limited amount of financial assistance (operating budget funded) and/or varied payment schedule for families in need of assistance an/or modifications are available by completing a UPS Financial Assistance Application.

**Fund Restrictions:**

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**



<b>School Choice</b>
----------------------

<b>Fund Number:</b> 26-303-4660-2608ED00
--

Director/Program Coordinator: Kevin Carney, Superintendent  
Uxbridge School Committee

MGL Authorization: M.G.L. c.76, s.12B.

Year Established:

Program Description: School choice tuition charges are assessed against sending districts, and paid to receiving districts, in December, March, and June. Payments are handled automatically through adjustments to the quarterly local aid distributions. Tuition assessments are deducted from the distribution, and tuition revenues are added to the distribution. For choice students living in towns that belong to one or more regional school districts, the choice tuition is assessed to the district in which the student would otherwise be attending public school.

The tuition charge is based on the number of full-time equivalent (FTE) students multiplied by the per pupil tuition rate. (A student who enrolled in February, for example, would be counted in the range of four-tenths FTE for being enrolled for four months out of a ten month school year.) Information on enrolled choice students is first obtained from receiving districts' Student Information Management System (SIMS) submissions as of October 1. The December and March payments are based upon these October student counts. In April, receiving districts provide more detailed information on these students' specific enrollment dates, special education increments, street addresses, etc. on a "school choice claim form." This information is used to calculate final full-time equivalency and tuition for the year. June payments and assessments are the net amounts due for the fiscal year.

Per pupil tuition rates are based on receiving districts' per pupil costs for the prior fiscal year, in the following categories: instruction, pupil services, administration, maintenance, and fixed charges. Separate tuition rates are calculated for regular, bilingual and occupational programs.

A student's tuition equals 75% of the per pupil cost, up to a limit of \$5000. For a student with an individualized education

plan, a special education increment augments that tuition. The amount of the increment is determined by applying annual cost rates to the specific services cited in a pupil's individual education plan. These costs are generated from the same template as is used in the "circuit breaker" program for high-cost pupils. For any pupil with a special education increment, it is the responsibility of the receiving district to keep a record of what services were counted toward the cost.

**Fee Structure  
Recommendations for  
2017-18:**

**Fund Restrictions:**

While the school choice statute does not provide explicit guidance as to the allowable uses of choice tuition revenue, the requirement that municipalities place such revenues in a special account for use by the school committee indicates a legislative intent that they be used for the general purposes of the school choice program. School choice tuition is intended to cover any additional out-of-pocket expenses associated with students who are enrolled under the choice program and to provide a financial incentive to encourage districts to participate in the program. Therefore, allowable expenditures include any expenditures for staff, materials, equipment, or services that directly enhance the quality of a district's educational programs and benefit students who currently attend a district's schools.

If a school committee does not need to spend tuition revenues on direct services for education, it may use those revenues for other expenditures that enhance current educational programs for students. For example, in such limited circumstances, it may be appropriate to use tuition revenues for the construction or renovation of a science or computer laboratory. Because the school choice statute requires the school committee to spend the tuition revenues, the committee may not transfer these funds to another municipal department for purposes unrelated to education. Additionally, local school committees may not transfer funds for the payment of debt service, even if the debts were incurred by the municipality for a school-related capital expenditure, as such expenditures are not within the scope of the school committee's power or authority.

Expenditures made from the revolving fund for school choice tuition revenue do not count toward meeting a district's net school spending requirement. (The spending requirement relies upon local tax effort; school choice revenue is derived from other communities.) An appropriating body may not reduce the school operating budget below the amount required to meet the district's net school spending requirement with the expectation that school choice revenues will be available to make up the difference. The appropriating body, however, may take into account the availability of school choice revenues and other special revenues in deciding how much to appropriate above the net school spending requirement.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>School Committee Building Use Fees</b>
---

<b>Fund Number: 10-301-4320-00000000</b>
--

Director/Program  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>School District Wide Gifts &amp; Donations</b>
---

<b>Fund Number:</b> 24-303-4830-2408ED00
--

Director/Program                      Kevin Carney, Superintendent  
Coordinator:                              Brian Hyde, Business Manager

MGL Authorization:                      Ch. 71 § 47

Year Established:

Program Description:                      District Wide Donation Account has been established to accept parent/community donations for the use in the Uxbridge Public Schools. These funds are primarily used to purchase district wide items at the Superintendent's discretion.

FY18 Fee Structure:                      N/A

Fund Restrictions:                      Restrictions based on donation letter(s) from parent/community. General donations may be used at the Superintendent's discretion.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

## School Lunch Receipts

**Fund Number:** 25-303-4320-2500ED00

Director/Program Coordinator: Stephanie Barstow  
Brian Hyde, Business Manager

MGL Authorization: Ch. 548 of the Acts of 1948

Year Established:

Program Description: Under the Acts of 1948, chapter 548, the School Committee may operate or provide for the operation of school food service programs in schools under their jurisdiction. The School Committee through this act may receive disbursements from federal sources to support the School Lunch Program in addition to charge for meals. Funds are kept in a separate account and expended by the School Committee without appropriation. The Massachusetts Department of Education/Secondary Education, Office of Food and Nutrition Programs sets regulations for accounting and nutrition for the School Lunch Program

FY18 Fee Structure: Meal pricing is based on the projected cost of providing the program less any federal subsidies we received for participating in the National School Lunch Program.

	FY2017	FY2018
Breakfast: (all levels)	\$1.25	
Lunch (Elementary)	\$2.75	
Lunch (MMS and UHS)	\$3.00	
Milk:	\$0.60	
Sensible Sides (Elementary)	\$0.50 - \$0.75	
A la carte options (Secondary)	\$0.75 - \$2.50	
Adult Meal	\$3.75	

Fund Restrictions: Use of funds is limited to compensation for employees, contracted services and payment for equipment and materials to run program. Does not include funds for major maintenance or kitchen renovations

**Statistics:**

- Free and Reduced % - equals the percentage of students eligible for the program that participate in the program.
- Participation Rate: Meals served divided by (180 Operating Days x Average Enrollment of 1790)

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>School Playground</b>
<b>Fund Number:</b>

Director/Program  
Coordinator:

MGL Authorization:

Year Established:

Program  
Description:

Fee Structure  
Recommendations for  
2017-18:

Fund Restrictions:

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**



<b>School Transportation</b> <b>NOT YET SET UP</b>
--

<b>Fund Number:</b>
---------------------

Director/Program                      Ann DeYoung  
Coordinator:                              Brian Hyde, Business Manager

MGL Authorization:                      Ch. 71 § 68

Year Established:

Program Description:                      The Transportation Program is responsible for providing transportation to and from school for all Uxbridge Public School students. A bus fee is charged for service. Transportation is also provided for Uxbridge special education students to and from school as indicated in the Individual Education Plan at no cost to the family

FY18 Fee Structure:                      Fee is based on total cost per seat for the number of riders projected. The Operating Budget pays for all Town Paid Students.

- School Committee Vote by March 1 for continuation of fee and at what rate;
- Registration Letters Mailed April 1;
- Registration Due mid-May for lowest discounted rate;
- Payment Due August 1;
- Routes established based on registrations in hand during July;
- Passes distributed during the first days of school.

Fund Restrictions:                      Compensation for employees, contracted services and payments for equipment and materials to run program

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Special Education Stabilization Fund</b>	NOT TO BE USED
<b>Fund Number:</b>	

Director/Program Coordinator: Stephanie Geddes, Director of Pupil Services  
Kevin Carney, Superintendent

MGL Authorization:

Year Established: 2017 anticipated

Program Description: The Special Education Stabilization Fund is established to provide for extraordinary need in special education tuition and transportation expenses. The account will be funded through School Department transfers voted by the School Committee from its operating budget as well as tuition raised through UPS program use by area school districts.

Fund Restrictions: Special Education Tuition or Transportation expenditures that exceeds the operating budget and require regular education programs to be severely impacted by the budget deficit.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Taft ELC Donations Gifts &amp; Donations</b>
---

<b>Fund Number: 24-311-4830-2411ED00</b>
--

Director/Program Coordinator: Marla Sirois, Principal

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: ELC Donation Account has been established to accept parent/community donations for the Taft ELC School.

FY18 Fee Structure: N/A

Fund Restrictions: Restrictions based on donation letter(s) from parent/community. General donations may be used at the Principal's discretion.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

<b>Whitin Elementary School Donations</b>
---

<b>Fund Number:</b> 24-321-4830-2414ED00
--

Director/Program Coordinator: Lori Fafard, Principal

MGL Authorization: Ch. 71 § 47

Year Established:

Program Description: Whitin Donation Account has been established to accept parent/community donations for the Whitin Elementary School.

FY18 Fee Structure: N/A

Fund Restrictions: Restrictions based on donation letter(s) from parent/community. General donations may be used at the Principal's discretion.

**Staffing History:**

**Budget History:**

**Recent Developments:**

**Current Challenges:**

**Significant Proposed Changes for the Upcoming Fiscal Year and Budget Impact:**

**FY17 Fee:**

**FY18 Fee:**

**On the Horizon:**

**CLOSED ACCOUNTS – NONE**

## Department of Revenue: Opinions

**95-568 (7/7/95)**

***By-law/Ordinances.***

**Permanent Departmental Revolving Funds.**

A by-law establishing a permanent departmental revolving fund from beach vehicle sticker fees and limiting annual expenditures from the fund to the amount of revenue collected is inconsistent with G.L. Ch. 44 §53E1/2, which requires an annual vote authorizing the fund and fixing a specific, not variable, dollar limitation on expenditures, subject to modification by the board of selectmen and finance committee. The portion of the by-law authorizing the use of revolving fund monies for hiring and training of beach personnel is not inconsistent per se with the statute's restrictions on the use of those monies to pay full-time personnel since it does not expressly prohibit also using the fund to pay for the fringe benefits of any such personnel.

**93-1039 (1/19/94)**

***Transportation Funds.***

**Use of Revolving Funds for Non-mandated School Bus Service.**

The student activities revolving fund established by G.L. Ch. 71 §47 may be used to support a fee-based, non-mandated school transportation program where the school committee has the authority to provide school bus service and a G.L. Ch. 44 §53E 1/2 departmental revolving fund had not been voted by the city or town for the program.

**92-50 (1/17/92)**

***Departmental Revolving Funds.***

**Fund for Lost Library Book Replacements from Lost Book Fines.**

A municipality may establish a revolving fund under G.L. Ch. 44 §53E 1/2 for the library to purchase books to replace those lost by library users using fines imposed on such users. The establishment of a departmental revolving fund is not necessarily limited to those programs sponsored by the department for which a participation fee is charged. However, there must be a direct "connection" between the receipt and the service or program provided as is the case here. (or mayor, city council, city or town manager).

**92-747 (8/26/92)**

***Use of School Property Fund.***

**School Rental Fund.**

Use for Salaries/Benefits of Custodians Maintaining Facilities. Fees for the use of space in a school building, as permitted by G.L. Ch. 71 §71, for a private, non-profit school day care program may be deposited into a revolving fund and spent without appropriation by the school committee for a school custodian to maintain the building during the hours used by the day care operator if the municipality has accepted the provisions of G.L. Ch. 71 §71E. If surplus school buildings or space is rented or leased for those purposes under G.L. Ch. 40 §3, the rental fees would be deposited in a separate account and could be spent without appropriation by the school committee for the upkeep of the facility, including the payment of custodians, with any balance at the end of the fiscal year reverting to the general fund. In both cases, the cost of any

additional benefits, such as additional health or pension benefits, that might accrue as a result of the maintenance services should be paid from the revolving, not the general, fund. **Also see 94-252 (6/6/94) (Discusses differences between use of school property fund under G.L. Ch. 71 §71E, which governs receipts of temporary rentals of school property to local organizations and groups on an hourly or per event basis, such as the gym for the evening or the auditorium for a dance recital, and the school rental fund under G.L. Ch. 40 §3, which governs receipts from leases and term rentals of unused school buildings, or vacant space in used school buildings).**

**92-784 (9/15/92)**

***School Rental Fund.***

**Use for Utilities, Repairs, Custodians and Other Upkeep Costs.**

A municipality may pay for any normal expenses associated with keeping a rented school building ready for use, including custodial costs, utilities, repairs and other costs attributable to keeping the building in an operational condition, from the rental fees that are deposited in a separate fund under G.L. Ch. 40 §3. **Also see 93-696 (1/24/94) (Receipts from the rental of school buildings may be spent with-out appropriation under G.L. Ch. 40 §3 to pay all utility bills attributable to school buildings that are partially rented).**

**93-742 (11/5/93)**

***Student Activities Revolving Fund.***

**Establishment of Multiple Accounts.**

The revolving fund established by G.L. Ch. 71 §47 for various school sponsored student extra-curricular programs and activities may be maintained as separate accounts, categorized by functions or activities, rather than as a single account for all activities.

**93-1039 (1/19/94)**

**Departmental Revolving Funds.**

***Student Activities Revolving Fund.***

**Use of Revolving Funds for Non-mandated School Bus Service.** The student activities revolving fund established by G.L. Ch. 71 §47 may be used to support a fee-based, non-mandated school transportation program where the school committee has the authority to provide school bus service and a G.L. Ch. 44 §53E 1/2 departmental revolving fund had not been voted by the city or town for the program.

**94-124 (4/28/94)**

***Departmental Revolving Funds.***

**Power of Appropriating Bodies to Close/Transfer Surplus in Reauthorized Funds.**

**Calculation of Year End Fund Surplus.**

An appropriating body may direct that all or part of the operating surplus in a departmental revolving fund established under G.L. Ch. 44 §53E 1/2 be closed to the general fund in its vote to reauthorize the fund for the next fiscal year. The surplus in the fund would not include any monies encumbered or re-served to cover liabilities already incurred, or monies collected in advance for and committed to particular programs, services or activities. If a fund is terminated



or its purposes changed, the remaining balance automatically reverts to the general fund unless the appropriating body votes to transfer it to another purpose.

**94-846 (10/25/94)**

***School Lunch Revolving Fund.***

**Use of Interest Earned on School Lunch Funds.** Interest earned on school lunch fund monies are to be credited to the fund, not the general fund. While state law, chapter 548 of the acts of 1948, does not expressly provide for interest to remain with the fund, federal regulations governing the program re-quire that any interest earned on program funds are to be credited to the fund and federal law supersedes state law in this case.

Parameters: Start Date: end:

# Purchase Order - All

Line Item	Description	Quantity	Unit Price	Extended	Payments	Balance	Overpaid
<b>Account Number</b>							
PO: 321-1809							
<b>Vendor Number:</b> 2052							
<b>Subnumber:</b> 1							
<b>Vendor Name:</b> RAINBOW LLC							
<b>Name 2:</b>							
<b>Address:</b> 350 CABOT STREET							
<b>City State Zip:</b> NEWTONVILLE MA 02460							
<b>Country:</b>							
<b>Created by:</b> khill <input type="checkbox"/> <b>On:</b> 11/15/2016							
1	003134	usa/world laminated desk maps	50.0000	2.9500	147.50	0.00	0.00
<b>10-321-5510-00000000-2410-2</b>							
Whitin Elementary Resources Supplies							
2	shipping & handling	Shipping & Handling	1.0000	14.7500	14.75	0.00	0.00
<b>10-321-5510-00000000-2410-2</b>							
Whitin Elementary Resources Supplies							
<b>Comment:</b> attn: Rosemary Harcourt							
<b>Last Edited by:</b> khill <input type="checkbox"/> <b>On:</b> 11/15/2016							
<b>Total for Purchase Order 321-1809:</b>							
				162.25	0.00	162.25	0.00
<b>1 of 2 Purchase Order(s)</b>							
				<b>162.25</b>	<b>0.00</b>	<b>162.25</b>	<b>0.00</b>

**Ship to:** (S) Uxbridge Public Schools - Whitin Elementary  
**Address:** 120 Granite Street

**City State Zip:** Uxbridge MA 01569  
**Contact:** khill  
**Telephone:** (508) 278-8640  
**Fax:** (508) 278-8639  
**Email:** khill@uxbridge.k12.ma.us

Line	Description	Quantity	Unit Price	Extended	Payments	Balance	Overpaid
<b>1 Purchase Order(s) totaling:</b>							
				162.25	0.00	162.25	0.00

**Post Date:** 11/17/2016  
**Post Date:** 11/17/2016

## 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	\$75,551
Title IIA	140		Fed 8/31	\$48,271	\$48,271	\$2,503
SPED Federal 94-142 Entitlement Project Adjust	240		Fed 8/31	\$502,339	\$502,339	\$116,629
SPED Program Improvement	274		Fed 8/31	pending		
<b>Total DESE Federal Grants</b>				<b>\$736,487</b>	<b>\$736,487</b>	<b>\$194,684</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>\$194,684</b>
SPED Early Childhood Special Ed Allocation	262 ECC		Fed 8/31	\$17,810	\$1,471	
<b>Total</b>				<b>\$17,810</b>	<b>\$1,471</b>	<b>\$0</b>
<b>Total Grants</b>				<b>\$754,297</b>	<b>\$737,958</b>	<b>\$194,684</b>
Circuit Breaker Reimbursement FY16				\$614,233	\$614,233	
Medicaid Reimbursements Received by Town						
				2016 \$ 129,716		
				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:**

November 1, 2016

**ENROLLMENT**

School	# Students
Taft	477
Whitin	410
Mccloskey	422
UHS	477
<b>Total</b>	<b>1786</b>

**FREE & REDUCED STUDENTS**

School	Free	Reduced
Taft	123	14
Whitin	101	8
McCloskey	95	13
UHS	100	11
<b>Sub Total</b>	<b>419</b>	<b>46</b>

<b>Total Free &amp; Reduced:</b>	<b>465</b>
<b>% of Enrollment:</b>	<b>26.04%</b>

**DAYS SERVED**

19

**TOTAL MEALS SERVED DURING OCTOBER 2016**

School	Breakfast	Lunch	% Breakfast	% Lunch	ADP Lunch	MPL
Taft	409	3311	4.08%	36.53%	174	12
Whitin	356	4160	4.57%	53.40%	218	14
McCloskey	263	3656	3.28%	45.60%	192	13
UHS	461	4430	5.09%	45.90%	233	13
<b>Totals</b>	<b>1489</b>	<b>15557</b>	<b>4.39%</b>	<b>45.05%</b>	<b>817</b>	<b>52</b>

**FINANCIAL OVERVIEW:**

**REVENUE**

	Current Mon.	Current YTD
Lunch Sales	\$21,195.61	
Paypams (prepays)	\$18,869.75	
Catering Sales	\$0.00	
US/ MA Reimbursement	\$27,545.79	
Other Revenue	\$1,667.00	
<b>Total Revenue</b>	<b>\$69,278.15</b>	<b>\$175,465.63</b>

**EXPENSES**

**FOOD AND SUPPLIES**

Food Expenses	\$33,125.60
Paper / Chemicals	\$3,406.44
Other Expenses (uniform, account refund, etc.)	\$1,181.83
<b>Total Food &amp; Supplies</b>	<b>\$37,713.87</b>

**PAYROLL**

Employee Wages	\$28,366.46
<b>Total Payroll Expenses</b>	<b>\$28,366.46</b>

<b>Total Expenses</b>	<b>\$66,080.33</b>
-----------------------	--------------------

**\$143,076.55**

<b>TOTAL PROFIT / LOSS CURRENT PERIOD</b>	<b>\$3,197.82</b>
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<b>TOTAL PROFIT / LOSS OF CURRENT YEAR</b>	<b>\$32,389.08</b>
--	--------------------

**\$32,389.08**

**Notes:**

- \* Cafeteria Staff continued Professional Development at Auburn Middle School
- \* TAFT ELC has started the Smarter Lunch room Project that will run the course of the year.
- \* Free/Reduced percentage is less due to Cut-off date for reapplication and state eligibility guideline levels.

**Uxbridge Public Schools**  
**FY17 BUDGET TRANSFER REQUEST**  
for School Committee Approval

Batch # \_\_\_\_\_  
Date Posted \_\_\_\_\_  
Copy to Acctg \_\_\_\_\_

**TRANSFER # 17-002**

Use this form to increase/decrease the budgetary appropriation for an account whenever priorities or availability of funds change

**BUDGET DECREASES**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
10-303-5311-00000000-2800-2	District Psychological Evaluations	\$2,612.35
<b>Total Decreases this page:</b>		<b>\$2,612.35</b>

**BUDGET INCREASES**

<u>Account #</u>	<u>Description</u>	<u>Amount</u>
10-303-5300-00000000-3100-2	District Parent Liason Services	\$1,535.84
10-303-5510-00000000-2420-2	District Special Ed Equipment	\$196.00
10-303-5510-00000000-2410-2	District Special Ed Educational Supplies	\$730.51
10-303-5350-00000000-2357-2	District Special Ed Training and PD	\$150.00
<b>Total Increases this page:</b>		<b>\$2,612.35</b>

**RATIONALE:**

Transfers to cover expense deficits  
Business Office

Spending Authority/School or Dept.  
\_\_\_\_\_

Business Administrator's Authorization  
\_\_\_\_\_

**Net Change to Budget** 0.00

To: Uxbridge School Committee  
From: Brian A. Hyde, Interim Business Manager  
Date: December 6, 2016  
Re: District Financial Operations Review

Dear School Committee,

I am pleased to inform you that we have scheduled a MASBO Financial Operations review of the Uxbridge Public Schools for Wednesday, January 4th and Thursday, January 5th, 2017. The Review will be completed by Joel Lovering, David King and John Crafton. All three are regarded as the "best of the best" by Massachusetts Association of School Business Administrators and come highly recommended by Powers and Sullivan, LLC. John Manzi, MASBO's former Technology Liaison from the Springfield Public Schools will join the team to focus on our IT.

The recommendation for Uxbridge is to review current business office practices for the purpose of determining their alignment with the statutory requirements of the Commonwealth that pertain to these procedures;

1. To assess the effectiveness of the district's processes associated with budget planning and development, financial reporting, payroll and accounts payable, and cash management and determine whether the current central office staffing level is appropriate;
2. To review the current procedure pertaining to the management of student activity accounts;
3. To acknowledge strengths, identify weaknesses, and recommend improvements to the critical financial systems of the school district;
4. Review current service contracts including Copiers, Transportation, and Janitorial and provide recommended improvements.
5. To review the IT capacity, infrastructure and organization in order to determine if it is adequate to support effective administration, operations and instruction;
6. To review the current state of data systems and integration in order to determine whether changes are needed in order to increase efficiency and reduce error.
7. Review Food Service staffing, accounting and recommend improvements.

The next step in the process is for me to finalize a contract. In this regard, I'll just need the bulleted items above (1-7) that will represent the scope of the review approved by you.

I believe that this process will provide the *greatest bang for our buck* and help Uxbridge Public Schools reach its capacity in its financial operations. Best.

**MASSACHUSETTS ASSOCIATION OF SCHOOL BUSINESS OFFICIALS**  
**SCHOOL DISTRICT FINANCIAL OPERATIONS REVIEW**  
**SELF-ASSESSMENT SURVEY**

*The preliminary and essential component of the review process involves the completion of this self-assessment survey. The completed survey is to be returned to MASBO along with the requested documents on page 7 and 8. A MASBO Review Team will be assigned and the date of the review scheduled after the receipt of the survey and requested documents.*

Name of District: **Uxbridge**                      Date: **November 18, 2016**

Address: **21 South Main Street**              City/Town: **Uxbridge**

Contact Person: **Brian Hyde** Telephone: **508-278-8648 x101** email: **bhyde@uxbridge.k12.ma.us**

**Please estimate the district's effectiveness relative to the following items by circling the number that best reflects your knowledge and perception.**

**A. Budget Planning and Development**

1. Procedures are in place for involving all pertinent staff in the development of the annual school district budget.

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_  \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_

2. The district utilizes a budgetary format that is site-based (by school) and program-based (Operations and Maintenance, Special Education, Language Acquisition, etc.).

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_  \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_

3. Budgetary account codes provide for expenditure identification by Massachusetts Department of Education fund, function, object, program, and location.

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_  \_\_\_\_\_ 1 \_\_\_\_\_

4. District priorities and goals are correlated with individual school priorities and goals and are articulated within the budget.

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_  \_\_\_\_\_ 1 \_\_\_\_\_

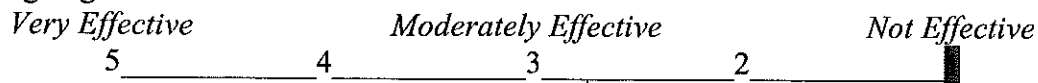
5. The budget provides an adequate account history (three years of actual expenditures, one year of approved budgetary expenditures, and one year of requested budgetary expenditures).

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_  \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_

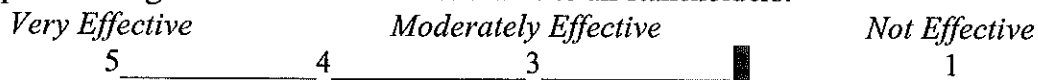
6. The allocation of resources to accomplish targeted initiatives and priorities at the district and school levels is clearly represented in the budget.

*Very Effective*                      *Moderately Effective*                      *Not Effective*  
5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_  \_\_\_\_\_ 1 \_\_\_\_\_

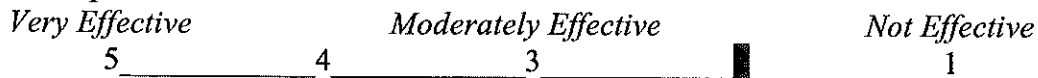
7. The district analyzes the cost effectiveness of expenditures to improve student performance on an ongoing basis.



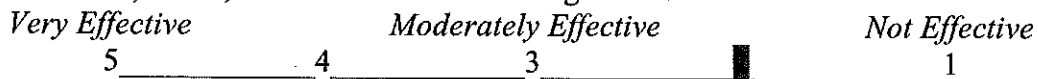
8. The approved budget document is made available to all stakeholders:



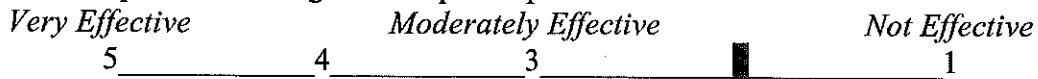
9. The budget building process includes the coordination of budget goals and priorities with strategic planning goals, district improvement short and long-term-goals, and school improvement plans.



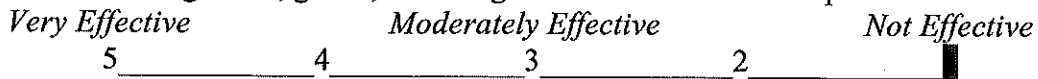
10. The process is in place to budget appropriate resources to serve the needs of students with diverse academic, social, economic and racial backgrounds.



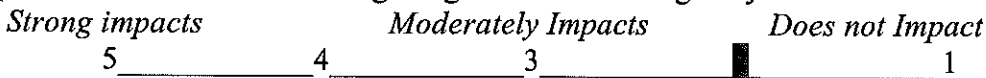
11. Ongoing programs and new initiatives are evaluated for their programmatic and cost effectiveness as part of the budget development process.



12. The budget document includes information on revenues and expenditures in the athletic and food service revolving funds, grants, and fee-generated revenues and expenditures

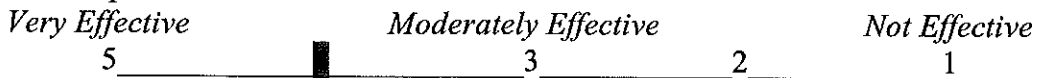


13. Student performance information impacts budgetary decision-making during budget development as well as when making budget transfers during the year.

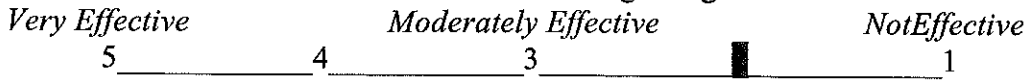


**B... Financial Processes, Reporting and Management**

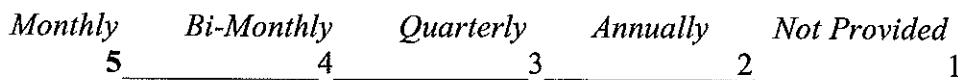
1. The school district budget accurately reflects the allocations reported on Schedule 19 of the End of Year Report.



2. Clear procedures have been established and followed regarding the transfer of funds.



3. The business office provides the school committee and the public with regular financial reports.





4. Budgetary expenditures are reconciled with municipal financial records on a regular basis.

*Monthly*      *Bi-Monthly*      *Quarterly*      *Annually*      *Not Provided*  
█                          4                          3                          2                          1

5. The district's accounting technology effectively integrates district level financial information with the financial information of each school and allows financial managers and principals to accurately track spending against their budgets on a regular basis.

*Very Effective*                          *Moderately Effective*                          *Not Effective*  
5                          4                          █                          2                          1

6. Estimate the degree to which your accounting technology facilitates the reconciliation of budgetary expenditures with municipal financial records.

*Very Effective*                          *Moderately Effective*                          *Not Effective*  
5                          4                          3                          2                          █

7. A system is in place that effectively provides spending projections in the major account areas (professional salaries, classified salaries, Special Education tuitions, utilities, etc.) so that the end-of-year status of these accounts can be estimated.

*Very Effective*                          *Moderately Effective*                          *Not Effective*  
5                          4                          █                          2                          1

8. Variances between Schedule 1 on the End of Year Report and the school budget are documented by school committee approved budgetary transfers.

*Very Effective*                          *Moderately Effective*                          *Not Effective*  
5                          4                          3                          █                          1

9. Municipal expenditures for education reported on the End of Year Report adhere to the provisions of the Massachusetts Department of Education *Guidelines for Student and Financial Reporting Section VI, Reporting by Municipal Agencies*.

*Consistent Adherence*                          *No Adherence*  
5                          █                          3                          2                          1

10. Municipal expenditures for education reported on the End of Year Report are documented.

*Consistently documented*                          *Not documented*  
█                          4                          3                          2                          1

11. A written agreement between school and municipal officials describes how to allocate, report and document municipal expenditures on behalf of the school department.

*Signed agreement exists and Follows DOE guidelines*                          *Agreement does not exist and DOE guidelines are not followed*  
5                          4                          █                          2                          1

12. School Committee policies and/or administrative procedures for handling student activity funds are consistent with the law and DOE guidelines.

*Appropriate written procedures are being followed*                          *Procedures followed are not consistent with the law & DOE*  
5                          4                          █                          2                          1

13. All student activity accounts and related accounts are periodically audited.

*Professional audit performed*      *Internal audit performed*      *No audit performed*  
5                          4                          3                          2                          █

14. Grants processing and management functions. . .  
*Are articulated, clear and consistently followed* *Are unclear and inconsistently applied*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
15. Revolving account financial statements are prepared and reviewed.  
*Annually* *Bi-Annually* *More than 2 years between reports*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
16. Student performance information is used to assist in the formulation of financial decisions.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
17. The school business official licensure status.  
*Professional License Or provisional license* *Not Licensed*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
18. Spending is monitored utilizing control procedures and a reliable forecast instrument.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_

**C. Purchasing Processes and Procedures (Complete the attached flow chart)**

1. The process used for purchasing meets the needs of the schools and school district.  
*Very Effective* *Moderately Effective* *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
2. The school business official is very familiar with the Massachusetts Public Procurement Law.  
*The business official is MCPPO certified* *Somewhat familiar* *Is not familiar*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
3. The district adheres to the provisions of the Public Procurement Law.  
*Consistently adheres* *Somewhat adheres* *Does not adhere*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
4. Purchase orders required for goods and services.  
*Always required* *Sometimes not required* *Not required*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
5. Normal turn around time from requisition to purchase order.  
*1-2 days* *3-5 days* *More than 5 days*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_
6. Purchases are efficiently received, recorded and processed in a timely manner.  
*Very Efficiently* *Somewhat efficiently* *Not Efficiently*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1 \_\_\_\_\_

7. Invoices, once checked against the purchase orders, are paid.  
*Within 20 days*                      *21-45 days*                      *More than 45 days*  
 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_ 1
8. Instructional assets, such as computer equipment, texts, furniture and materials are tracked and inventoried.  
*Very Effectively*                      *Moderately Effectively*                      *Not Effectively*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_
9. A preventive maintenance program is in effect for buildings and equipment.  
*Very Effective*                      *Moderately Effective*                      *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_  \_\_\_\_\_ 1
10. School district assets are tracked in accordance with GASB No. 34.  
*Very Effective*                      *Moderately Effective*                      *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_
11. A facilities and capital improvement plan is in place and regularly updated.  
*Very Effective*                      *Moderately Effective*                      *Not Effective*  
 5 \_\_\_\_\_ 4 \_\_\_\_\_ 3 \_\_\_\_\_ 2 \_\_\_\_\_

### Purchasing Flow Chart

1. Requisition initiated by **Administrative Assistant**
2. Approval of requisition by **Budget Manager (Principal, Director, etc.)**
3. Describe how the approved requisition becomes a purchase order:

**Pending purchase order is created by admin asst., then approved by Budget Manager (principal, director, etc.), then posted by Business Manager**

4. Who approves school department purchase orders? **Business Manager**
5. Are school department purchase orders, once approved at the school department level, sent to a municipal official for her/his approval? **NO** If so, please indicate the title of the municipal official involved in the approval process. **NA**. Is this next level of approval required for a valid purchase order? **NA**
6. Who is responsible for sending the approved purchase order to the vendor? **Administrative assistants**
7. How much time elapses between the initiation of the requisition and the sending out of the approved purchase order? **One Week**
8. Describe the process by which the accounts payable staff are notified that ordered items have been received and that the vendor's invoice can be paid?

**The administrative assistants send the accounts payable staff approved hard copy purchase orders marked, "Okay to Pay" with packing slip or other relevant**

documentation attached. The PO marked okay to pay is then matched with the appropriate invoice and payment process is commenced.

9. What is the average amount of time it takes to complete the process described in #8 above and when a check is actually sent out?

Up to 3 weeks.

- The accounts payable staff submits invoices to the Business Manager immediately and usually signed within a day or two.
- Payables are then input into VADAR accounting system by the account payable staff.
- A batch is created and submitted to the Town Accountant's office daily for internal auditing.
- The Town Accountant returns all batches in a warrant sometimes weekly.
- The school committee is contacted for signatures (4).
- When signed, checks are released within a day or two.

#### D. Payroll Processes

1. Payroll processing is consolidated into one payroll office or person regardless of funding source.

<i>Consolidated</i>		<i>One or two offices or people</i>		<i>More than 2 offices or people</i>
5 _____	4 _____	3 _____	2 _____	1 <input checked="" type="checkbox"/>

2. Hourly employee adjustments, stipends and reimbursements are handled.

<i>Very Efficiently</i>		<i>Somewhat Efficiently</i>		<i>Inefficiently</i>
5 _____	<input checked="" type="checkbox"/>	3 _____	2 _____	1 _____

3. Employee's payroll-related pre-retirement questions and issues are handled.

<i>Very Efficiently</i>		<i>Somewhat Efficiently</i>		<i>Inefficiently</i>
5 _____	<input checked="" type="checkbox"/>	3 _____	2 _____	1 _____

4. Employee's sick leave, personal leave, vacation leave and attendance data are handled

<i>Very Efficiently</i>		<i>Somewhat Efficiently</i>		<i>Inefficiently</i>
5 _____	<input checked="" type="checkbox"/>	3 _____	2 _____	1 _____

#### COPY OF DOCUMENTS TO BE SUBMITTED WITH COMPLETED SURVEY

1. Most recent End-of Year Pupil and Financial Report.
2. The compliance audit letter for the most recent EOY Pupil and Financial Report.
3. Most recent published budget document, including the proposed and adopted budget, narrative and superintendent's transmittal letter.
4. Minutes of School Committee budget sessions for the most recently adopted budget.
5. Facilities/Capital improvement plan (short and long range).
6. School Committee policies related to expenditures and transfers.

7. A description of the expenditure and encumbrance process.
8. Inventory of school facilities.
9. Central office organizational chart.
10. Three sample copies of periodic financial report submitted to the school committee.

# UPS Athletic Budget FY18

Description	Projected Cost	
General Athletic Officials	\$	-
General Athletic Supplies	\$	400.00
General Athletic Expenses - Game Mgmt.	\$	5,514.00
General Athletic Expenses	\$	2,600.00
Memberships	\$	10,398.00
General Athletic Other Expenses		\$8,870
General Athletic Replacement Equip	\$	11,339.00
	<b>Total Cost of Program</b>	<b>\$ 39,121.00</b>
Girls Soccer Coaching Salaries	\$	6,376.00
Girls Soccer Officials`	\$	1,600.00
Girls Soccer Maint. Equip	\$	820.00
Girls Soccer Transportation	\$	2,000.00
Girls Soccer Supplies	\$	75.00
Girls Soccer Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 12,871.00</b>
Boys Soccer Coaching Salaries	\$	5,773.00
Boys Soccer Officials`	\$	1,600.00
Boys] Soccer Maint. Equip	\$	820.00
Boys Soccer Transportation	\$	2,000.00
Boys Soccer Supplies	\$	75.00
Boys Soccer Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 12,268.00</b>
Field Hockey Coaching Salaries	\$	6,134.00
Field Hockey Officials	\$	2,760.00
Field Hockey Maint. Equip	\$	1,000.00
Field Hockey Transportation	\$	2,000.00
Field Hockey Supplies	\$	2,000.00
Field Hockey Uniforms	\$	2,000.00
	<b>Total Cost of Program</b>	<b>\$ 15,894.00</b>
Football Coaching Salaries	\$	17,142.00
Football Officials	\$	2,610.00
Football Maint. Equip	\$	10,150.00
Football Transportation	\$	2,800.00
Football Supplies	\$	187.00
Football Uniforms	\$	15,000.00

**Total Cost of Program \$ 47,889.00**

Girls X-Country Coaching Salaries \$ 2,890.00  
Girls X-Country Officials \$ 768.00  
Girls X-Country Maint. Equip \$ -  
Girls X-Country Transportation \$ 1,200.00  
Girls X-Country Supplies \$ 100.00  
Girls X-Country Uniforms \$ 600.00

**Total Cost of Program \$ 5,558.00**

Boys X-Country Coaching Salaries \$ 2,890.00  
Boys X-Country Officials \$ -  
Boys X-Country Maint. Equip \$ -  
Boys X-Country Transportation \$ -  
Boys X-Country Supplies \$ 100.00  
Boys X-Country Uniforms \$ 600.00

**Total Cost of Program \$ 3,590.00**

Cheerleading Coaching Salaries \$ 4,542.00  
Cheerleading Officials \$0  
Cheerleading Maint. Equip. \$ -  
Cheerleading Transportation \$ 1,200.00  
Cheerleading Supplies \$ 20.00  
Cheerleading Uniforms \$ 2,500.00

**Total Cost of Program \$ 8,262.00**

Boys Golf Coaching Salaries \$ 2,477.00  
Boys Golf Officials \$0  
Boys Golf Maint. Equip \$ 300.00  
Boys golf transportation \$ 2,000.00  
Boys golf supplies \$ -  
Boys golf uniforms \$ 700.00

**Total Cost of Program \$ 5,477.00**

Boys Basketball Coaching Salaries \$ 7,670.00  
Boys Basketball Officials \$ 1,600.00  
Boys Basketball Maint. Equip \$ 420.00  
Boys Basketball transportation \$ 2,400.00  
Boys Basketball Supplies \$ 75.00  
Boys Basketball Uniforms \$ 2,500.00

**Total Cost of Program \$ 14,665.00**

Girls Basketball Coaching Salaries \$ 6,565.00

Girls Basketball Officials	\$	1,160.00	
Girls Basketball Maint. Equip	\$	305.00	
Girls Basketball transportation	\$	2,400.00	
Girls Basketball Supplies	\$	75.00	
Girls Basketbal Uniforms	\$	2,500.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>13,005.00</b>

Girls Winter Track Coaching Salaries	\$	6,134.00	
Girls Winter Track Officials	\$	1,600.00	
Girls Winter Track Maint. Equip			
Girls Winter Track transportation	\$	2,000.00	
Girls Winter Track Supplies	\$	20.00	
Girls Winter Track Uniforms	\$	1,800.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>11,554.00</b>

Boys Winter Track Coaching Salaries	\$	6,013.00	
Boys Winter Track Officials	\$	1,160.00	
Boys Winter Track Maint. Equip	\$	2,000.00	
Boys Winter Track transportation		\$1,120	
Boys Winter Track Supplies	\$	20.00	
Boys Winter Track Uniforms	\$	1,800.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>12,113.00</b>

Baseball Coaching Salaries	\$	6,376.00	
Baseball Officials	\$	1,600.00	
Baseball Maint. Equip	\$	2,000.00	
Baseball Transportation	\$	2,000.00	
Baseball Supplies	\$	75.00	
Baseball Uniforms	\$	3,000.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>15,051.00</b>

Softball Coaching Salaries	\$	5,251.00	
Softball Officials	\$	2,540.00	
Softball Maint. Equip	\$	1,500.00	
Softball Transportation	\$	2,000.00	
Softball Supplies		\$75	
Softball Uniforms	\$	1,600.00	
<b>Total Cost of Program</b>	<b>\$</b>		<b>12,966.00</b>

Boys Tennis Coaching Salaries	\$	2,271.00	
Boys Tennis Officials	\$	-	
Boys Tennis Maint. Equip	\$	1,200.00	
Boys Tennis Transportation	\$	20.00	



Boys Tennis Supplies	\$	600.00	
Boys Tennis Uniforms			
		<b>Total Cost of Program</b>	<b>\$ 4,091.00</b>
Girls Tennis Coaching Salaries	\$	2,890.00	
Girls Tennis Officials	\$	630.00	
Girls Tennis Maint. Equip	\$	1,200.00	
Girls Tennis Transportation	\$	2,000.00	
Girls Tennis Supplies	\$	20.00	
Girls Tennis Uniforms	\$	600.00	
		<b>Total Cost of Program</b>	<b>\$ 7,340.00</b>
Boys Spring Track Coaching Salaries	\$	6,376.00	
Boys Spring Track Officials	\$	630.00	
Boys Spring Track Maint. Equip	\$	-	
Boys Spring Track Transportation	\$	2,000.00	
Boys Spring Track Supplies	\$	20.00	
Boys Spring Track Uniforms	\$	2,000.00	
		<b>Total Cost of Program</b>	<b>\$ 11,026.00</b>
Girls Spring Track Coaching Salaries	\$	6,013.00	
Girls Spring Track Officials	\$	630.00	
Girls Spring Track Maint. Equip	-		
Girls Spring Track Transportation	\$	2,000.00	
Girls Spring Track Supplies	\$	20.00	
Girls Spring Track Uniforms	\$	2,000.00	
		<b>Total Cost of Program</b>	<b>\$ 10,663.00</b>
Middle School Football Coaching	\$	4,633.00	
Middle school football officials	\$	768.00	
Middle School Football equipment	\$	-	
Middle School Football Transportation	\$	1,200.00	
Middle School Football Supplies	\$	-	
Middle School Football Uniforms	\$	2,000.00	<b>\$ 8,601.00</b>
Middle School Field Hockey Coaching	\$	1,891.00	
Middle School Field Hockey officials	\$	1,040.00	
Middle School Field Hockey equipment	\$	-	
Middle School Field Hockey Transportation	\$	2,000.00	
Middle School Field Hockey Supplies	\$	-	
Middle School Field Hockey Uniforms	\$	2,000.00	<b>\$ 6,931.00</b>

Middle School XC Coaching	\$	6,698.00		
Middle School XC officials	\$	-		
Middle School XC equipment	\$	-		
Middle School XC Transportation	\$	1,200.00		
Middle School XC Supplies	\$	-		
Middle School XC Uniforms	\$	1,500.00	\$	<b>9,398.00</b>
Middle School Boys Basketball Coaching	\$	1,891.00		
Middle School Boys Basketball officials	\$	1,160.00		
Middle School Boys Basketball equipment	\$	1,160.00		
Middle School Boys Basketball Transportation	\$	2,000.00		
Middle School Boys Basketball Supplies				
Middle School Boys Basketball Uniforms	\$	2,000.00	\$	<b>8,211.00</b>
Middle School Girls Basketball Coaching	\$	2,376.00		
Middle School Girls Basketball officials	\$	1,160.00		
Middle School Girls Basketball equipment	\$	-		
Middle School Girls Basketball Transportation	\$	-		
Middle School Girls Basketball Supplies	\$	-		
Middle School Girls Basketball Uniforms	\$	2,000.00	\$	<b>5,536.00</b>
Middle School Baseball Coaching	\$	2,134.00		
Middle School Baseball officials	\$	1,120.00		
Middle School Baseball equipment	\$	-		
Middle School Baseball Transportation	\$	2,000.00		
Middle School Baseball Supplies	\$	-		
Middle School Baseball Uniforms	\$	1,000.00	\$	<b>6,254.00</b>
Middle School Softball Coaching	\$	2,376.00		
Middle School Softball officials	\$	1,000.00		
Middle School Softball equipment	\$	-		
Middle School Softball Transportation	\$	-		
Middle School Softball Supplies	\$	-		
Middle School Softball Uniforms	\$	1,000.00	\$	<b>4,376.00</b>
Middle School Track and Field	\$	6,708.00		
Middle School Track and Field off.	\$	450.00		
Middle School T&F Transportation	\$	1,200.00		
Middle School T&F Uniforms	\$	2,000.00	\$	<b>10,358.00</b>

Athletic Trainer	\$	18,000.00		
Athletic Trainer Supplies	\$	3,000.00	\$	<b>21,000.00</b>

TOTAL ATHLETIC PROGRAM			\$	344,069.00
LESS UNIFORMS			\$	57,300.00
BUDGET #, WITHOUT UNIFORMS			\$	286,769.00
COACHING SALARIES			\$	132,490.00
EXPENSE #, NO UNIFORMS OR SALARIES			\$	154,279.00

<b>General Athletics</b>			\$	<b>39,121.00</b>
<b>High School</b>			\$	<b>224,283.00</b>
<b>Middle School</b>			\$	<b>59,665.00</b>
<b>Trainer</b>			\$	<b>21,000.00</b>

<b>TOTAL</b>			\$	<b>344,069.00</b>
minus 4/5 uniform cost for annual 5-year uniform replacement cycle			\$	45,840.00
minus Coaching Salaries (G236)			\$	132,490.00
= Expense Appropriation			\$	165,739.00

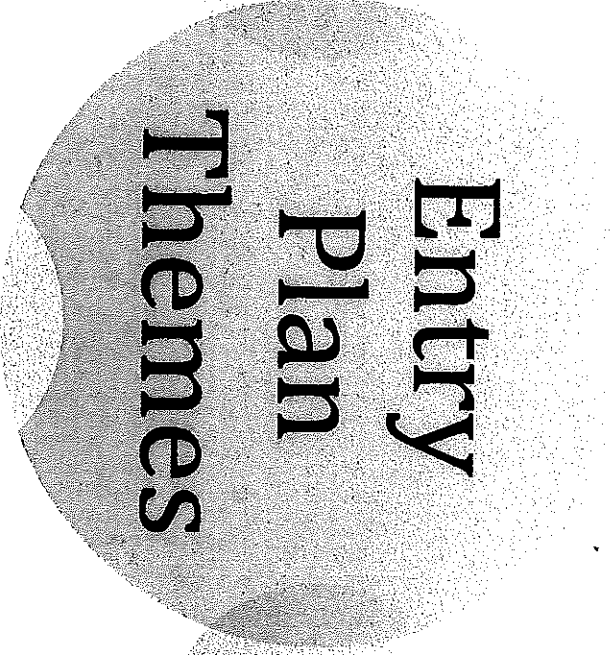
Expenses	\$	165,739.00
Salaries	\$	132,490.00
Insurance	\$	5,500.00
<b>Total FY18</b>	<b>\$</b>	<b>303,729.00</b>

<b>FY18 MMS and UHS Athletics General Fund Appropriation Expenses</b>	<b>\$</b>	<b>303,729.00</b>
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Director of Pupil Services – Entry Plan Summary of Findings January 2016

Communication  
& Trust  
between all  
stakeholders

Relationship  
between  
General and  
Special  
Education



Access to  
District  
Leadership

Inclusive  
Practices for  
All students

## **GUIDELINES FOR PUBLIC RECORDS REQUEST FOR UXBRIDGE PUBLIC SCHOOLS**

Records Access Officer (RAC): Kevin M. Carney  
Title: Superintendent of Schools  
Agency: Uxbridge Public Schools  
Mailing Address: Town of Uxbridge  
21 South Main Street  
Uxbridge, MA 01569  
Telephone: (508) 278-8648 extension 102  
Email: [kcarney@uxbridge.k12.ma.us](mailto:kcarney@uxbridge.k12.ma.us)

### **Making a Request:**

- A request can be made to the Records Access Officer as follows: hand delivery; first class mail; or email.
- Provide your name, mailing address, telephone number and email in your request.
- The records request must be reasonably described.

**Fees:** The RAC can waive or reduce fees if the request serves the public interest and is not primarily for commercial purposes; or if the requestor does not have the financial ability to pay the full fee.

- Copies are: .05 per page, for black and white, either single or double-sided.
- Employee Time: If the employee time exceeds 2 hours (search, retrieval, segregation, redaction and production), the hourly rate of the lowest paid employee that can perform the task may be included.

Within 10 business days after the RAC receives your request, you will receive a response in writing. This response could include the information you requested, an estimated fee to complete your request, or an explanation that the RAC cannot comply within the 10 days deadline.

### **Types of Records that the Uxbridge Public Schools Maintain**

Financial Records/Grants  
Annual Reports  
Minutes of Open Meetings  
Service Contracts/Bids

### **Records/Documents that can be found on our school website ([www.uxbridgeschools.com](http://www.uxbridgeschools.com)):**

- a. Final opinions, decisions, orders, or votes from agency proceedings
- b. Annual reports
- c. Notices of regulations proposed under chapter 30A
- d. Notices of hearings
- e. Winning bids for public contracts
- f. Awards of federal, state and municipal government grants
- g. Minutes of open meetings
- h. Agency budgets

October 25, 2016

Re: October 16, 2016 Public Record Request

Dear Mr. \_\_\_\_\_ :

I am in receipt of your request for records which was emailed to me on October 16, 2016. In your letter, you are requesting the following documents:

*Settlement agreements entered into by the School District with parents and guardians from January 1, 2011 through today, relative to the provision of special education services and/or educational placement(s) for students with disabilities, redacted of all personally identifying information.*

While it is the District's intent to comply with your request, given the number of documents that would need to be reviewed, copied, and redacted, and the amount of staff time necessary to respond to the request, the cost would exceed \$10. Therefore, in accordance with 950 CMR 32.06(2), I am providing you with the following estimate as to the anticipated fees for compliance with your request.

1. In accordance with M.G.L. c. 66, §10 and 950 CMR 32.06 (1)(a), you will be charged .05 cents per page for photocopies of public records. The District estimates your request to require thirty (30) photocopies to be made a total cost of \$1.50.
2. In accordance with M.G.L. c. 66, §10 and 950 CMR 32.06 (1)(c), you will be charged a prorated fee of \$24.64 per hour for search and segregation time associated with all request for non-computerized public records. This represents the hourly rate of the lowest-paid employee capable of performing this task. The School District estimates your request requires three hours of search and segregation time at a total cost of \$73.92.

Based on the estimated fees contained in paragraphs 1 and 2 above, the total estimated charge you will be assessed for copies of the records which you requested is \$75.42. Please contact my office at your earliest convenience to confirm your request and to provide us with a check in this amount made payable to the Uxbridge Public School District.

In accordance with the Public Records Access Regulations, 950 CMR 32.08 (1), you are hereby notified that you may seek redress under 950 CMR 32.00 and M.G.L. c. 66 § 10(b) if you disagree with this response. If you have any questions, please do not hesitate to contact me.

Sincerely,

Kevin M. Carney  
Superintendent of Schools

**Regional Budget Roundtable Summary – November 17, 2016  
Charlton Middle School**

1. **Background** – On October 14, at Oxford High School, many Southern Worcester County school committee members, business managers and superintendents met to discuss our similar and perennial budget challenges. We agreed that we would hold an evening forum, to which we would invite our legislators. We also agreed that we would convene an on-going Regional Budget Task Force with three primary goals:
  - a. Identify and consider cost sharing opportunities
  - b. Identify and collaborate on grant opportunities
  - c. Improve our ability to deliver a cohesive and effective budget message to our towns.
2. **November 17 Meeting**
  - a. *Issues Raised:*
    - i. Unfunded mandates – including ELL, Homeless, technology (ie: MCAS 2.0), etc.
    - ii. Foundation Budget Review Commission Recommendations
    - iii. Special Education Circuit Breaker
    - iv. Special Education Transportation
    - v. Regional Transportation reimbursement
    - vi. Health Care Costs
  - b. *Suggested Solutions:*
    - i. Cost share with other agencies (ie: DMH, DCF, etc.)
    - ii. ELL Circuit Breaker
    - iii. Incentives for regionalizing services / working together
    - iv. Educator training (college) to include multiple mandated skills (ie: ELL, special education, mental health, etc.)
    - v. Implementation of the Foundation Review recommendations
  - c. *What our legislators need from us:*
    - i. A small, manageable list of the most impactful items (2-4 issues to focus on)
    - ii. Specific suggestions for solving problems
    - iii. Clear evidence that we are working together to be as financially efficient as possible
3. **Next Steps**
  - a. Superintendents will meet on December 16 and inform business managers and school committee members of the structure and timing of upcoming task force meetings.

