City of Biddeford
School Committee
September 13, 2023 5:00 PM Little Theater at BHS

A. Call to Order:
B. Roll Call:
C. Pledge of Allegiance:
D. Adjustments to Agenda:
E. Consideration of Minutes:
E.1. Minutes 8/23/2023
Biddeford Minutes 8_23_2023.pdf

Consent Agenda

Nominations:
Eli Arsenault ~ BMS Teacher ~ Replacing Dakota Joy
Sarah Castle ~ JFK Special Education Teacher ~ New Position
Appointments:
BHS Stipends
BMS Stipends
BIS Stipend
Juanita Dickson ~ Bookkeeper ~ Leadership Office
Delaney Jenkins ~ BPS Ed Tech II ~ Replacing Janet Lambert
Daniel Dudevoir ~ BHS Ed Tech III ~ Replacing Erin O'Connor
Christopher Rozek ~ Ed Tech III ~ Replacing Nikki Martin
John Petacchi ~ BPS Ed Tech II ~ Replacing John Niles
Holly Ross ~ JFK Ed Tech II ~ Replacing Shannon Donahue
Kathleen McKeown ~ JFK Ed Tech III ~ New Position
Sevo Makindona ~ BHS Custodian ~ Replacing M.Perrault-Linscott
Tina Kombe ~ BHS Custodian ~ New Position
Noe Luzolu ~ APC, BPS Custodian
Sandrina Lombo ~ BHS Custodian ~ Replacing Shane Montejamo
Ashley Palmer ~ BIS Ed Tech II ~ Replacing Christina Mitchell
Suzanne Gray ~ BHS Food Service Worker
Resignations:
Dakota Joy ~ BMS Teacher
Grace Murphy ~ BHS Ed Tech
Christina Mitchell ~ BIS Ed Tech
Robert Caya ~ Full-Time Bus Driver
Patrick McKenna ~ Maintenance
Suzanne Gray ~ BHS Food Service
Transfers:
John Niles ~ BIS Ed Tech II ~ Replacing Caraline Flaherty
Rhiannon Lavigne ~ JFK Ed Tech II ~ New Positon
Joyce Stevens ~ JFK Ed Tech ~ Moved to Regular Education New Position

Nancy Bradeen ~ JFK Ed Tech II ~ Replacing Joyce Stevens
Rebecca Shaw-Hill ~ BPS Ed Tech II ~ New Position
Kayli Gertsen ~ BPS Ed Tech I ~ New Position
Evangelina Reed ~ Van Driver
Joan Brown ~ BIS Ed Tech III ~ New Position
Ryane Sullivan ~ BHS Food Service
Bonnie Jensen ~ JFK Food
Jennifer Young ~ BHS Ed Tech II ~ Replacing Paul McCarthy
Susan Sinnott ~ BPS Special Education Teacher ~ New Position
Hauraa AlSilawi ~ BHS Ed Tech III

Athletic & Nonathletic stipends nominations BHS & COT.xlsx - 2023-2024.pdf
Stipend nominations BMS.xlsx - 2023-2024.pdf
BIS Stipends - 2023.pdf

F. Superintendent's Report:

G. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee

H. Old Business:

I. New Business: Public participation opportunity after each item listed below (3 minutes per item)

I.1. Principals - School Opening Report
Margaret Pitts, BPS
Bryan Litchfield/Meg Schrader, JFK
Lindsay Nadeau, BIS
Scott Descoteaux, BMS
Martha Jacques, BHS
Paulette Bonneau, COT
Enrollment Numbers
Construction Update COT
BPS Window Installation
BPS Construction Update and Bid Release Timeline
First and Second Reading of Policy DJ ~ Federal Grant Contract Policy

September 7 - Enrollment.pdf
DJ Non-Federal Grant Contract .pdf

J. Public Participation: (3 minutes; any item)

K. Communications:

L. Executive Session:

L.1. Labor contract negotiations Ed Tech II pursuant to 1 M.R.S.A § 405(6)(D)

M. Adjournment:

Biddeford Schools
est. 1848

School Committee Meeting Minutes
Little Theater Biddeford High School
7:00 pm ~ August 23, 2023

Public Viewing:
Local Public Access Station
City of Biddeford **Website**

A. **Call to Order:** The meeting was called to order at 7:00 pm by Mayor Alan Casavant
B. **Roll Call:** Mayor Alan Casavant, Michele Landry, Lisa Vadnais, Amy Grohman, Randy Forcier, Rebecca Henry, Meagan Desjardins, Lauren Schuyler Giddings, Jeremy Ray, Chris Indorf, Mandy Cyr were all present
C. **Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
D. **Adjustments to Agenda:**
E. **Approval of Last Meeting's Minutes:** **8/9/2023** ~ Lisa Vadnais moved to approve, Amy Grohman seconded, and all were in favor.
F. **Consent Agenda:** ~ Lisa Vadnais moved to approve, Amy Grohman seconded, and all were in favor.

Nominations:

a. Tyler Anderson ~ BHS Teacher ~ Replacing Lydia Wasina
b. Stephane Pejic ~ BHS Teacher ~ Replacing Katherine Lapre ~ One Year Leave
c. Gay Myrell Arsenault ~ BMS Teacher ~ Replacing Eric Howell

Appointments:

a. Courtney White ~ BPS Ed Tech I ~ Replacing Deanna Vigliotta
b. Sergio Kipwiti ~ Custodian ~ Replacing Bob Linscott
c. Noemia Kidjana Valentino ~ Custodian ~ Replacing Sean Costigan
d. Judith Manzambi-Longo ~ Custodian ~ Replacing Mariah Desrocher
e. James Newenham ~ Custodian ~ Replacing Mark Myers
f. Elizabeth Simard ~ JFK Ed Tech III
g. COT Stipends
   - Eric Wales ~ Teacher ~ Extra Block Stipend
   - Maureen Redmond ~ Teacher ~ Extra Block Stipend
   - Holly Scribner ~ Skills USA Advisor Stipend
h. **BIS Stipends**
i. **BMS Stipends**

Resignations:

a. Caraline Flaherty ~ BIS Ed Tech II

School Committee Members:

Alan Casavant-Chair	Randy Forcier	
Lisa Vadnais-Vice Chair	Meagan Desjardins	
Michele Landry	Rebecca Henry	cc: Jeremy Ray- Superintendent
Amy Grohman	Lauren Schuyler Giddings	cc: Chris Indorf-Asst. Superintendent
		cc: Mandy Cyr- Dir. Instr. & Innov.

b. Janet Lambert ~ JFK Ed Tech Resource
c. Grace Murphy ~ BHS Ed Tech II
d. Jennifer Rowland ~ BHS School Counselor

Transfers:

a. Kathryn Letellier ~ BIS SEL to BMS Ed Tech III
b. Joyce Stevens ~ JFK Ed Tech III moving to ML Classroom
c. Dana Karukin ~ BIS Teacher moving to SEL Ed Tech III BIS ~ Replacing Kathryn Letellier

G. Superintendent's Report: ~ The Superintendent's report was covered under new business.

H. Committee Reports:

I. Old Business:

Second Reading of Policy to revise:

a. JJIC-R ~ General Rules for Students Participating in Athletics & Extra-Curricular Activities ~ Lisa Vadnais moved to approve, Amy Grohman seconded, and all were in favor.

J. New Business:

a. Grant Update
b. Funding for English Language Learners
c. Additional Funding and Positions

K. Public Participation: (3 minutes; any item)

L. Communications:

M. Executive Session:

N. Adjournment: The meeting was adjourned at 7:28 p.m. ~ Lisa Vadnais moved to adjourn, Amy Grohman seconded, and all were in favor.

Signed: Date: 9/13/2023
Jeremy Ray ~ Superintendent of School

School Committee Members:

Alan Casavant-Chair
Lisa Vadnais-Vice Chair
Michele Landry
Amy Grohman
Randy Forcier
Meagan Desjardins
Rebecca Henry
Lauren Schuyler Giddings

cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent
cc: Mandy Cyr- Dir. Instr. & Innov.

FALL	Candidate Name:	Season	Stipend	Nominated	Approved by Board
Varsity Football (H)	Steve Allosso	Fall	$7,289.46	7/13/2023	8/9/2023
JV - Assistant Football (A)	Derek Gaudreau	Fall	$4,373.68	7/13/2023	8/9/2023
JV - Assistant Football (A)	Jeff Wolfahrt	Fall	$4,373.68	7/13/2023	8/9/2023
JV - Assistant Football (A)	Keith Leblanc	Fall	$4,373.68	7/13/2023	8/9/2023
FR Football FR (H)	EJ Kruse	Fall	$4,373.68	7/13/2023	8/9/2023
FR Football FR (A)	Jon Chenard	Fall	$4,373.68	7/13/2023	8/9/2023
Varsity Soccer (G) (H)	Darren Boynton	Fall	$4,859.64	7/13/2023	8/9/2023
JV Soccer (G) (A)	Alyssa Rondo	Fall	$2,915.78	7/13/2023	8/9/2023
Head Varsity Boys Soccer	Paul Illiano	Fall	$4,859.64	7/13/2023	8/9/2023
JV Soccer (B) (A)	Brady Huot	Fall	$2,915.78	7/13/2023	8/9/2023
Varsity Field Hockey (H)	Caitlin Tremberth	Fall	$4,859.64	7/13/2023	8/9/2023
JV - Field Hockey (A)	Suraiya Gobeil	Fall	$2,915.78	7/13/2023	8/9/2023
Varsity Volleyball (H)	Ruth Shaw	Fall	$4,454.67	7/13/2023	8/9/2023
JV - Volleyball (A)	Gerald Lapierre	Fall	$2,672.80	7/13/2023	8/9/2023
Varsity Cheerleading (H) Fall	Deb Lebel	Fall	$2,834.79	7/13/2023	8/9/2023
Varsity - Golf (H)	Jon Jacques	Fall	$3,644.73	7/13/2023	8/9/2023
JV -Golf	Josh Williams	Fall	$2,189.84	7/13/2023	8/9/2023
Varsity Cross Country (B/G)	Chris Quint	Fall	$4,049.70	7/13/2023	8/9/2023
Field Lining - Fall	Shawn Descoteaux	Fall	$1,500.00	7/13/2023	8/9/2023
Field Cleaning	Scott St. Ours	Fall	$600.00	9/6/2023	
WINTER					
Varsity - Basketball (B) (H)	Justin Tardif	Winter		Anticipated	
FR - Basketball (B) (H)	Keith Leblanc	Winter		Anticipated	
JV - Basketball (B) (A) 1/2	James Strohm (1/2)	Winter		Anticipated	
JV - Basketball (B) (A) 1/2	Robert Cote (1/2)	Winter		Anticipated	
Varsity - Basketball (G) (H)	Jeannine Paradis	Winter		Anticipated	
FR - Basketball (G) (H)	VACANT	Winter		Anticipated	
JV - Basketball (G) (A)	Gerald Lapierre	Winter		Anticipated	
Varsity - Hockey (B) (H)	Ethan Basille	Winter		Anticipated	
JV - Hockey (B) (A)	Cody Braga	Winter		Anticipated	
Varsity - Hockey (G) (H)	Josh Williams	Winter		Anticipated	

FALL	Candidate Name:	Season	Stipend	Nominated	Approved by Board
JV - Hockey (G) (A)	Elizabeth Goodrich	Winter		Anticipated	
Varsity - Wrestling (H0	Anthony Cincotta	Winter		Anticipated	
JV - Wrestling (A)	Ryan Toussaint	Winter		Anticipated	
Var - Cheerleading (H) Winter	Deb Lebel	Winter		Anticipated	
JV - Cheerleading (A) Winter	VACANT	Winter		Anticipated	
Varsity Track Indoor (B/G) (H)	Chris Quint	Winter		Anticipated	
JV - Track Indoor (B/G) (A)	Ron Ouellette	Winter		Anticipated	
JV - Track Indoor (B/G) (A)	Erin O'Connor	Winter		Anticipated	
JV - Track Indoor (B/G) (A)	EJ Kruse	Winter		Anticipated	
Weight Lifting (School Year)	Steve Allosso	2022-2023		Anticipated	
Unified Basketball (H)	Craig Chamberlain	Winter		Anticipated	
Unified Basketball (A) Liaison	Nicole Walker	Winter		Anticipated	
SPRING					
Varsity - Baseball (H)	Keith Leblanc	Spring		Anticipated	
JV - Baseball (A)	Richard Letelliere	Spring		Anticipated	
FT - Baseball (H)	Brandon Hardy	Spring		Anticipated	
Varsity - Softball (H)	Mike Fecteau	Spring		Anticipated	
JV - Softball (A)	Donald Stanhope	Spring		Anticipated	
Varsity - Lacrosse (B) (H)	Jason Martel	Spring		Anticipated	
JV - Lacrosse (B) (A)	Jeffrey Wolfahrt	Spring		Anticipated	
Varsity - Lacrosse (G) (H)	Caitlin Tremberth	Spring		Anticipated	
JV - Lacrosse (G) (A) (1/2)	Eric Wales	Spring		Anticipated	
JV - Lacrosse (G) (A) (1/2)	Lydina Wasina	Spring		Anticipated	
Varsity - Track Outdoor (G) (H)	Chris Quint	Spring		Anticipated	
Varsity - Track Outdoor (B) (H)	EJ Kruse	Spring		Anticipated	
JV - Track Outdoor (B/G) (A)	Erin O'Connor	Spring		Anticipated	
JV - Track Outdoor (B/G) (A) (1/2)	Ron Ouellette	Spring		Anticipated	
JV - Track Outdoor (B/G) (A) (1/2)	Matthew Tivnan	Spring		Anticipated	
Varsity - Tennis (B)	Jacob Tellier	Spring		Anticipated	
Varsity - Tennis (G)	Jennifer Rowland	Spring		Anticipated	
Summer Conditioning	Steve Allosso	2024		Anticipated	

FALL	Candidate Name:	Season	Stipend	Nominated	Approved by Board
Field Lining - Spring	Shawn Descoteaux	23-24		Anticipated	
BHS - Co-Curricular					
Annual - 2022-2023					
Choral Director	Elizabeth Joseph	23-24	$2,429.82	9/6/2023	
Drama Director - Fall (1/2)	Elizabeth Joseph	23-24	$2,429.82	9/6/2023	
Drama Director Musical (1/2)	Elizabeth Joseph	23-24	$2,429.82	9/6/2023	
Instrumental Director	Mike Murphy	23-24	$3,644.73	9/6/2023	
Fall - 2022					
Marching Band Director	Mike Murphy	23-24	$3,644.73	9/6/2023	
BHS Drill Instructor	Will Martin	23-24	$2,429.82	9/6/2023	
BHS Color Guard	Margaret Pitt	23-24	$2,429.82	9/6/2023	
BHS Percussion	Grace Murphy	23-24	$3,239.76	9/6/2023	
BHS Marching Band Tech	Ava Toole	23-24	$1,214.91	9/6/2023	
Winter - 2022-2023					
Marching Band Director	Mike Murphy	23-24	$3,239.76	9/6/2023	
BHS Visual Design	Will Martin	23-24	$1,619.88	9/6/2023	
BHS Percussion - Winter	Grace Murphy	23-24	$1,619.88	9/6/2023	
Percussion Staff - Winter (Asst.)	Vacant	23-24		Anticipated	
BHS Marching Band Tech	Ava Toole	23-24	$1,214.91	9/6/2023	
Non-Instramental Stipends					
Civil Rights Team Advisor (1/3)	Shari Brinkman-Young	23-24	$404.97	9/6/2023	
Civil Rights Team Advisor (1/3)	Becky Auten	23-24	$404.97	9/6/2023	
Civil Rights Team Advisor (1/3)	Jordan Seavey	23-24	$404.97	9/6/2023	
Debate Team Coach (not used)	*Fund 8th grade Student Council*	23-24			
Interact (1/2)	Vicki Salo	23-24	$607.45	9/6/2023	
Interact (1/2)	Lauren Wynne	23-24	$607.45	9/6/2023	
Freshmen Mentor Advisor	Joyce Tarpy	23-24	$1,619.88	9/6/2023	
Robotics	Carol LePauloue	23-24	$1,214.91	9/6/2023	
National Honor Society	Vicki Salo	23-24	$1,214.91	9/6/2023	

FALL	Candidate Name:	Season	Stipend	Nominated	Approved by Board
Journalism	Carolyn Gosselin	23-24	**$1,214.91**	**9/6/2023**	
Math Team Advisor	James Grover	23-24	**$1,214.91**	**9/6/2023**	
Odyssey of the Mind Cord.	Vicky Salo	23-24	**$1,214.91**	**9/6/2023**	
Student Council Advisor	James Grover (1/2)	23-24	**$1,214.91**	**9/6/2023**	
Student Council Advisor	Krystal Taschereau (1/2)	23-24	**$1,214.91**	**9/6/2023**	
Yearbook Advisor	Erin Morrell	23-24	**$3,239.76**	**9/6/2023**	
Dungeons & Dragons Advisor	James Grover	23-24	**$1,000.00**	**9/6/2023**	
8th Grade Student Council	Allson England	23-24	**$1,000.00**	**9/6/2023**	
COT					
Technology/Social Media Coordinator	Matthew Laney	23-24	$1,550	8/4/2023	8/9/2023
National Technical Honor Society	Matthew Laney	23-24	$550.00	8/4/2023	8/9/2023
BHS Class Advisors					
Freshmen Class Advisor (1/2)	Nicole Hersey	23-24	**$1,214.91**	**9/6/2023**	
Freshmen Class Advisor (1/2)	Lauren Cote	23-24	**$1,214.91**	**9/6/2023**	
Sophomore Class Advisor	Stephanie Gabriner	23-24	**$2,429.82**	**9/6/2023**	
Junior Class Advisor (1/2)	Marissa Cassily	23-24	**$1,619.88**	**9/6/2023**	
Junior Class Advisor (1/2)	Juan P Ceballon	23-24	**$1,619.88**	**9/6/2023**	
Senior Class Advisor	Joyce Tarpy	23-24	**$3,239.76**	**9/6/2023**	
BHS Department Heads					
FINE ARTS	Karen Rubin	23-24	**$2,429.82**	**9/6/2023**	
ENGLISH	Veronica Foster	23-24	**$3,644.73**	**9/6/2023**	
LANGUAGE, FOREIGN	Tom McGovern	23-24	**$2,429.82**	**9/6/2023**	
MATH	Jon Jacques	23-24	**$3,644.73**	**9/6/2023**	
PHYSICAL EDUCATION	Keith LeBlanc	23-24	**$2,429.82**	**9/6/2023**	
SCIENCE	Joshua Williams	23-24	**$3,644.73**	**9/6/2023**	
SOCIAL STUDIES	Ryan Minzy	23-24	**$3,644.73**	**9/6/2023**	
GUIDANCE	Eli Fletcher	23-24	**$2,429.82**	**9/6/2023**	
Nurse (District Wide Head)		23-24			

FALL	Candidate Name:	Season	Stipend	Nominated	Approved by Board
BHS Extra Block Teaching Stipend					
BAND	Vacant	23-24		Not Used	
CHORUS	Vacant	23-24		Not Used	
INTRO TO PHYSICAL SCIENCE	Vacant	23-24		Not Used	
INTRO TO PHYSICAL SCIENCE	Vacant	23-24		Not Used	
INTRO TO PHYSICAL SCIENCE	Vacant	23-24		Not Used	
HONORS CHEMISTRY	Vacant	23-24		Not Used	
GUIDANCE	Vacant	23-24		Not Used	

FALL	Coach's Name	Stipend	Nominated	Approved by Board
Head Middle School Football Grade 8	Gary Pleau	$3,644.73	7/26/2023	8/9/2023
Head Middle School Football Grade 7	Gary Pleau	$3,644.73	7/26/2023	8/9/2023
Football Assistant	Kelly O'Guinn	$2,186.84	7/26/2023	8/9/2023
Football Assistant	Jay Demick	$2,186.84	7/26/2023	8/9/2023
8th Grade Boys Soccer Coach	Robert Martens	$2,429.82	7/26/2023	8/9/2023
8th Grade Girls Soccer Coach	Mikayla Sinitris	$2,429.82	9/8/2023	
Grade 7 Field Hockey Coach	Hailey Allen	$2,429.82	8/12/2023	8/23/2023
Grade 8 Field Hockey	Stephanie Coleman	$2,429.82	8/12/2023	8/23/2023
Middle School Volleyball				
Middle School Cross Country Coach	Justin Russo	$2,024.85	8/12/2023	8/23/2023
Athletic Director	Karl Lebreux	$10,500.00	8/12/2023	8/23/2023
Grade 5 Cross Country				
Grade 5 Cross Country				
Boys Soccer Coach Grades 6 & 7	Marc Boissoneault	$2,429.82	9/8/2023	
Girls Soccer Coach Grades 6 & 7	Jon Petacci	$2,429.82	9/8/2023	
WINTER	Coach's Name	Stipend	Nominated	Approved by Board
Middle School Winter Cheering Co-Coach				
Middle School Winter Cheer Co-Coach				
Grade 7 Boys Basketball				
Boys Basketball Grade 8				
Grade 7 Girls Basketball				
Grade 8 Girls Basketball				
Third Team Boys Basketball BMS				
BMS Wrestling Head Coach				
Middle School Indoor Track Head Coach				
Middle School Indoor Track Assistant Coach				
Middle School Indoor Track Assistant Coach				
Unified Basketball Head Coach				
Unified Basketball Assistant BMS				

Stipend Position				
FALL	Candidate Name	Stipend	Nominated	Approved by Board
Cross Country Elementary	Joseph Aiken	$809.94	8/14/2023	
Cross Country Elementary	Katherine Kalagis	$809.94	8/14/2023	
Cross Country Elementary	Kayla Keimach	$809.94	8/14/2023	
Cross Country Elementary	**Nate Moueller**	**$809.94**	**8/23/2023**	
Drama Elementary	Robert Petit	$1,619.88	8/14/2023	
Yearbook	Telicia Michaud	$1,619.88	8/14/2023	

Biddeford Schools

est. 1848

MEMO

TO: Biddeford School Committee

FROM: Jeremy Ray, Superintendent

RE: August 1 Enrollment Estimates

DATE: 8/2/2023

August 1 Student Enrollment Numbers

PK	111
K	187
1	173
2	200
3	153
4	177
5	184
6	144
7	168
8	208
9	154
10	168
11	175
12	196
Total	2402

Additional Student Count Information

October 1, 2022 - 2307

April 1, 2023 - 2332

Current ELL - 253

Pending Screenings - 60

Total - 313

GENERAL PROVISIONS

Purpose: The purpose of the Biddeford School Department (the "School") Non-Federal Contract Purchasing Policy (the "Policy") is to comply with the Office of Management and Budget's Uniform Guidance, 2 C.F.R. Chapter I, and Chapter II, Parts 200, 215, 220, 225, and 230.

Applicability: The Policy applies only to contracts and purchases made by the School that are paid for with Non-Federal grant money. The provisions of this Policy are mandatory with respect to such contracts and procurements.

Definitions

A. *Micro-purchase* means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed the micro-purchase threshold. The micro-purchase threshold is set by the Non-Federal Acquisition Regulation and is $3,500 (as of January 2020), but is periodically adjusted for inflation. Please check with Finance for the updated amount.

B. *Simplified acquisition threshold* means the dollar amount below which the School may purchase property or services using small purchase methods. The simplified acquisition threshold is set by the Non-Federal Acquisition Regulation and is $150,000 (as of January 2019), but is periodically adjusted for inflation. Please check with Finance for the updated amount.

C. *Contract* means a legal instrument by which the School purchases property or services needed to carry out the project or program under a Non-Federal grant.

D. *Contractor* means an entity that receives a contract.

E. *Significant Gift* means any item, service, favor, monies, credits, or discounts of any amount not available to others which could influence purchasing decisions.

F. *Subaward* means an award provided by a pass-through entity to a subrecipient for the subrecipient to carry out part of a Non-Federal award received by the pass-through entity. It does not include payments to a contractor or payments to an individual that is a beneficiary of a Non-Federal program. A subaward may be provided through any form of legal agreement, including an agreement that the pass-through entity considers a contract.

G. *Subrecipient* means a non-Non-Federal entity that receives a subaward from a pass-through entity to carry out part of a Non-Federal program but does not include an individual that is a beneficiary of such a program. A subrecipient may also be a recipient of other Non-Federal awards directly from a Non-Federal awarding agency.

TYPES OF PURCHASES

Micro-Purchases: The acquisition of goods or services, the aggregate cost of which does not exceed $3,500 (or $2,000 in the case of construction contracts subject to the Davis-Bacon Act), may be awarded without soliciting competitive quotations so long as the School considers the cost of the goods or services reasonable and such decisions are in compliance with the adopted municipal purchasing policy.

Procurement by Small Purchase Procedures:

A. This section is applicable to relatively simple and informal procurements for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold of $150,000.
B. The School may informally solicit and evaluate price or rate quotations from an adequate number of qualified sources when making a purchase pursuant to this section.

Procurement by Competitive Proposal: Procurement by competitive proposal may be used when conditions are not appropriate for the use of sealed bids. In the case of procurement by competitive proposal, one (1) or more sources may submit an offer at either a final price or cost-reimbursement contract. If procurement by competitive proposal is used, the requests for proposal must be:

A. Advertised in accordance with the requirements of this policy;
B. The process is no less stringent than adopted school purchasing policies;
C. Identify all evaluation factors and their relative importance;
D. Solicited from an adequate number of qualified sources;
E. Evaluated pursuant to a technical method for evaluating and awarding the contract; and
F. Awarded to the bidder whose response is most advantageous to the School or solicitation, when price and other relevant factors are considered.

Procurement by Non-Competitive Proposal: Procurement through solicitation of a proposal from only one source may be used only when one or more of the following circumstances apply:

A. Good or service is available only from a single source;
B. After solicitation from a number of sources, competition is deemed inadequate; or
C. A public exigency or emergency.

Procurement By Sealed Bid: Bids are publicly solicited and a firm-fixed-price contract is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the best combination of price, product, and performance history and determined to be in the best interest of the School.

A. Procurement by sealed bid is the preferred method for procuring construction contracts.

B. Procurement by sealed bid is appropriate when:
   1. A complete, adequate, and realistic specification or purchase description is available;
   2. Two (2) or more responsive bidders are willing and able to compete effectively for the contract;
   3. The procurement lends itself to a firm-fixed-price contract and the selection of the successful bidder can be made principally on the basis of price.

C. If sealed bids are used, the following requirements must apply:
   1. The invitation for bids must be publicly advertised;
   2. Bids must be solicited from an adequate number of known suppliers;
   3. Sufficient response time must be provided to bidders prior to the date set for the opening of bids, but no less than 10-days;
   4. The invitation for bids must define the items or services in order for bidders to properly respond;
   5. All bids must be publicly opened at the time and place described in the invitation for bids; and
   6. Any or all bids may be rejected if there is a reasonable, documented reason.

PURCHASING PROCESS

Review and Award: All purchases over the simplified acquisition threshold for which formal proposals have been taken shall be awarded in accordance with established and adopted school purchasing policy.

A. In all cases, the School shall reserve the right to award proposals to vendors whose combination of price, product, and performance history are determined to be in the best interest of the School.
B. The School reserves the right to accept or reject any or all proposals at any time for any reason and to waive any formalities.
C. The School shall avoid the acquisition of unnecessary or duplicative items.
D. The School shall award contracts only to responsible contractors possessing the ability to successfully perform the terms and conditions of a proposed procurement.
E. The School shall be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements.
F. The School shall maintain oversight to ensure contractors perform in accordance with the terms, conditions, and specifications of their contracts.

Contract Provisions: All contracts made by the School under a Non-Federal award shall contain provisions covering the following, as applicable:

A. Contracts in excess of the simplified acquisition threshold shall address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as deemed appropriate;
B. Contracts in excess of $10,000 shall address termination for cause and for convenience by the School, including the manner by which such termination will be affected and the basis for settlement;
C. All contracts made under a Non-Federal grant shall have a provision detailing the School's equal employment opportunity policy;
D. When required by Non-Federal program legislation, all prime construction contracts in excess of $2,000 shall include a provision detailing the School's compliance with the Davis-Bacon Act;
E. All contracts in excess of $10,000 that involve the employment of mechanics or laborers shall include a provision for compliance with title 40, sections 3702 and 3704 of the United States Code, as amended;
F. All contracts shall include a provision detailing the School's rights to inventions made under a contract or agreement;
G. Contracts and subcontracts in the amount of $150,000 shall contain a provision that details compliance with the Clean Air Act and the Non-Federal Water Pollution Control Act;
H. Mandatory standards and policies relating to energy efficiency in compliance with the Energy Policy and Conservation Act;
I. A contract shall not be awarded to parties listed for exclusion on the System for Award Management (SAM.gov);
J. Contractors that apply or bid for an award exceeding $100,000 shall file the required certification under the Byrd Anti-Lobbying Amendment.

Bonding Requirements

A. For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Non-Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the School provided that the Non-Federal awarding agency or pass-through entity has made a determination that the Non-Federal interest is adequately protected.
B. If such a determination has not been made, the minimum requirements must be the more stringent of requirements specified in adopted school purchasing policy or :
    1. A bid guarantee from each bidder equivalent to five percent of the bid price.
    2. Performance bond on the part of the contractor for 100 percent of the contract price.

3. Payment bond on the part of the contractor for 100 percent of the contract price.

Sub-Contractor and Contractor Determinations:

A. The School must make case-by-case determinations whether each agreement it makes for the disbursement of Non-Federal program funds casts the entity receiving the funds in the role of a sub-recipient or a contractor.

B. Characteristics which support the classification of the entity receiving the Non-Federal program funds as a sub-recipient include:
   1. If the entity has the authority under the award to determine who is eligible to receive Non-Federal assistance;
   2. The entity's performance is measured in relation to whether the objectives of a Non-Federal program were met;
   3. The entity has responsibility for programmatic decision making;
   4. The entity is responsible for adherence to applicable Non-Federal program requirements specified in the Non-Federal award; and
   5. In accordance with its agreement, the entity uses the Non-Federal funds to carry out a program for a public purpose, as opposed to providing goods or services for the benefit of the School.

C. Characteristics indicative of a procurement relationship between the School and a contractor include:
   1. The contractor provides the goods and services for normal business operations;
   2. The contractor provides similar goods and services to many different purchasers;
   3. The contractor normally operates in a competitive environment;
   4. The contractor provides goods or services that are ancillary to the operation of the Non-Federal program; and
   5. The contractor is not subject to compliance requirements of the Non-Federal program as a result of its contract.

School Compliance Requirements with Non-Federal Grants: The School shall undertake the following:

A. Ensure that every sub-award is clearly identified to the sub-recipients as a sub-award as defined herein, and include the following information:
   1. Non-Federal award identification;
   2. All requirements imposed by the School on the sub-recipient, including regulations, and the terms and conditions of the Non-Federal award;
   3. Any additional requirements that the School may impose on the sub-recipient in order for the School to satisfy its own compliance requirements;
   4. If applicable, an approved Non-Federally recognized indirect cost rate negotiated between the sub-recipient and the Non-Federal government;

5. Requirement that the sub-recipient permit the School and auditors access to the sub-recipient's records and financial statements; and
6. Appropriate terms and conditions concerning the closeout of the award.

B. Evaluate each sub-recipient's risk of non-compliance with Non-Federal statutes, regulations, and the terms and conditions of the sub-award for purposes of determining the appropriate sub-recipient monitoring.
C. Consider imposing specific sub-award conditions upon a sub-recipient if appropriate.
D. Monitor the activities of the sub-recipient as necessary to ensure that the sub-award is used for authorized purposes, which monitoring shall include:
    1. Reviewing financial and programmatic reports required by the School;
    2. Following-up and ensuring that the sub-recipient takes timely and appropriate action on all deficiencies pertaining to the Non-Federal award; and
    3. Issuing a management decision for audit findings pertaining to the Non-Federal award.
E. Verify that each sub-recipient is audited annually.
F. Consider taking enforcement action against non-compliant sub-recipients.

Conflict Of Interest: School personnel shall not solicit a gift or accept a significant gift from any vendor or prospective vendor. School personnel may accept trivial items as a matter of courtesy, but may not solicit them. Acceptance of social invitations to occasional business meals, entertainment, and hospitality will be subject to prudent judgment as to whether the invitation places or appears to place the recipient under any obligation. Questions about the value of a gift or the appropriateness of an invitation should be referred to the Superintendent and/or the School Attorney.

A. To avoid a conflict of interest, School personnel must not participate in making a decision for the School if their personal interest, professional interest, or economic gain may be directly or indirectly influenced or affected by the outcome.
B. School personnel are obligated to disclose any potential conflicts of interest and commitment. Personnel must report the activity to their immediate supervisor when noncompliance is suspected, observed, or otherwise made known. If there is reason to believe the supervisor may be involved in the noncompliance, the report should be made to the next higher level of management or to other School authorities.
C. School personnel at all levels are expected to support compliance with applicable School policies and procedures as well as applicable laws, rules, and regulations and to set a tone of intolerance for noncompliant, fraudulent, or illegal activities.
D. Violations of these standards, of laws and regulations, or of School policies and procedures may carry disciplinary consequences, up to and including termination.

Record Retention:

A. Financial records, supporting documents, statistical records, and all other School records pertinent to a Non-Federal award must be retained for a period of six (6) years per state retention policy from the date of the submission of the final expenditure report.
B. Records may need to be retained longer during pending litigation, audits, or upon notification by a Non-Federal agency making a grant.

Equal Opportunity Access: The School shall take all necessary actions to ensure that minority-owned businesses, women's business enterprises, and labor surplus area firms are used whenever feasible. Such steps shall include:

A. Placing such businesses on solicitation lists;
B. Ensuring that such businesses are solicited whenever feasible;
C. Dividing total requirements, whenever feasible, into smaller tasks or quantities to permit maximum participation by such businesses;
D. Establishing delivery schedules, where the requirement permits, which encourage participation by such businesses;
E. Using the services and assistance, as appropriate, of such organizations as the Small Business Administration; and
F. Requiring the prime contractor, if subcontractors are to be used, to take the affirmative steps listed in this section to ensure equal access for such businesses.

Cross Reference:
BCA - School Committee Member Code of Ethics
BCB - Conflict of Interest
DA - Fiscal Management Goals/Priority Objectives
DBG - Budget Process
DB - Annual Budget
DBG - Budget Process
DJH - Purchasing and Contracting: Procurement Staff Code of Conduct
DN - School Properties Disposition
DBJ - Budget Transfer Authority
ED - Material Resources Management
EHB - School Records Retention

Adopted: _____