

City of Biddeford
School Committee
May 24, 2023 7:00 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 5/10/2023
[Biddeford Minutes 5_10_2023.pdf](#)
- F. Consent Agenda**
 - F.1. Nominations:
 - Mikayla Sintiris ~ BMS Teacher ~ Replacing Leanna Simao
 - Lila Ohland ~ Speech Language Pathologist District Wide
 - Rebecca Miller ~ BHS Teacher ~ Replacing Jacob Farnsworth
 - Appointments:
 - Transfers:
 - Stephanie Moulton ~ Ed Tech III moving to BPS/JFK Board Certified Behavior Analyst
 - Lisa Edstrom ~ Special Education Teacher moving to BIS
 - Resignations:
 - Debbie Linscott ~ BHS Custodian Retirement
 - Marc Myers ~ BHS Custodian
 - Deborah LeVangie ~ BHS Ed Tech II Retirement
- G. Superintendent's Report:**
- H. Committee Reports: Finance/Building, Grounds; Curriculum; Policy; Waterhouse Advisory Committee**
- I. Old Business:**
- J. New Business: Public participation opportunity after each item listed below (3 minutes per item)**
 - J.1. BPS Building Addition
 - Draft Drawings and Space Allocation
 - Ground Floor - draft
 - Second Floor - draft
 - Bond Estimates
 - Option 1 - 6M
 - Option 2 - 7M
 - ESSER III Funding
 - Estimated Budget Impact
 - Bond Time Line
 - First Reading Overnight Field Trip ~ National History Day Competition ~ Teachers in

Charge are Jessica Larson & Jake Long.
School Committee Calendar

[22.11.09_BPS ADDITION_GROUND FLOOR.pdf](#)
[22.11.09_BPS ADDITION_2ND FLOOR.pdf](#)
[Biddeford \(\\$6MM\).xls - Bond_Balances.pdf](#)
[Bond_Balances \(44\).xls - Bond_Balances.pdf](#)
[ESSER III Building Project Memo - BPS.pdf](#)
[Estimate Bond Budget Impact.pdf](#)
[Biddeford Primary School Project Timeline March 15.DOCX.pdf](#)
[National History Day Over Night.pdf](#)
[School Biddeford Committee Calendar 2023.pdf](#)

- K. Public Participation: (3 minutes; any item)**
- L. Communications:**
- M. Executive Session:**
- N. Adjournment:**

School Committee Meeting Minutes
Little Theater Biddeford High School
5:00 pm ~ Wednesday, May 10, 2023

Public Viewing:

Local Public Access Station

City of Biddeford [Website](#)

- A. Call to Order:** ~ Mayor Alan Casavant called The meeting to order at 5:00 pm.
- B. Roll Call:** Michele Landry, Lisa Vadnais, Randy Forcier, Mayor Alan Casavant, Rebecca Henry, Lauren Schuyler Giddings, Meagan Desjardins, and Jeremy Ray were all present. Amy Grohman was excused.
- C. Pledge of Allegiance:** The pledge was led by Mayor Alan Casavant
- D. Adjustments to Agenda:** None
- E. Approval of Last Meeting's Minutes:** [4/26/2023](#) ~ Meagan Desjardins moved to approve the minutes, Rebecca Henry seconded the motion, and all were in favor.
- F. Consent Agenda:** ~ Randy Forcier moved to approve the consent agenda, Meagan Desjardins seconded, and all were in favor.

Nominations:

- a. William York ~ BIS & BMS BCBA ~ New Position
- b. Rachel Abimerhi Carswell ~ BMS Teacher ~ Replacing Cooper Binette
- c. Matthew Organ ~ BHS Science Teacher

Appointments:

- a. Joanne Elwell ~ Bus Aide
- b. Cassidy Neal ~ BHS Custodian
- c. Patrick McKenna ~ Maintenance Facilities ~ Replacing Mike Howard
- d. James Sargent ~ Full-Time Bus Driver

Transfers:

- a. Jill Dutil ~ BHS Special Education Admin Assistant ~ Part-Time to Full-Time Year Round
- b. Sara Murphy ~ BMS Special Education Teacher moving to District Board Certified Behavioral Analyst ~ Lisa Vadnais asked if this position is already in the budget, and Jeremy agreed.

Resignations:

- a. Patty Googins ~ BMS Kitchen Manager ~ Retiring
- b. Audrey Bradbury ~ JFK Ed Tech
- c. Donna Maguire ~ BHS Social Worker ~ Retiring

- G. Superintendent's Report:** ~ Jeremy Ray ~ This week is staff appreciation week. I want to thank every staff member for their hard work. The Leadership Office provided lunches and potted flowers to everyone, and each individual school principal also contributed with their ideas. This Summer, the week of June 5th, we will be breaking ground for the COT construction project. June 19th ADA bathroom will be worked on. September 1st through December 1st will be the window project

for COT. Finalizing the BPS window contract, but that will not be done this summer. It will occur throughout the 2023-2024 school year during vacation weeks. Over the next couple of weeks, we will start looking at the addition for BIS. Meeting with the architect to prepare bids. Now that pricing is looking a little more favorable, we are hoping to lock in. Nonconstruction-wise, we are getting to our end-of-the-school-year events. Just a reminder that June 2nd will be BHS Graduation at Waterhouse Field.

H. Committee Reports:

I. Old Business:

- a. [Second Reading Overnight Field Trip Odyssey of the Mind World Finals](#)
~ Meagan Desjardins moved to approve the second reading, Michele Landry seconded the motion, and all were in favor.

J. New Business:

- a. [BRCOT Construction Update/Budget](#) ~ Jeremy Ray presented the BRCOT Construction Update and Budget.
- b. **Budget Update** ~ Jeremy Ray presented the budget update for the district.
- c. [Probationary Contract Approval](#) ~ Michele Landry moved to approve the probationary contracts, Meagan Desjardins seconded the motion, and all were in favor.
- d. [School Committee Calendar 2023-2024](#) ~ This will be discussed at the next meeting.
- e. [ESEA FY24](#) ~ Mandatory notification to the school committee members and public for our Grant Process.

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

L. Communications: ~ Lisa Vadnais gave kudos to the planning committee for the Hall of Honor event. She attended, and it was put together very well.

M. Executive Session:

N. Adjournment: The meeting was adjourned at 5:26 pm. Lisa Vadnais moved to adjourn the meeting, Meagan Desjardins seconded, and all were in favor.

Signed: 
Jeremy Ray ~ Superintendent of Schools

Date: 5/12/2023

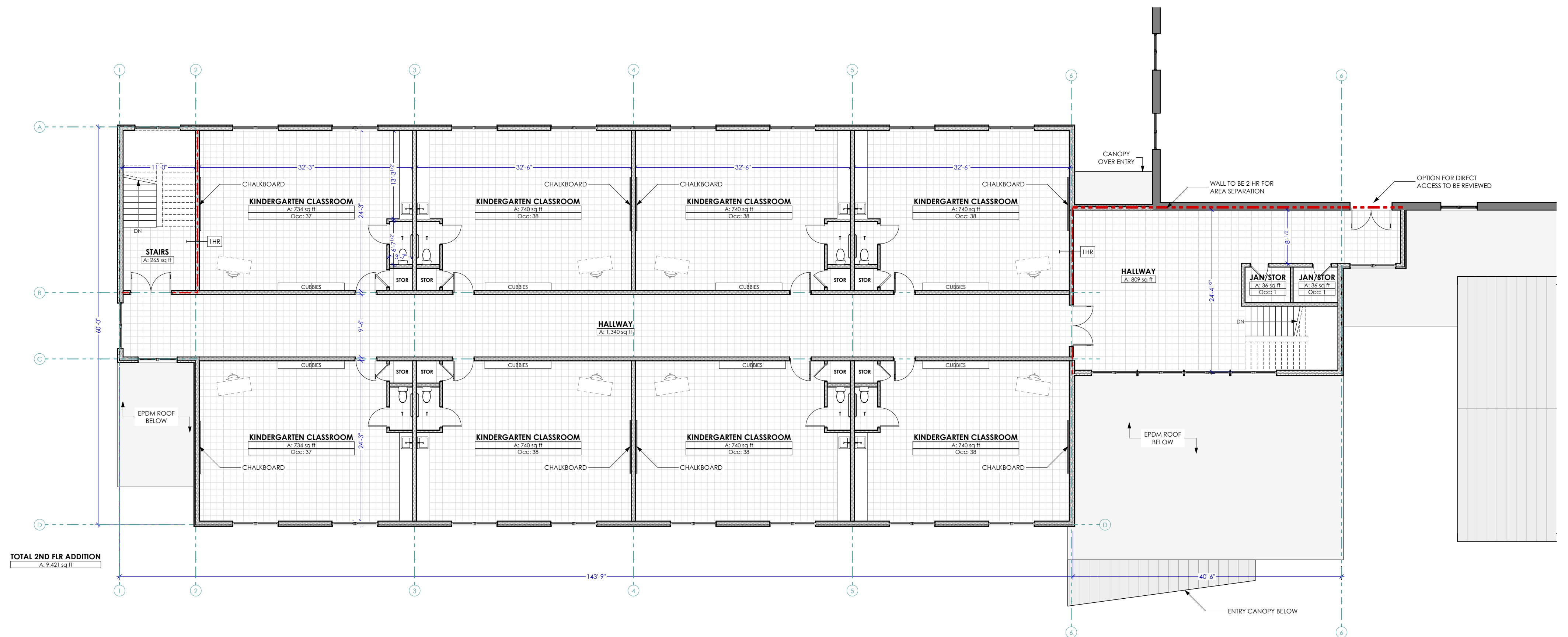
School Committee Members:

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

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



BIDDEFORD PRIMARY SCHOOL ADDITION
PROPOSED GROUND FLOOR



BIDDEFORD PRIMARY SCHOOL ADDITION
PROPOSED 2ND FLOOR

City of Biddeford, Maine
2024 General Obligation Bonds
School Project

Dated Date Monday, April 1, 2024
Delivery Date Monday, April 1, 2024

Debt Service Schedule

Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total
10/1/2025	300,000.00	Standard	4.000000	360,000.00	660,000.00	
4/1/2026				114,000.00	114,000.00	774,000.00
10/1/2026	300,000.00	Standard	4.000000	114,000.00	414,000.00	
4/1/2027				108,000.00	108,000.00	522,000.00
10/1/2027	300,000.00	Standard	4.000000	108,000.00	408,000.00	
4/1/2028				102,000.00	102,000.00	510,000.00
10/1/2028	300,000.00	Standard	4.000000	102,000.00	402,000.00	
4/1/2029				96,000.00	96,000.00	498,000.00
10/1/2029	300,000.00	Standard	4.000000	96,000.00	396,000.00	
4/1/2030				90,000.00	90,000.00	486,000.00
10/1/2030	300,000.00	Standard	4.000000	90,000.00	390,000.00	
4/1/2031				84,000.00	84,000.00	474,000.00
10/1/2031	300,000.00	Standard	4.000000	84,000.00	384,000.00	
4/1/2032				78,000.00	78,000.00	462,000.00
10/1/2032	300,000.00	Standard	4.000000	78,000.00	378,000.00	
4/1/2033				72,000.00	72,000.00	450,000.00
10/1/2033	300,000.00	Standard	4.000000	72,000.00	372,000.00	
4/1/2034				66,000.00	66,000.00	438,000.00
10/1/2034	300,000.00	Standard	4.000000	66,000.00	366,000.00	
4/1/2035				60,000.00	60,000.00	426,000.00
10/1/2035	300,000.00	Standard	4.000000	60,000.00	360,000.00	

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2024 General Obligation Bonds
School Project

Dated Date Monday, April 1, 2024

Delivery Date Monday, April 1, 2024

Debt Service Schedule

Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total
4/1/2036				54,000.00	54,000.00	414,000.00
10/1/2036	300,000.00	Standard	4.000000	54,000.00	354,000.00	
4/1/2037				48,000.00	48,000.00	402,000.00
10/1/2037	300,000.00	Standard	4.000000	48,000.00	348,000.00	
4/1/2038				42,000.00	42,000.00	390,000.00
10/1/2038	300,000.00	Standard	4.000000	42,000.00	342,000.00	
4/1/2039				36,000.00	36,000.00	378,000.00
10/1/2039	300,000.00	Standard	4.000000	36,000.00	336,000.00	
4/1/2040				30,000.00	30,000.00	366,000.00
10/1/2040	300,000.00	Standard	4.000000	30,000.00	330,000.00	
4/1/2041				24,000.00	24,000.00	354,000.00
10/1/2041	300,000.00	Standard	4.000000	24,000.00	324,000.00	
4/1/2042				18,000.00	18,000.00	342,000.00
10/1/2042	300,000.00	Standard	4.000000	18,000.00	318,000.00	
4/1/2043				12,000.00	12,000.00	330,000.00
10/1/2043	300,000.00	Standard	4.000000	12,000.00	312,000.00	
4/1/2044				6,000.00	6,000.00	318,000.00
10/1/2044	300,000.00	Standard	4.000000	6,000.00	306,000.00	306,000.00
	6,000,000.00			2,640,000.00	8,640,000.00	
			Accrued			
	\$6,000,000.00			\$2,640,000.00	\$8,640,000.00	

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 School Project
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Debt Service Schedule

Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total
		Bond Years		66,000.000		
		Average Coupon		4.0000000		
		Average Life		11.0000000		
		N I C %		4.0000000	using	100.0000000
		T I C %		3.9865096	from Delivery Date	
		Weighted N I C %		4.0000000		
		Weighted Bond Years		66,000.000		
		Weighted Average Life		11.0000000		

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Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total	Bond Balance
10/1/2025	400,000.00	Standard	4.000000	480,000.00	880,000.00		7,600,000.00
4/1/2026				152,000.00	152,000.00	1,032,000.00	
10/1/2026	400,000.00	Standard	4.000000	152,000.00	552,000.00		7,200,000.00
4/1/2027				144,000.00	144,000.00	696,000.00	
10/1/2027	400,000.00	Standard	4.000000	144,000.00	544,000.00		6,800,000.00
4/1/2028				136,000.00	136,000.00	680,000.00	
10/1/2028	400,000.00	Standard	4.000000	136,000.00	536,000.00		6,400,000.00
4/1/2029				128,000.00	128,000.00	664,000.00	
10/1/2029	400,000.00	Standard	4.000000	128,000.00	528,000.00		6,000,000.00
4/1/2030				120,000.00	120,000.00	648,000.00	
10/1/2030	400,000.00	Standard	4.000000	120,000.00	520,000.00		5,600,000.00
4/1/2031				112,000.00	112,000.00	632,000.00	
10/1/2031	400,000.00	Standard	4.000000	112,000.00	512,000.00		5,200,000.00
4/1/2032				104,000.00	104,000.00	616,000.00	
10/1/2032	400,000.00	Standard	4.000000	104,000.00	504,000.00		4,800,000.00
4/1/2033				96,000.00	96,000.00	600,000.00	
10/1/2033	400,000.00	Standard	4.000000	96,000.00	496,000.00		4,400,000.00
4/1/2034				88,000.00	88,000.00	584,000.00	
10/1/2034	400,000.00	Standard	4.000000	88,000.00	488,000.00		4,000,000.00
4/1/2035				80,000.00	80,000.00	568,000.00	
10/1/2035	400,000.00	Standard	4.000000	80,000.00	480,000.00		3,600,000.00

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Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total	Bond Balance
4/1/2036				72,000.00	72,000.00	552,000.00	
10/1/2036	400,000.00	Standard	4.000000	72,000.00	472,000.00		3,200,000.00
4/1/2037				64,000.00	64,000.00	536,000.00	
10/1/2037	400,000.00	Standard	4.000000	64,000.00	464,000.00		2,800,000.00
4/1/2038				56,000.00	56,000.00	520,000.00	
10/1/2038	400,000.00	Standard	4.000000	56,000.00	456,000.00		2,400,000.00
4/1/2039				48,000.00	48,000.00	504,000.00	
10/1/2039	400,000.00	Standard	4.000000	48,000.00	448,000.00		2,000,000.00
4/1/2040				40,000.00	40,000.00	488,000.00	
10/1/2040	400,000.00	Standard	4.000000	40,000.00	440,000.00		1,600,000.00
4/1/2041				32,000.00	32,000.00	472,000.00	
10/1/2041	400,000.00	Standard	4.000000	32,000.00	432,000.00		1,200,000.00
4/1/2042				24,000.00	24,000.00	456,000.00	
10/1/2042	400,000.00	Standard	4.000000	24,000.00	424,000.00		800,000.00
4/1/2043				16,000.00	16,000.00	440,000.00	
10/1/2043	400,000.00	Standard	4.000000	16,000.00	416,000.00		400,000.00
4/1/2044				8,000.00	8,000.00	424,000.00	
10/1/2044	400,000.00	Standard	4.000000	8,000.00	408,000.00	408,000.00	
	8,000,000.00			3,520,000.00	11,520,000.00		
			Accrued				
	\$8,000,000.00			\$3,520,000.00	\$11,520,000.00		

City of Biddeford, Maine
 2024 General Obligation Bonds
 School Project
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Debt Service Schedule

Date	Principal	Bond Type	Coupon	Interest	Debt Service	Fiscal Total	Bond Balance
		Bond Years		88,000.000			
		Average Coupon		4.0000000			
		Average Life		11.0000000			
		N I C %		4.0000000		using 100.0000000	
		T I C %		3.9865096		from Delivery Date	
		Weighted N I C %		4.0000000			
		Weighted Bond Years		88,000.000			
		Weighted Average Life		11.0000000			

MEMO

TO: Jeremy Ray, Superintendent
FROM: Mandy Cyr
RE: ESSER III - ARP
DATE: May 17, 2023

Allocated funds available for the Biddeford Primary School expansion project are \$2,729,679.

To: Biddeford School Committee
From: Jeremy Ray, Superintendent of Schools
Re: BPS Addition - Budget Impact
Date: May 17, 2023

Items	Total
New Addition	\$6,500,000.00
Site Work	\$900,000.00
Mechanical Systems + Sprinklers	\$800,000.00
Equipment (Vocational Program Specific)	
Furniture	\$128,000.00
Subtotal	\$8,328,000.00
Administrative Costs & Reserve	
Advertising	\$6,000.00
Insurance	\$12,000.00
Legal	\$20,000.00
Contingency 7%	\$582,960.00
Subtotal	\$620,960.00
Fees	
Architect/Engineering	\$249,480.00
DEP Permit	\$25,000.00
Permitting SMFO	\$1,500.00
Permitting Local	\$5,000.00
Subtotal	\$280,980.00
Total	\$9,229,940.00

Funding Options	
Project Costs	\$9,229,940.00
ESSER III Funding	-\$2,700,000.00
Total	\$6,529,940.00
Estimated Budget Impact (Year 1)	
Estimated Bond Payment	\$1,032,000.00
Decrease in BMS Bond Payment	-\$250,000.00
Estimated Building Closer Savings	-\$450,000.00
Total	\$332,000.00
Estimated Budget Impact (Year 2)	
Estimated Bond Payment	\$696,000.00
Decrease in BMS Bond Payment	-\$250,000.00
Estimated Building Closer Savings	-\$450,000.00
Total	-\$4,000.00
Estimated Budget Impact (Year 3)	
Estimated Bond Payment	\$680,000.00
Decrease in BMS Bond Payment	-\$250,000.00
Estimated Building Closer Savings	-\$450,000.00
Total	-\$20,000.00
Estimated Budget Impact (Year 4)	
Estimated Bond Payment	\$664,000.00
Decrease in BMS Bond Payment	-\$250,000.00
Estimated Building Closer Savings	-\$450,000.00
Total	-\$36,000.00
Estimated Budget Impact (Year 5)	
Estimated Bond Payment	\$648,000.00
Decrease in BMS Bond Payment	-\$250,000.00
Estimated Building Closer Savings	-\$450,000.00
Total	-\$52,000.00

MEMORANDUM

TO: Jeremy Ray, Superintendent
Biddeford School Department

FROM: E. William Stockmeyer & Clíodhna O'Malley
Drummond Woodsum & MacMahon

RE: Biddeford Primary School Project—Summary of Legal Requirements and
Project Legal Timeline

DATE: March 15, 2023

At your request, we have prepared a summary of the major steps, the legal requirements, and a sample proposed timeline for the City to authorize the financing of the Biddeford Primary School Project (the “Project”), a proposed, locally-funded school construction project. The following timeline includes a description of each step, the responsible party, any legal deadline, and a “sample date.” The sample dates for each step are based upon our discussion and represent examples of dates that would meet applicable legal requirements. We have also provided a column for a “Selected Date” where you might select an alternate date. If you select a date that is different from the sample date, use the sample date as a guideline and keep the legal requirements in mind.

In the case of a school construction project, the School Committee and City Council have separate roles. It is generally the statutory responsibility of the School Committee to select and contract with the project designer and contractor, and to make project decisions. It is the separate role of the City Council to call the project referendum and to issue bonds or notes to fund the project. While the roles are separate, cooperation and coordination are important, as both bodies participate.

We call to your attention that a school construction project is subject to a statutory competitive bidding requirement that is quite different from other municipal construction project delivery methods, as well as statutory payment and performance bonding requirements.

For purposes of this timeline, we have assumed you have engaged an architect who has developed a project concept design and concept budget estimate for financing approval (“concept design” is a term specific to Maine school construction projects to reflect sufficient development to seek referendum approval).

We trust that this memo is responsive to your request. Please contact us if you have any questions or concerns, or if we can be of help at any point in the process.



PROJECT LEGAL TIMELINE

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Architect selection; development of project concept and budget.	School Committee selects Architect who develops concept and budget	None.	<i>We assume you have completed these steps and are ready to finance the project budget.</i>	
Bond Order and Accompanying Financial Statement. Legal counsel drafts Bond Order. Treasurer provides bond counsel with financial information for accompanying Financial Statement, including information required by City Charter at Art. XII § 7(a) and by 30-A M.R.S. § 5772.	Bond Counsel in consultation with Treasurer	None; but allow sufficient time for deadlines below.	Thursday, July 20, 2023	
City Clerk to Review Referendum Question. To ensure compliance with Charter. (Art. X, § 3 (e) of City Charter).	City Clerk	None; but allow sufficient time for deadlines below.	Monday, July 24, 2023	
Place Bond Order on Agenda; Prepare/Make Available/Deliver Agenda.	City administrators and City Clerk		<i>We assume the city administrators will handle this internally per the Council rules</i>	

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
City Clerk to Give Notice of Meeting. City Clerk to give “notice in local newspaper of time and place of regular and special Council meetings on Friday prior to the week of such meetings.”	City Clerk	Friday prior to the week of meeting (Art. X, § 3(a) of City Charter).	Friday, July 28, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>
Agenda Available to Public. City Clerk to publish agenda for meeting in local media sources and posted on the city bulletin board at least 24 hours prior to meeting. (Art. X, § 3(a) of City Charter).	City Clerk	At least 24 hours prior to meeting. (Art. X, § 3(a) of City Charter).	Monday, July 31, 2023	
First Reading of Bond Order. (Art. III § 8 of Charter).	City Council	None; must leave enough time for ballot language to be sent to printer and absentee ballots to be received a month prior to election.	Tuesday, August 1, 2023	<i>To confirm: Date selected on information that Council Meetings held the first and third Tuesday of each month. Is this the date of Council’s first meeting in August?</i>
Notice of Bond Order. - Posted in public place in City - Published in local newspaper (Art. XII, § 7 of City Charter)	City Clerk	At least 14 days prior to final Council Action (Art. XII, § 7 of City Charter).	Friday, August 4, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Second Reading of Bond Order; Public Hearing; and Final Adoption. An affirmative vote by a majority of the City Council is needed for final adoption of the Order. (Art. III § 8 of City Charter). ¹ Second Reading to include Public Hearing on Bond Order. (30-A M.R.S § 2528 (5)).	City Council	At least 14 days after Notice of Bond Order (Art. XII, § 7 of City Charter).	Tuesday, September 5, 2023	<i>Will Labor Day on September 4 interfere with regular council meeting date on the 5th?</i>
Signing of Warrant. To be signed by the Treasurer, countersigned by a majority of the City Council, and the Mayor. (Art. II, § 1(g) of City Charter; 30-A M.R.S. §§ 2551, 5772).	Treasurer, City Council, and Mayor	At least 14 days after Notice of Bond Order (Art. XII, § 7 of City Charter).	Tuesday, September 5, 2023 (later, depending on City practice)	<i>Suggest discussion with City clerk over council practice on voting to call referendum</i>
Preparation of Official Ballots. City Clerk to prepare and furnish official ballots. (Art. VIII, § 6 of City Charter). Ballot must include instructions to voters. (Art. VIII, § 7 of City Charter).	City Clerk	None; must leave enough time for ballot language to be sent to printer and absentee ballots can be received a month prior to election	Friday, September 8, 2023 (60 days prior to November 7, 2023)	<i>To confirm: How much time is normally required to ensure ballots are printed referendum date?</i>
Preparation of Sample ballots. Requirements: - Printed on colored paper. (Art. VIII, § 7 of City Charter; 30-A M.R.S. § 2554(3)). - Must be marked "Sample Ballot". (Art. VIII, § 7 of City Charter).	City Clerk	None; must be posted at least 10 days prior to referendum date. (Art. VIII, § 7 of City Charter).	Friday, September 8, 2023 (60 days prior to November 7, 2023)	<i>To confirm: How much time normally required to ensure sample ballots are printed and posted at least 10 days prior to referendum?</i>

¹ Note: Second Reading cannot be dispensed with by the vote of 2/3 of the members present and voting as permitted under Art. III § 8 of Charter due to Appendix A Rules of City Council Sec. A-4 (a) "all orders . . . authorizing the expenditure of money shall have more than one reading before they shall be finally passed by the Council."

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Post and Publish Sample Ballots. Clerk poses sample ballots in public places in each Ward/Voting Precinct and publishes sample ballot in local newspaper at least once.	City Clerk	At least 10 days prior to referendum date. (Art. VIII, § 7 of City Charter).	Monday, October 16, 2023	<i>To confirm: How far in advance should the newspaper be contacted to ensure deadlines are met?</i>
Posting of Warrant/Notice of Election. Warrant/Notice of Election attested by City Clerk to be posted in public and conspicuous place in each Ward/Voting Precinct. (30-A M.R.S. § 2551; 21-A M.R.S. § 621-A). City Clerk to record a copy of the notice along with the times and places of posting. (21-A M.R.S. § 621-A).	City Clerk	At least 7 days prior to referendum date. (21-A M.R.S. § 621-A).	Monday, October 16, 2023	
Referendum. Voters participate in referendum to approve the project and amount to borrow	Voters	At least 7 days after posting of Warrant/Notice of Election (21-A M.R.S. § 621-A); at least 10 days after posting of Sample Ballots (Art. VIII, § 7 of City Charter).	Tuesday, November 7, 2023	
Certification of Election Results. City Clerk provides Certified Return of Votes Cast.	City Clerk	None.	Wednesday, November 8, 2023	
Approval by Commissioner. The commissioner must approve each nonstate funded project. (20-A M.R.S. §15905-A (1)).	Superintendent in consultation with architect requests approval	None.		
Project Financing Schedule.	Financial Advisor and City Administrator		TBD	
Close on Real Estate (if applicable).			TBD	

DESCRIPTION	RESPONSIBLE PARTY	LEGAL DEADLINES	SUGGESTED DATES Based on November 7, 2023 Referendum Date	SELECTED DATE
Architect Full-Service Contract. Enter into a full-service contract with the Architect.			TBD	
Project Specifications and Approvals. Architect completes design and prepares detailed plans & specifications, and secures local and state approvals for plans & specifications.			TBD	
Prequalification of General Contractors (if applicable). Architect assists with prequalification questionnaire; advertise for General Contractors that wish to be considered; Building Committee reviews submissions; School Committee approves list of prequalified General Contractors.			TBD	<i>No prequalification on most projects, but available.</i>
Competitive Bidding. Architect prepares documents for competitive bidding, assists School Committee in seeking sealed proposals and selection of lowest responsive eligible bidder.		See 5 M.R.S. § 1743-A for bidding requirement	TBD	
Hire the General Contractor. School Committee enters into contract with the selected construction firm. Selected firm supplies payment and performance bonds.			TBD	
Construction Start Date.			TBD	

Overnight Field Trip Form

On the date of departure, a passenger manifest, listing of all passengers per vehicle, must be submitted to the building administrator (Manifest must be kept on file in the main office of appropriate school building).

The respondent's email (jl Larson@biddefordschools.me) was recorded on submission of this form.

Name of Event: *

National History Day Competition

Please give a brief description of your field trip: *

The NHD competition includes 4 days of events for the participants and their chaperone. Kyleigh will get to see, talk with, and socialize with others from around the country about their projects. She will get to work on improving, setting up then presenting her project to spectators and judges to compete for a prize at the national level. Due to the event taking place in Washington DC, a day for travel there and back are included in the dates of the trip.

Date of Event: *

June 10th through June 15th

Teacher in Charge: *

Jake Long & Jessica Larson

Class/Group Attending: *

Kyleigh Froehlich (STEM 7th grade Humanities competition finalist)

Address & phone number where group can be reached: *

University of Maryland, College Park ~ Stamp Union 3972 Campus Dr; McKlendin Mall 7998 Regents Dr,
College Park, MD 20742; Jessica Larson Cell phone #

Number of students attending trip: *

1

School *

☐ BHS

☐ BRCOT

☐ BIS

☐ BPS

☐ JFK

☐ DAYTON

☐ APC

☐ ADULT ED



Other: BMS

Number of staff/teachers required: (1 staff/teacher per every 25 students) *

1

Number of chaperones required: (1 chaperone per every 8 students): *

1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 female students, there will be 1 female chaperone, etc.) Number of Female Chaperones required:

1

Co-ed Overnight field trip, you must ensure that both genders are proportionally represented. (example-for every 8 male students, there will be 1 male chaperone, etc.) Number of Male Chaperones required:

0

Names of Chaperones:

Jessica Larson

Completed volunteer forms required for chaperones *



Yes



No



Doesn't apply. No Chaperones needed

Signature of Building Administrator (please type in name):

.....

Date received by Superintendent:

MM DD YYYY

/ / 5/18/2023

First Reading: Initial presentation to school committee. Must be no less than 90 days prior to event:

.....

Second Reading: Final presentation, include official chaperone list, alternates and additional information. Must be no less than 30 days prior to event:

.....

Approved by the Board:

☐ Yes

☐ No

This form was created inside of Biddeford School Department.

Google Forms

2023 ~ 2024 School Committee Calendar

Jul-23				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

Aug-23				
Mo	Tu	We	Th	Fr
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

Sep-23				
Mo	Tu	We	Th	Fr
				1
H	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

*9/13 ~ 4PM ~ Curriculum Committee

Oct-23				
Mo	Tu	We	Th	Fr
2	3	4	5	6
H	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

*10/11 ~ 4PM ~ Policy Committee

Nov-23				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	H
13	14	15	16	17
20	21	22	H	H
27	28	29	30	

Dec-23				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	H
H	26	27	28	29

Jan-24				
Mo	Tu	We	Th	Fr
H	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30	31		

*1/10 ~ 4PM ~ Curriculum Committee

Feb-24				
Mo	Tu	We	Th	Fr
			1	2
5	6	7	8	9
12	13	14	15	16
H	20	21	22	23
26	27	28	29	

*2/7 ~ 4PM ~ Policy Committee

Mar-24				
Mo	Tu	We	Th	Fr
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

Apr-24				
Mo	Tu	We	Th	Fr
1	2	3	4	5
8	9	10	11	12
H	16	17	18	19
22	23	24	25	26
29	30			

*4/9 ~ 4PM ~ Curriculum Committee

May-24				
Mo	Tu	We	Th	Fr
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
H	28	29	30	31

*5/8 ~ 4PM ~ Policy Committee

Jun-24				
Mo	Tu	We	Th	Fr
3	4	5	6	7
10	11	12	13	14
17	18	H	20	21
24	25	26	27	28

 5:00 PM Meeting

 7:00 PM Meeting