

City of Biddeford
School Committee
April 28, 2020 7:00 PM Virtual Zoom Meeting

A. Instructions

A.1. The Biddeford School Committee will hold a meeting on Tuesday, April 28, 2020, at 7:00 PM.

This meeting will be conducted using Zoom, a web-based video conferencing tool, under 1 M.R.S.A. § 403-A, which authorizes the school department to hold remote meetings during the state of emergency declared by the Governor due to the outbreak of COVID-19.

Topic: Biddeford School Committee Meeting

Time: Tuesday, April 28, 2020, 7:00 PM Eastern Time

Join by phone:

1 (646)-558-8656

Meeting ID: 986 1446 6952

[Instructions for Public Participation Biddeford 4_14_20.pdf](#)

B. Call to Order:

C. Roll Call:

D. Pledge of Allegiance:

E. Adjustments to Agenda:

E.1. Addendum

[Addendum 4_28_20.pdf](#)

F. Consideration of Minutes:

F.1. Minutes 4/14/20

[Meeting Minutes 4_14_20 Kerrie.pdf](#)

G. Consent Agenda

G.1. Appointments:

Autumn Gudbrandsen ~ BIS Admin Assistant School Year only ~ Replacing Jodi Kimball Anderson

Nominations:

Caitlin Tremberth ~ Physical Education Teacher BHS ~ Replacing Madeline Goulet

Shannon Hayes ~ School Psychologist BHS ~ Replacing Donna Benjamin

Transfer:

Joshua Wynne ~ From BHS to BMS ~ Replacing Carl Fortier

Resignation:

Ronald Boulay ~ Maintenance ~ Retirement 6/12/20

Nicole Breton ~ BIS School Counselor ~ Resignation

H. Student Rep Reports:

I. Superintendent's Report:

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

K. Old Business:

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

L.1. CARES Act Update - Jeremy and Mandy

End of Year Events and Planning

Food Grants Update - Martha and Karen

Financial Update - Jeremy

Addendum:

1st and 2nd reading and motion to adopt policy DJ - Federal Grant Contract

[CARES Memo.pdf](#)

[Food Grants Update MEMO.pdf](#)

[2020-04-23 13-47.pdf](#)

[Federal Grant Contract Purchasing Policy \(1\).pdf](#)

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

N. Communications:

O. Executive Session:

P. Adjournment:

Instructions for Public Participation

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1 (646)-558-8656
Meeting ID: 986 1446 6952

Watch Video: [City of Biddeford Website](#)

Please take a minute to read these important Instructions before you join:

Please mute your audio

Here are some brief videos to help familiarize you with the Zoom platform

[Joining a Zoom Meeting](#) (brief instructional video)

[Video or Audio off by Attendee](#) (brief instructional video)

[Attendee Controls in a Meeting](#) (brief instructional video)

PUBLIC COMMENT: As we figure out the logistics of a public, virtual meeting, public comment will be limited to items on the agenda for this meeting.

Due to the COVID-19 outbreak, the Biddeford School Committee will not meet in person but will conduct the public hearing and meeting telephonically. The public will not be allowed to attend the meeting in person. However, the meeting may be viewed live on the City's Public Access Channel or on the City's website: www.biddefordmaine.org, selecting the Government tab and then clicking on "Video/Agendas/Minutes". Copies of the agenda and minutes are available on the City's website and School website www.biddefordschools.me. Questions or comments may be emailed to the [School Committee Members](#), Superintendent, [Jeremy Ray](#), Assistant Superintendent, [Christopher Indorf](#), or Director of Instruction & Innovation, [Mandy Cyr](#).

Biddeford School Department
Tuesday, April 28, 2020
7:00 pm
Virtual Zoom Meeting
Addendum

F. Consent Agenda:

Appointments:

- Autumn Gudbrandsen ~ BIS Admin Assistant School Year only ~ Replacing Jodi Kimball Anderson

Nominations:

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Resignation:

- Ronald Boulay ~ Maintenance ~ Retirement 6/12/20
- Nicole Breton ~ BIS School Counselor ~ Resignation

K. New Business:

- 1st and 2nd reading and motion to adopt policy [DJ - Federal Grant Contract](#)

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Amy Grohman	Rebecca Henry

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray- Superintendent
cc: Chris Indorf-Asst. Superintendent

Biddeford School Department
Tuesday, April 14, 2020
4:30 pm
Virtual Zoom Meeting
Minutes

Public Viewing:

The meeting can be viewed in the following locations:

Local Cable Access Station

[City of Biddeford Website](#)

Public Participation - [Further Instructions](#)

1 (646) 558-8656

Meeting ID: 757 691 080

- A. Call to Order:** Meeting was called to order by Mayor Alan Casavant at 4:33 pm
- B. Roll Call:** Alan Casavant, Lisa Vadnais, Karen Ruel, Amy Grohman, Randy Forcier, Dominic Deschambault, Nate Bean, Rebecca Henry, Abigayle Michaud, Jeremy Ray, and Chris Indorf were all present.
- C. Pledge of Allegiance:**
- D. Adjustments to the Agenda: ADDENDUM**
- E. Approval of Last Meeting's Minutes:** [Minutes from 3/31/20](#) Dominic Deschambault moved to approve the minutes from 3/31/20, Randy Forcier seconded, and all were in favor.
- F. Consent Agenda:**
Resignation:
Jeremie Sirois ~ BHS Principal ~ End of School Year ~ Mayor Alan Casavant thanked Jeremie for his seven years as a principal. He brought enthusiasm to the school and the students. He will be missed.
- G. Student Rep Reports:** Abigail Michaud stated that the students are doing well getting settled into Distance Learning. Students are wondering if they will still receive the Golden Tiger awards even though there will be no sport awards event?
- H. Superintendent's Report:** Jeremy Ray started off by thanking Jeremie Sirois for being a great principal. He will miss having him around. Jeremie has handled situations very well at the High School. It's been two weeks since we met and since then staff are hitting it out of the ballpark. Food delivery, device distribution, and distance learning has been going great. To answer the question proposed by the students regarding awards. We have been meeting to discuss what awards and ceremonies will look like. We will never replace the group events in person but will

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Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Superintendent	
Amy Grohman	Rebecca Henry
Superintendent	

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray-

cc: Chris Indorf-Asst.

find ways to make it special. Later on the agenda, we will discuss Graduation date opportunities.

I. Committee Reports:

J. Old Business:

- [School Calendar](#) - Second Reading ~ Nate Bean moved to approve the second reading of the school calendar for 2020-2021, Dominic Deschambault seconded, and all were in favor.

K. New Business:

- Public Comment on ESEA District Application ~ Mandy Cyr ~ This is an invitation for the public to comment on the ESEA application, its core components, or join the Application Team. When the application is submitted, it is our intention to have all three elementary schools to be classified as school-wide schools which will allow the Title funds to benefit all students. Public comment and participation is allowed from today through July 30, 2020
- Board Consideration of JFK's Title I application for School-wide Authorization ~ Christopher Indorf, Mandy Cyr, and Rico Mariello ~ JFK is currently a Targeted Assistance School for the utilization of Title funds available under the Elementary and Secondary Education Act. Early Childhood Coordinator Rico Mariello has been leading the team to write a comprehensive needs assessment which we will be submitting to the state for school-wide authority. When granted, this will allow increased flexibility in the use of the federal funds to better meet the needs of all students. Mandy Cyr asked the public for comments and none were given. We will be meeting with the committee after vacation - thank you to Rebecca Henry for working on this with us.
- Distance Learning Update - Mandy Cyr ~ As you all know, the last day our students filled our buildings was on March 13th; yet, learning continues outside of the school buildings due to the hard work of our staff. We acknowledge this is a challenging time for our students, families, and staff. The learning curve for all of us on distance learning is undeniable and we give a huge applause to our parents and guardians for their perseverance. Our distance learning webpage has been updated with additional resources for families and we would encourage parents and guardians to take advantage of those resources.

Google Classroom remains our main hub for accessing distance learning material and daily announcements. We are very proud to work with such a committed staff who are focused on remaining connected and engaged with our students. The sense of community is so important to our staff and great efforts have been made to connect virtually. As we continue with distance learning in the coming weeks, we will pursue improvements in processes and provide additional professional development.

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Superintendent	
Amy Grohman	Rebecca Henry
Superintendent	

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray-
cc: Chris Indorf-Asst.

- [Grading Procedures](#) ~ Jeremie Sirois ~ We have started to work on grading procedures. Hard to meet the needs of all families. High School may look different than elementary school at this time. Jeremie Sirois thanked Alan and Jeremy for their kind words regarding his time as a principal at BHS. He will still be involved in Biddeford Schools because he is a community member. Happy to be a Dad at this point and enjoy his two children enjoying their experience in Biddeford. Districts are all over the place with what to do with grading. Our mission was to make sure we were flexible and fair all at the same time. Some students are being caregivers to younger siblings, working part-time, and trying to keep up with their school work. Guidance counselors, The Biddeford High School Administrative Team, Chris Indorf, Guidance Counselors, and the Guidance Administrative Assistant met. They discussed the Pass/Fail option for students but didn't feel good about that. Standards were talked about. Quickly realized that wasn't fair either. They decided as a group that they are not going to penalize beyond a 50. Don't want to give a zero. He shared the breakdown of the meetings they had and how they came up with the document shared. Karen Ruel thanked Jeremie for working hard on this. Although it seems simplistic she is sure it wasn't. Lisa Vadnais thanked him for all of the hard work put into the grading. Randy Forcier likes that he looked at flexibility and fairness in this. It works well for Biddeford and this is what we have decided. I would be happy to share the plan if any other districts wanted. Amy Grohman asked about any feedback from students. He said he hasn't heard from students but has heard from Families who like it.
- Budget Update and Approval ~ Jeremy shared the results from the Finance Committee meeting on April 9th. Rebecca Henry was happy to see resiliency coaches staying and Amy Grohman was happy to see technology being an important part. The Election has been pushed back to July 15th. Dominic Deschambault made a motion to approve the budget as it is to date, Nate Bean seconded, and all were in favor.

L. Communications:

M. Executive Session:

N. Adjournment: Lisa Vadnais, moved to adjourn the meeting at 5:30 pm, Dominic Deschambault seconded, and all were in favor.

Biddeford School Department
Tuesday, April 14, 2020
4:30 pm
Virtual Zoom Meeting

School Committee Members:

Alan Casavant-Chair	Randy Forcier
Lisa Vadnais-Vice Chair	Dominic Deschambault
Karen Ruel	Nate Bean
Superintendent	
Amy Grohman	Rebecca Henry
Superintendent	

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray-
cc: Chris Indorf-Asst.

Addendum

F. Consent Agenda:

Resignation: ~ Resignation was approved by the Superintendent.

- Nicole Breton - BIS School Counselor - Resignation

K. New Business:

- Discussion of [BHS Graduation](#) Important to have a graduation. Jeremie Sirois shared dates that Graduation could tentatively be. How to keep it safe but still have it. We would make sure everyone received their awards and diplomas. We will plan to still have the Friday night and checked with Thornton Academy who said they will plan for a Sunday.

M. Executive Session: ~ Amy Grohman moved at 5:37 pm to enter into executive session, Nate Bean seconded, and all were in favor.

- Appointment of officials/appointees/employees in pursuant to 1 M.R.S.A § 405(6)(A)

Dominic Deschambault moved at 6:02 pm to adjourn from executive session, Randy Forcier seconded, and all were in favor.

Signed:



Date: 4/22/20

Jeremy Ray ~ Superintendent of Schools

School Committee Members:

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Karen Ruel	Nate Bean
Superintendent	
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Superintendent	

Student Members:

Emily Boilard
Abigayle Michaud
cc: Jeremy Ray-
cc: Chris Indorf-Asst.

Biddeford Schools

18 Maplewood Avenue, Biddeford, ME 04005

est. 1848

MEMORANDUM OF UNDERSTANDING

TO: Biddeford School Committee

**CC: Jeremy Ray, Superintendent
Chris Indorf, Assistant Superintendent**

FROM: Mandy Cyr, Director of Instruction & Innovation

DATE: April 24, 2020

RE: CARES Act Funds

The CARES Act (Coronavirus Aid, Relief, and Economic Security Act) has allocated approximately \$13.2 billion for the Elementary and Secondary School Emergency Relief Fund (ESSER Fund) nationwide. The allocation Biddeford School Department is entitled to will be determined in the same proportion as our Title 1 funding (approximately 80% - **\$561,736.80**).

The ESSER Fund is intended to provide emergence relief funds to address the impact that COVID-19 has had, and will continue to have, on our schools. Funds must be expended by September 2021.

The school department is currently developing plans to use the funds that will best meet the needs of our students, staff, and community. It will be important to use the money in a creative way so that the funds can be maximized to full potential. We are committed to focusing on the continuity of education for all students and mitigating the impact that COVID-19 has had, and will continue to have, on our students well being.

TO: Jeremy Ray and School Committee
FROM: Karen Chasse and Martha Jacques
RE: Grants Update Specific to Food
DATE: April 24, 2020

Since March 16th, we have served 24,560 meals to the youth in Biddeford through our USDA food distribution summer program. In addition, we have provided approximately 400 boxes of food to families in our community through our free monthly distribution in partnership with Good Shepherd Food Bank and 100 bags per week through Youthfull Maine.

To help subsidize the food distribution efforts in our community, we have:

- Received a waiver by the USDA to operate our summer program through the COVID-19 state of emergency. This waiver allows us to be reimbursed for a portion of the meals.
- Applied to and received three grant cycles equalling \$3,000 from Full Plates. Each cycle is \$1,000 each and we can reapply every two weeks.
- Applied to the GenYouth grant for \$5,000 - in review.
- Applied to and received a \$5,000 grant from the Cohen Foundation.
- Applied to and received a \$2,000 grant from the United Way of York County.
- Applied to the No Kid Hungry grant for \$50,000 to establish a sharing shed open to families beyond the one-day free monthly food distribution - in review.
- Received \$2,000 from Jobs for Maine's Graduates to distribute Hannaford gift cards to identified JMG students in need.
- The Biddeford Education Foundation established the COVID-19 Relief Fund to support food distribution (and other needs). To date, \$4,891 in donations has been received, including a substantial gift from the BHS Class of 2005.
- We are collaborating directly with several local businesses to ensure their gift has a meaningful impact.

TOTAL GRANTS/DONATIONS RECEIVED	\$16,891
TOTAL GRANTS IN REVIEW	\$55,000

We will continue to research and apply for funding to assist the families in need within our community.

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 13,723,077.00	\$ 8,060,994.23	\$ 5,166,937.39	\$ 495,145.38	3.61%	58.74%
2000-4320	94-99	SPECIAL EDUCATION	\$ 6,499,105.00	\$ 3,657,958.70	\$ 2,357,703.34	\$ 483,442.96	7.44%	56.28%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 3,308,562.00	\$ 2,136,075.37	\$ 859,170.44	\$ 313,316.19	9.47%	64.56%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 666,875.00	\$ 479,231.93	\$ 87,817.74	\$ 99,825.33	14.97%	71.86%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 2,416,020.00	\$ 1,463,391.75	\$ 806,117.35	\$ 146,510.90	6.06%	60.57%
2300-2580	00-99	SYSTEM ADMINISTRATION	\$ 1,059,461.00	\$ 739,063.46	\$ 216,823.25	\$ 103,574.29	9.78%	69.76%
2410-2490	00-30	SCHOOL ADMINISTRATION	\$ 1,635,813.00	\$ 1,130,315.98	\$ 397,568.33	\$ 107,928.69	6.60%	69.10%
0000/(F)27??	90-99	TRANSPORTATION	\$ 1,624,714.00	\$ 971,178.75	\$ 308,531.24	\$ 345,004.01	21.23%	59.78%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 3,603,468.00	\$ 2,668,215.70	\$ 668,093.46	\$ 267,158.84	7.41%	74.05%
(F)5100	00-99	DEBT SERVICES	\$ 3,703,651.00	\$ 1,822,470.23	\$ -	\$ 1,881,180.77	50.79%	49.21%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 14,048.00	\$ 7,368.55	\$ -	\$ 6,679.45	47.55%	52.45%
		TOTALS	\$ 38,254,794.00	\$ 23,136,264.65	\$ 10,868,762.54	\$ 4,249,766.81	11.11%	60.48%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 18,708,384.00	\$ 18,708,384.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,601,748.00	\$ 2,601,748.00	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ 1,346,236.00	\$ 1,346,236.00	100.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,377,387.00	\$ 1,377,387.00	100.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$ 0.00	0.00%
1000-1200-0000-413240	Tuition - Reg. Secondary	\$ 77,499.00	\$ 9,743.70	12.57%
1000-1100-0000-413220	Tuition - Reg. Elementary	\$ -	\$ 13,976.88	0.00%
1000-0000-0000-413250	Tuition - Sp. E d Elem	\$ 49,968.00	\$ 10,988.50	21.99%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 18,000.00	\$ 7,874.86	43.75%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 12,000.00	\$ 1,009.69	8.41%
1000-0000-0000-414200	Parochial School Trans	\$ 25,136.00	\$ 25,136.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 4,575.00	\$ 0.00	0.00%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 17,054.00	\$ 4,849.22	28.43%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ 0.00	\$ 0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 9,018.00	\$ 485.11	5.38%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ 0.00	\$ 0.00	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ 0.00	\$ 0.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ 0.00	\$ 0.00	0.00%
1000-0000-0000-419200	Contributions/Gifts-Undist	\$ 0.00	\$ 0.00	0.00%
1000-0000-0000-419500	Misc Rev-Curr Dir/Asst Supt	\$ 12,752.00	\$ 6,375.96	50.00%
1000-0000-0000-419510	Misc Rev-Other SAU	\$ 16,940.00	\$ 17,436.96	100.00%
1000-0000-0000-419530	Misc Rev-Sp. Ed Dir	\$ 27,194.00	\$ 13,597.21	50.00%
1000-0000-0000-419600	Misc Rev-Cent. Office/Supt/Fiscal	\$ 78,572.00	\$ 42,453.32	54.03%
1000-0000-0000-419610	Misc Rev-Technology Dir/Data Mana	\$ 16,163.00	\$ 4,914.58	30.41%
1000-0000-0000-419620	Misc Rev-Transportation Dir	\$ 7,059.00	\$ 3,529.60	50.00%
1000-0000-0000-419830	Refund from Prior year-Elem-Sp. Ed	\$ -	\$ 1,554.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec-Sp. Ed	\$ -	\$ 0.00	0.00%
1000-0000-0000-419870	Refund from Prior year-	\$ -	\$ 1,395.15	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$ 4,137.93	206.90%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$ 3,306.84	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$ 194.49	0.00%
1000-0000-0000-431110	State Subsidy	\$ 12,745,209.00	\$ 9,741,444.80	76.43%
1000-0000-0000-431111	State Construction Alde	\$ 1,101,900.00	\$ 1,013,165.52	91.95%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$ 6,238.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ -	\$ 0.00	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$ 237,294.48	0.00%
	Total Revenues	\$ 38,254,794.00	\$ 35,204,857.80	92.03%

PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM. JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
		ADULT EDUCATION	\$ 689,478.00	\$ 340,246.06	\$ 84,302.18	\$ 264,929.76	38.42%	49.35%

	Adult Ed. Gen. Fund Rev.	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D
1500-0150-412140-000	Local Foundation Allocation	\$ 389,517.00	\$ 389,517.00	100.00%
1500-0150-0000-450000	Use of Appropriated Fund Balance	\$ 68,406.00	\$ 68,406.00	100.00%
1500-0150-413170-450	Tuition-Individual-Ad. H.S DIPL	\$ -	\$ 0.00	0.00%
1500-0150-413190-420	Tuition-Individual-Ad. Voc.	\$ 43,500.00	\$ 17,459.23	40.14%
1500-0150-417400-410	Fees-Ad Ed-General	\$ -	\$ 0.00	0.00%
1500-0150-417400-420	Fees-Ad Ed-General	\$ 21,981.00	\$ 1,465.00	6.66%
1500-0150-417400-450	Fees-Ad Ed Vocational	\$ -	\$ 0.00	0.00%
1500-0150-419410-410	Textbooks Sales-Ad-General	\$ -	\$ 0.00	0.00%
1500-0150-419430-420	Textbooks Sales-Ad-Voc.	\$ 10,877.00	\$ 2,026.03	18.63%
1500-0150-419410-450	Textbooks Sales-Ad-HS Dipl.	\$ -	\$ 0.00	0.00%
1500-0150-419600-000	Textbooks Sales-AD-HS Diploma	\$ -	\$ 3,150.00	0.00%
1500-0150-432400-000	Adult Ed. - State Subsidy	\$ 155,197.00	\$ 160,341.53	103.31%
	Total Adult Ed. Gen. Fund	\$ 689,478.00	\$ 642,364.79	93.17%

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM. JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 13,672,794.00	\$ 7,980,109.10	\$ 5,112,735.63	\$ 579,949.27	4.24%	58.36%
2000-4320	94-99	SPECIAL EDUCATION	\$ 6,384,579.00	\$ 3,582,900.73	\$ 2,156,300.85	\$ 645,377.42	10.11%	56.12%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 2,641,055.00	\$ 1,523,276.13	\$ 826,140.90	\$ 291,637.97	11.04%	57.68%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 634,150.00	\$ 424,223.37	\$ 72,447.09	\$ 137,479.54	21.68%	66.90%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 2,365,935.00	\$ 1,421,298.15	\$ 772,906.83	\$ 171,730.02	7.26%	60.07%
2300-2580	00-99	SYSTEM ADMINISTRATION	\$ 1,053,259.00	\$ 740,604.44	\$ 234,840.88	\$ 77,813.68	7.39%	70.32%
2410-2490	00-30	SCHOOL ADMINISTRATION	\$ 1,580,202.00	\$ 1,083,421.60	\$ 407,800.54	\$ 88,979.86	5.63%	68.56%
0000/(F)27??	90-99	TRANSPORTATION	\$ 1,559,048.00	\$ 1,061,778.64	\$ 392,032.95	\$ 105,236.41	6.75%	68.10%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 3,288,304.00	\$ 2,766,507.51	\$ 593,818.02	\$ (72,021.53)	-2.19%	84.13%
(F)5100	00-99	DEBT SERVICES	\$ 3,806,468.00	\$ 1,886,062.09	\$ -	\$ 1,920,405.91	50.45%	49.55%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 11,469.00	\$ 4,478.91	\$ -	\$ 6,990.09	60.95%	39.05%
		TOTALS	\$ 36,997,263.00	\$ 22,474,660.67	\$ 10,569,023.69	\$ 3,953,578.64	10.69%	60.75%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 19,103,674.00	\$ 19,103,674.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,664,986.00	\$ 2,664,986.00	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ 230,767.00	\$ 230,767.00	100.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,177,631.00	\$ 1,177,631.00	100.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$ 0.00	0.00%
1000-1200-0000-413240	Tuition - Reg. Secondary	\$ 79,318.00	\$ 31,671.89	39.93%
1000-1100-0000-413220	Tuition - Reg. Elementary	\$ -	\$ 22,239.85	0.00%
1000-0000-0000-413250	Tuition - Sp. E.d Elem	\$ 70,000.00	\$ 26,334.00	37.62%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 9,000.00	\$ 12,409.54	137.88%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 21,000.00	\$ 1,812.54	8.63%
1000-0000-0000-414200	Parochial School Trans	\$ 25,136.00	\$ 25,136.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 5,363.00	\$ 3,422.11	63.81%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 16,131.00	\$ 9,623.69	59.66%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ 0.00	\$ 0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 8,224.00	\$ 3,224.71	39.21%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ 0.00	\$ 1,422.71	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ 0.00	\$ 9,825.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ 0.00	\$ 0.00	0.00%
1000-0000-0000-419200	Contributions/Gifts-Undist	\$ 31,197.00	\$ 0.00	0.00%
1000-0000-0000-419500	Misc Rev-Curr Dir/Asst Supt	\$ 12,502.00	\$ 6,251.01	50.00%
1000-0000-0000-419510	Misc Rev-Other SAU	\$ 19,045.00	\$ 8,235.44	43.24%
1000-0000-0000-419530	Misc Rev-Sp. Ed Dir	\$ 26,661.00	\$ 13,330.50	50.00%
1000-0000-0000-419600	Misc Rev-Cent. Office/Supt/Fiscal	\$ 77,031.44	\$ 38,515.52	50.00%
1000-0000-0000-419610	Misc Rev-Technology Dir/Data Mana	\$ 15,846.56	\$ 7,923.51	50.00%
1000-0000-0000-419620	Misc Rev-Transportation Dir	\$ 6,921.00	\$ 3,460.51	50.00%
1000-0000-0000-419830	Refund from Prior year-Elem-Sp. Ed	\$ -	\$ 0.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec-Sp. Ed	\$ -	\$ 0.00	0.00%
1000-0000-0000-419870	Refund from Prior year-	\$ -	\$ 0.00	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$ 891.88	44.59%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$ 8,624.58	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$ 10,798.74	0.00%
1000-0000-0000-431110	State Subsidy	\$ 12,253,349.00	\$ 9,334,237.63	76.18%
1000-0000-0000-431111	State Construction Alde	\$ 1,141,480.00	\$ 1,033,777.43	90.56%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$ 5,762.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ -	\$ 0.00	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$ 206,329.86	0.00%
	Total Revenues	\$ 36,997,263.00	\$ 34,002,318.65	91.90%

PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM. JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
		ADULT EDUCATION	\$ 753,894.00	\$ 365,419.20	\$ 85,679.34	\$ 302,795.46	40.16%	48.47%
		Adult Ed. Gen. Fund Rev.	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D			
1500-0150-412140-000		Local Foundation Allocation	\$ 276,525.00	\$ 276,525.00			100.00%	
1500-0150-0000-450000		Use of Appropriated Fund Balance	\$ 173,046.89	\$ 173,046.89			100.00%	
1500-0150-413170-450		Tuition-Individual-Ad. H.S DIPL	\$ -	\$ 0.00			0.00%	
1500-0150-413190-420		Tuition-Individual-Ad. Voc.	\$ 108,828.40	\$ 38,230.02			35.13%	
1500-0150-417400-410		Fees-Ad Ed-General	\$ -	\$ 0.00			0.00%	
1500-0150-417400-420		Fees-Ad Ed-General	\$ 21,981.00	\$ 7,164.00			32.59%	
1500-0150-417400-450		Fees-Ad Ed Vocational	\$ -	\$ 0.00			0.00%	
1500-0150-419410-410		Textbooks Sales-Ad-General	\$ -	\$ 0.00			0.00%	
1500-0150-419430-420		Textbooks Sales-Ad-Voc.	\$ 16,985.00	\$ 4,104.79			24.17%	
1500-0150-419410-450		Textbooks Sales-Ad-HS Dipl.	\$ -	\$ 0.00			0.00%	
1500-0150-419600-000		Textbooks Sales-Ad-HS Diploma	\$ -	\$ 0.00			0.00%	
1500-0150-432400-000		Adult Ed.- State Subsidy	\$ 156,527.71	\$ 157,149.35			100.40%	
		Total Adult Ed. Gen. Fund	\$ 753,894.00	\$ 656,220.05			87.04%	

SUMMARY OF ELEVEN LINE CITY BUDGET



PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
1100-4200	00-30	REGULAR INSTRUCTION	\$ 13,339,845.00	\$ 7,718,771.75	\$ 5,042,469.83	\$ 578,603.42	4.34%	57.86%
2000-4320	94-99	SPECIAL EDUCATION	\$ 5,933,933.00	\$ 3,321,647.47	\$ 2,204,379.60	\$ 407,905.93	6.87%	55.98%
3000-3999	39	CENTER OF TECHNOLOGY	\$ 2,302,954.00	\$ 1,421,621.73	\$ 693,781.87	\$ 187,550.40	8.14%	61.73%
4300-9600	00-30	OTHER INSTRUCTIONAL PROG	\$ 598,549.00	\$ 393,882.00	\$ 50,796.27	\$ 153,870.73	25.71%	65.81%
2100-2290	00-90	STUDENT & STAFF SUPPORT	\$ 2,257,726.00	\$ 1,274,443.64	\$ 718,076.58	\$ 265,205.78	11.75%	56.45%
2300-2580	00-99	SYSTEM ADMINISTRATION	\$ 1,032,592.00	\$ 692,084.84	\$ 243,076.73	\$ 97,430.43	9.44%	67.02%
2410-2490	00-30	SCHOOL ADMINISTRATION	\$ 1,545,228.00	\$ 1,080,144.06	\$ 386,220.61	\$ 78,863.33	5.10%	69.90%
0000/(F)2777	90-99	TRANSPORTATION	\$ 1,525,176.00	\$ 1,042,797.31	\$ 345,150.31	\$ 137,228.38	9.00%	68.37%
2600-2690	00-30	FACILITY MAINTENANCE	\$ 4,724,983.00	\$ 3,548,693.47	\$ 958,648.07	\$ 217,641.46	4.61%	75.10%
(F)5100	00-99	DEBT SERVICES	\$ 2,743,462.00	\$ 2,453,797.75	\$ -	\$ 589,664.25	21.49%	78.51%
5000-8600	??	ALL OTHER EXPENDITURES	\$ 11,999.00	\$ 10,766.31	\$ -	\$ 1,232.69	10.27%	89.73%
		TOTALS	\$ 36,016,447.00	\$ 22,658,650.33	\$ 10,642,599.87	\$ 2,715,196.80	7.54%	62.91%

	REVENUES	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D
1000-0000-0000-412110	Local Allocation	\$ 18,534,782.00	\$ 18,534,782.00	100.00%
1000-0000-0000-412120	Local Debt Svc Allocation	\$ 2,737,745.00	\$ 2,737,745.00	100.00%
1000-0000-0000-412130	Additional Local Allocation	\$ 709,231.00	\$ 709,231.02	100.00%
1000-0000-0000-450000	Use of Approp. Fund Bal.	\$ 1,184,416.00	\$ 1,184,416.98	100.00%
1000-0000-0000-412010	Municipal Reserve for Schools	\$ -	\$ 0.00	0.00%
1000-1200-0000-413240	Tuition - Reg. Secondary	\$ 71,037.00	\$ 18,358.21	25.84%
1000-1100-0000-413220	Tuition - Reg. Elementary	\$ -	\$ 31,074.10	0.00%
1000-0000-0000-413250	Tuition - Sp. Ed Elem	\$ -	\$ 24,984.00	0.00%
1000-1100-0000-413940	State Agency Clients-Elem	\$ 21,000.00	\$ 8,458.70	40.28%
1000-1200-0000-413960	State Agency Clients-Sec	\$ 9,000.00	\$ 11,660.34	129.56%
1000-0000-0000-414200	Parochial School Trans	\$ 25,136.00	\$ 25,136.00	100.00%
1000-0000-2700-414001	Transportation-Other-Sec	\$ 5,362.00	\$ 743.45	13.87%
1000-0000-2700-414210	Transportation-Other-Elem	\$ 16,450.00	\$ 5,161.47	31.38%
1000-0000-2700-414220	Transportation-Sp. Ed.	\$ 0.00	\$ 0.00	0.00%
1000-0000-2700-414400	Transportation-Comm S	\$ 8,465.00	\$ 2,390.96	28.25%
1000-1100-0000-419100	Rentals-Misc-Elem	\$ 0.00	\$ 1,775.00	0.00%
1000-1200-0000-419100	Rentals-Misc-Sec	\$ 0.00	\$ 4,225.00	0.00%
1000-1100-0000-419101	Rental-Auditorium-Elem	\$ 0.00	\$ 0.00	0.00%
1000-0000-0000-419200	Contributions/Gifts-Undist	\$ 55,870.00	\$ 55,884.62	100.03%
1000-0000-0000-419500	Misc Rev-Curr Dir/Asst Supt	\$ 13,007.00	\$ 6,376.00	49.02%
1000-0000-0000-419510	Misc Rev-Other SAU	\$ 17,154.00	\$ 8,591.74	50.08%
1000-0000-0000-419530	Misc Rev-Sp. Ed Dir	\$ 20,920.00	\$ 10,460.00	50.00%
1000-0000-0000-419600	Misc Rev-Cent. Office/Supt/Fiscal	\$ 71,781.00	\$ 36,265.67	50.52%
1000-0000-0000-419610	Misc Rev-Technology Dir/Data Mana	\$ 15,452.00	\$ 7,574.50	49.02%
1000-0000-0000-419620	Misc Rev-Transportation Dir	\$ 7,044.00	\$ 3,425.45	48.63%
1000-0000-0000-419830	Refund from Prior year-Elem-Sp. Ed	\$ -	\$ 0.00	0.00%
1000-0000-0000-419840	Refund from Prior year-Sec-Sp. Ed	\$ -	\$ 0.00	0.00%
1000-0000-0000-419870	Refund from Prior year-	\$ -	\$ 5,232.09	0.00%
1000-0000-0000-419910	Sales/Refund-Misc	\$ 2,000.00	\$ 3,499.20	174.96%
1000-1100-0000-419901	Custodial Fees-Elem	\$ -	\$ 3,414.53	0.00%
1000-1200-0000-419901	Custodial Fees-Sec	\$ -	\$ 3,768.47	0.00%
1000-0000-0000-431110	State Subsidy	\$ 11,310,078.00	\$ 8,518,307.47	75.32%
1000-0000-0000-431111	State Construction Aide	\$ 1,180,517.00	\$ 1,053,909.56	89.28%
1000-0000-0000-431500	State Rev-National Brd	\$ -	\$ 3,000.00	0.00%
1000-0000-0000-443400	E-Rate Revenue	\$ -	\$ 0.00	0.00%
1000-0000-0000-445850	Maine-Care Reimb	\$ -	\$ 175,333.77	0.00%
	Total Revenues	\$ 36,016,447.00	\$ 33,195,184.70	92.17%

Terry Gauvin:
Increased by \$1,542,277,
\$1,175,820 from Debt
Service + \$366,457.00
from additional Subsidy
after budget process
complete.

Terry Gauvin:
Decreased by \$1,175,820
due to refinancing of debt -
moved to Facility.

Terry Gauvin:
Decreased by \$535,000
due to additional subsidy
after budget process

Terry Gauvin:
Increased by \$901,457 due
to additional subsidy after
budget process

PROGRAM	COST CENTER	ACCOUNT NAME	BUDGET AMOUNT	SPENT JULY 1 TO MARCH 31	ENCUM. JULY 1 TO MARCH 31	BALANCE REMAINING	PERCENT REMAINING W/ENCUM	PERCENT SPENT
		ADULT EDUCATION	\$ 734,033.00	\$ 381,001.65	\$ 117,754.34	\$ 235,277.01	32.05%	51.91%
		Adult Ed. Gen. Fund Rev.	BUDGET AMOUNT	REC'D JULY 1 TO MARCH 31	PERCENTAGE REC'D			
1500-0150-412140-000		Local Foundation Allocation	\$ 276,058.00	\$ 276,057.93	100.00%			
1500-0150-0000-450000		Use of Appropriated Fund Balance	\$ 151,961.00	\$ 151,961.20	100.00%			
1500-0150-413170-450		Tuition-Individual-Ad. H.S. DIPL	\$ -	\$ 0.00	0.00%			
1500-0150-413190-420		Tuition-Individual-Ad. Voc.	\$ 108,828.00	\$ 51,039.68	46.90%			
1500-0150-417400-410		Fees-Ad Ed-General	\$ -	\$ 0.00	0.00%			
1500-0150-417400-420		Fees-Ad Ed-General	\$ 18,696.00	\$ 7,492.41	40.07%			
1500-0150-417400-450		Fees-Ad Ed Vocational	\$ -	\$ 0.00	0.00%			
1500-0150-419410-410		Textbooks Sales-Ad-General	\$ -	\$ 0.00	0.00%			
1500-0150-419430-420		Textbooks Sales-Ad-Voc.	\$ 19,958.00	\$ 5,306.25	26.59%			
1500-0150-419410-450		Textbooks Sales-Ad-HS Dipl.	\$ -	\$ 0.00	0.00%			
1500-0150-419600-000		Textbooks Sales-AD-HS Diploma	\$ -	\$ 0.00	0.00%			
1500-0150-432400-000		Adult Ed.- State Subsidy	\$ 158,532.00	\$ 158,223.38	99.81%			
		Total Adult Ed. Gen. Fund	\$ 734,033.00	\$ 650,080.85	88.56%			

GENERAL PROVISIONS

Purpose: The purpose of the Biddeford School Department (the “School”) Federal Grant 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 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 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 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 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 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 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-Federal entity that receives a subaward from a pass-through entity to carry out part of a 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 Federal awards directly from a 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 publically 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 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 Federal grant shall have a provision detailing the School's equal employment opportunity policy;
- D. When required by 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 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 Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the School provided that the Federal awarding agency or pass-through entity has made a determination that the 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 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 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 Federal assistance;
 - 2. The entity's performance is measured in relation to whether the objectives of a Federal program were met;
 - 3. The entity has responsibility for programmatic decision making;
 - 4. The entity is responsible for adherence to applicable Federal program requirements specified in the Federal award; and
 - 5. In accordance with its agreement, the entity uses the 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 Federal program; and
 - 5. The contractor is not subject to compliance requirements of the Federal program as a result of its contract.

School Compliance Requirements with 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. Federal award identification;
 - 2. All requirements imposed by the School on the sub-recipient, including regulations, and the terms and conditions of the 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 federally recognized indirect cost rate negotiated between the sub-recipient and the 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 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 Federal award; and
 3. Issuing a management decision for audit findings pertaining to the 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 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 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: _____