

**School Administrative Unit
Application for Funding
under the
Elementary and Secondary School Emergency Relief Fund (ESSERF)
For State Fiscal Year 2020
CFDA Number: 84.425D**



GRANT AWARD NOTIFICATION

Awarding Agency: U.S. Department of Education
Award Number:
Project Description: Elementary and Secondary School Emergency Relief Fund 2(ESSERF 2)
CFDA: 84.425D
Registration with SAM: All local educational agencies (LEAs) must register with the System for Award Management (SAM) and maintain up-to-date information
SEFA and SF-CAS: All local educational agencies (LEAs) need to provide identification of all ESF awards in their Schedule of Expenditures of Federal Awards (SEFA) and Data Collection Form (SF-SAC)

APPLICATION INSTRUCTIONS

GENERAL INSTRUCTIONS

To receive the School Administrative Unit (SAU)'s allocation under the Elementary and Secondary School Emergency Relief Fund 2 (ESSERF 2) program, a Superintendent must submit to the Department an application that provides the following information:

- A completed application cover sheet (Part 1 of the Application)
- General Guidance for Budget Options (Part 2 of the Application)

- A description of how the SAU intends to use the funds allocated under the ESSERF 2 for FY 2021 and funds carried over from FY 2021 for use in FY 2021 (Part 3 of the Application)
- Education Reform, Certifications, Accountability, Transparency, and Reporting and Other Assurances (Part 4 of the Application)
- In the narrative for each category, please list out the specific items that will be purchased.

**SCHOOL ADMINISTRATIVE UNIT ELEMENTARY AND SECONDARY SCHOOL
EMERGENCY RELIEF FUND 2 (ESSERF 2) APPLICATION**

PART 1: APPLICATION COVER SHEET

Legal Name of Applicant: Westbrook School Department	Applicant's Mailing Address: 117 Stroudwater Street Westbrook, ME 04092
SAU Contact for the Education Stabilization Fund (CFDA No. 84.245D) Name: Peter Lancia Position: Superintendent Office: Central Office Contact's Mailing Address: 117 Stroudwater St Westbrook, ME04092 Zip Code Plus 4: 04092-4045 DUNS #: 100029958 Telephone: 854-0800 Fax: 854-0809 E-mail address: lanciap@westbrookschoools.org	
To the best of my knowledge and belief, all of the information and data in this application are true and correct.	
Superintendent (Printed Name): Dr. Peter Lancia	Telephone: 854-0800
Signature of Superintendent: Certified by Electronic Signature	Date: 06/15/2021

Part 2: General Guidance for Budget Options

- Allocations to SAUs are based on the proportion of Title I, Part A funds each SAU received in the most recent fiscal year. (Sec. 18003(c))
- SAUs are not required to allocate ESSERF 2 funds to schools.
- SAUs may spend their funds on:
 - Any activity authorized with allowable uses including the following Federal programs: Adult Education and Family Literacy Act, Elementary and Secondary Education Act (ESEA), Individuals with Disabilities Education Act (IDEA), Perkins (CTE), McKinney-Vento Homeless Assistance Act, and any of the following:

- Coordination of preparedness and response efforts
- Providing principals and other school leaders with resources to address individual school needs
- Activities to address the unique needs of low-income children, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including outreach and service delivery
- Procedures and systems to improve SAU preparedness and response efforts
- Training and professional development for SAU staff on sanitation and minimizing the spread of infectious disease
- Purchasing supplies to sanitize and clean SAU facilities
- Planning for and coordinating during long-term closures, including how to provide meals, technology for online learning, guidance for carrying out IDEA requirements, and providing educational services consistent with applicable requirements
- Purchasing educational technology (including hardware, software and connectivity) for the SAU's students
- Providing mental health services and supports
- Planning and implementing summer learning and supplemental afterschool programs
- Other activities necessary to maintain LEA operations and services and employ existing SAU staff (**Sec. 18003(d)**)
- While ESSERF 2 allocations are determined by the proportionality of the Title I funding formula, these funds are not Title I funds. For example, ESSER 2 funds:
 - Are not governed by Title I spending rules (like supplement not supplant and/or rank and distribution),
 - Will not count towards Title I carryover limitations,
 - Are not limited to Title I eligible schools or students, and
 - Will have an accounting number different from the Title I accounting number.
- ESSERF 2 funds are also not "replacement funds."
 - These funds must be spent on allowable activities and districts are encouraged to make one-time and/or sustainable investments to address challenges incurred because of COVID-19.
 - Not all SAUs will receive funds.
 - SAUs will have until September 30, 2023 to encumber ESSER funds.
 - Any approved COVID-19 ESSERF 2 project expense, which was encumbered on or after March 13, 2020 and served to address specific challenges brought on by COVID-19, is eligible for reimbursement.
 - ESSER II funds must be tracked separately from ESSER I funds.

Part 3a: A Description of how the SAU Intends to Use the Funds Allocated Under ESSERF 2

1. How has your school district determined its most important needs as a result of COVID-19? Describe the extent to which the LEA intends to use ESSER 2 funds to promote remote

learning and addressing student learning gaps. Please provide a brief (1 paragraph) summary.

Throughout the year, the district has closely monitored academic, social and emotional, and physical needs. Temporary staff was hired to keep schools open when teachers were quarantined or unable to work in person. Technology was provided for all students along with specific technology platforms to create and maintain synchronous and asynchronous learning, maintain personal connections especially with students who were disengaged, and communication tools to maintain the distance and in-person school environment. This winter, the district launched a task force called Charting the Course whose purpose was to develop a plan for the 21-22 school year as well as summer programming in summer 2021. The task force has representatives from across the district as well as other stakeholders. Additionally, separate committees have been established at each school that have informed the overall task force and ensure district-wide alignment. The school committees have assessed the academic, social and emotional, and physical needs of each school that would facilitate reopening fully by Fall 21. Committees are using data, primarily NWEA as well as other formative assessment, to determine gaps in learning due to an interruption of instruction. Engagement and attendance data were used as indicators for social and emotional needs. Physical assessments of space were assessed including classroom capacity, safety of facilities, and capital projects in order to maintain a safe opening following social distancing requirements. Additionally, capacity of district employees was assessed in terms of managing the complexity of COVID, its projects, and the related emergency funds. Committees and the task force have determined and prioritized needs which include: additional teachers to reduce class size, intervention specialists to support students with significant needs, summer school and extended day staff to support remediation, attendance and family engagement specialists to support reengaging learners, staff to provide summer learning for all students in need of support as well as transitions between schools, staff to support management of funds and projects, software to support blended learning, professional development for staff in reengaging literacy learning as well as equitable blended instruction, supplies and materials to allow for additional classrooms, and technology to enable seamless instruction.

2. What is your district's proposed timeline for providing services and assistance to students and staff (1 paragraph)?

We have been providing support to all students since the beginning of the pandemic. ESSER 2 and 3 funds would be targeted for Summer 2021 and the school years 2021-22 and 2022-23.

3. How many positions will be maintained and created as a result of receiving ESSER 2 funding in the following categories?

- **Transportation:** 1.50
- **Healthcare:** 0.00
- **School Safety:** 2.00
- **Instructional Staff:** 25.00
- **Child Nutrition:** 0.00

- **Support Staff:** 3.00

4. Describe any part-time temporary positions created or maintained with ESSER II funds. Part time temporary positions include subs, after school support, summer school staff, and additional summer hours for school year contracted employees. District will also fund temporary food service staff, custodians, and other temporary staff as identified.

Budget for ESSERF 2 Funds

Complete the Budget Below:

For each project, all budgeted items must be listed and the eligible entity must maintain documentation that explains how the costs were determined to be necessary in response to the COVID-19 public health emergency.

Your maximum available funds are is \$3,401,553.76

Allocation:		\$ Pre-populated			\$3,401,553.76
Object Codes					
	1000-2000	3000-5000	6000	7300	
	Salaries & Benefits	Purchased Services	Supplies	Equipment	Total Amount
COVID-19 Related Costs					
COVID-19 Student Supports (not all inclusive: facilitating distance learning, technology equipment, contracted services for support)	\$950,000.00	\$240,000.00	\$400,000.00	\$31,080.76	\$1,621,080.76
1. Social Workers 2. 03.29.21 3. The Charting the Course Team (Admins, educators, school board members) 4. In order to support the social and emotional needs of students who have all experiences different degrees of trauma, additional social workers are necessary. They will foster reengagement, manage school/family connections, and help develop the SEL curriculum as students become reengaged. 5. As schools reopen fully, these social workers will support students in their recovery from the pandemic. 6. This will address student mental health and social needs 7. \$92,400.00 this is a placeholder as the final amount is to be determined. 8. The district will hire temporary social workers to meet the needs of the district 1. Instructional Support Temporary Staff 2. 05.05.21 3. The Charting the Course Team (Admins, educators, school board members) 4. As a result of COVID-19, there have been noticeable gaps in student achievement. 5. The CDC recommends that schools enter remote learning when necessary. As districts, we must provide support for remote learning by using informational and academic resources and expanding awareness of and access to best practices and innovations in remote learning and support for students, families, and educators. We also must have a way to identify and address learning gaps that are a result of an interruption to instruction. Finally it is critical that we have adequate staff to implement interventions for academic recovery as well as our ability to follow the CDC's guidelines around COVID-19. 6. A description of the necessary response the school is taking to address the public health emergency: We plan to use a portion of the funds to provide staff and programming that addresses student learning needs as a result of COVID-19. The hired staff will include but not limited to serve as interventionists, class size reduction teachers, Ed Tech support staff, librarians, district family liaison and a district learning strategist and distance learning coordinator to name a few.					

7. \$447,000 this is a placeholder as the final amount is to be determined.
8. The district will hire temporary staff to meet the needs of instructional support.

1. Technology Support Staff & Summer Hours

2. 03.29.21
3. Peter Lancia, Superintendent, Sam Rigby, It Director, and school board members
4. With the increased use of technology, and an addition of many new devices, tech support is needed to maintain devices, prepare them for the new school year, and continue to maintain them.
5. It is critical to have adequate staff to address the increase of technology support.
6. Technology will be necessary in the event that students and staff must become remote due to COVID reasons.
7. \$54,006.21 this is a placeholder as the final amount is to be determined.
8. The district will hire a temporary position and pay employees for additional hours

1. After School and Summer Programming

2. 05.05.21
3. The Charting the Course Team (Admins, educators, school board members)
4. In order to foster academic recovery, fill learning gaps, and support students moving forward, after school and extended school year academic programs re needed for targeted intervention.
5. It is critical to have multiple opportunities to address learning loss and recovery.
6. Students are making up for lost instructional time and content.
7. \$55,000.00 this is a placeholder as the final amount is to be determined.
8. The district will hire staff or contract purchased services to meet the needs of the districts after school and summer program.

1. Adult Education HiSet and EL Staff

2. 03.29.21
3. Peter Lancia, Superintendent, Shelli Pride, Adult Ed Director, and school board members
4. So due to COVID - we have had an influx of students to our program during our closure and virtual offerings. For the virtual method - we moved from a class structure to a one-on-one structure for our lower level ELL and academic courses. This has made a big difference in our engagement and measurable gains.
5. Due to some students preferring this method (due to lack of child care and work schedules), we are keeping this model.
6. Therefore due to this increase in students and change of models, we need to increase staff hours (increase current staff and hire new instructors).
7. S&B \$57,560.00 and supplies \$3,500.00
8. The adult education program will hire temporary staff and purchase supplies to meet the needs of the program

1. Instructional Supplies & Materials & Furniture

2. 03.29.21
3. The Charting the Course Team (Admins, educators, school board members)
4. In order to support academic recovery and safety, we are hiring additional classroom teachers. Additional materials, furniture, and supplies will be necessary to establish new classrooms. We are also purchasing individual desks to provide for proper distancing.
5. This provides for social distancing and academic recovery.
6. Smaller class sizes are necessary to support academic recovery from the pandemic as well as social distancing, so additional teachers (and classrooms with furniture, materials, and supplies) are needed.
7. \$400,500
8. The district will purchase furniture, supplies, materials, and equipment as necessary to meet the needs of their reopening plan

1. PreK Programming

2. 05.12.21
3. Peter Lancia, Superintendent, Kim O'Donnell, Asst. Superintendent, and school board members
4. Due to the pandemic, and the increase of classroom spaces to meet academic recovery and social distancing needs, we are needing to move the PK from one central location to each of our three schools. The Opportunity Alliance which runs our PK has indicated the increased cost of relocating the programs.
5. It is critical to provide as great of an opportunity for learning as possible, especially to our youngest learners.
6. This cost is due to relocating the PK classes to different buildings.
7. \$50,000
8. The district will contract services with

1. Subscription Software

2. 03.29.21
3. The Charting the Course Team (Admins, educators, school board members)
4. Due to the pandemic the district has an increase of subscriptions to provide a well rounded education and access to all students.

5. Ensure seamless educational content and opportunities for all students and staff in the district.
6. This project provides tools and resources to admin and educators to meet the academic support and needs of all students and operations of the district. Subscriptions include but not limited to: IXL, Heinemann, SeeSaw, McGraw, Music First, to name a few.
7. \$140,000
8. The district will purchase subscriptions to meet academic needs.

1. Student Technology
2. 09.21.20
3. Peter Lancia, Superintendent, Sam Rigby, IT Director, and school board members
4. CDC and state guidelines requires us to be prepared for hybrid or full remote learning at a moment's notice. Also due to CDC and state guidelines it is imperative to have enough devices for students to use for hybrid and remote learning.
5. As we have been confronted with the COVID-19 crisis in education, we have had several clear issues revealed to us. Chief among them are the limitations of the devices we have in staff and student hands at certain grade levels. The year we had last year has accelerated the lifespan of these devices and we are now bumping up against their capacity everyday in most classes. Those issues range from the audio/visual capabilities of the device to both live stream from a classroom and project at the same time to the condition of the devices and our ability to repair them as quickly as they need to be deployed back out to students to ensure equitable access to their education.
6. Purchase technology devices, supplies, hardware and software to ensure uninterrupted education for staff and students.
7. \$70,000
8. The district will purchase devices, supplies, hardware and software to meet district needs.

COVID-19 Staff Support (not all inclusive: admin expenses, professional development, health screeners, substitute costs)	\$391,796.80	\$90,000.00	\$7,000.00	\$0.00	\$488,796.80
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1. Substitutes
2. 03.29.21
3. The Charting the Course Team (Admins, educators, school board members)
4. Due to the COVID-19 the district has implemented hybrid and remote learning opportunities.
5. The district has increased the use of substitutes to maintain operations and access to in-person educational opportunities.
6. The district is preparing their reopening plans and will include full in-person and remote learning opportunities. The district needs to have adequate staff to support both learning platforms and be flexible to meet needs that shift at a moments notice.
7. \$259,731.72 this is a placeholder as the final amount is to be determined.
8. The district will hire substitute teachers to meet the needs of the district.

1. Additional Summer Hours
2. 05.05.21
3. The Charting the Course Team (Admins, educators, school board members)
4. Staff are being asked to relocate classrooms, maintain additional end of year records, and complete instructional and academic plans for complete the school year. This is above and beyond their contractual year. Also, nurses and other employees will be required to work in the event of contact tracing during summer programs.
5. It is critical to be able to compensate our employees for work performed above and beyond their contractual obligations.
6. This addresses the districts necessary work to be hybrid and prepare to be fully in person next year
7. \$60,000 this is a placeholder as the final amount is to be determined.
8. The district will pay staff for additional hours worked outside of their contractual agreement.

1. Temporary Staff
2. 03.29.21
3. The Charting the Course Team (Admins, educators, school board members)
4. With different schedules and minimized groupings of students, additional duty aides are needed for student management.
5. It is critical to have adequate staff to meet the needs of returning to school and daily operations.
6. The district will hire temporary staff including and not limited to noon duty aides.
7. \$29,700 this is a placeholder as the final amount is to be determined.
8. The district will hire temporary staff to meet the needs of their reopening plan

1. Professional Development
2. 03.29.21
3. The Charting the Course Team (Admins, educators, school board members)
4. For example: Teachers will participate in two institutes with outside consultants that are focused on restarting curriculum frameworks and expectations in programs we use. The district will identify opportunities to provide resources, tools, and support for professional growth and ongoing development in response to COVID-19.
5. It is critical to arm our staff with tools and resources to respond to the demands as the result of the pandemic.

6. This will be instrumental in the academic recovery, emotional and social support, and ongoing response due to the pandemic.
7. Purchased services \$80,500, S&B \$10,000, travel \$2,000, supplies and materials \$8,000
8. The district will contract for purchased services, pay for conference fees, pay staff for additional work, costs for travel, and supplies and materials related to professional development

1. Salary and Benefits

2. 05.05.21

3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members

4. The FY22 approved budget was not able to fund all increasing salary and benefit needs.

5. To maintain employee retention, benefits and operations.

6. The district is experiencing an increase in salaries and benefits that exceed the approved FY22 budget. These costs are expected to gradually move back into the general budget in future budget planning but at this time to meet district operations costs exceeding the FY22 approved budget will be funded under ESSERF.

7. \$2,500 this is a placeholder as the final amount is to be determined.

8. Funds will be used to bridge the gap between the FY22 approved budget and employee contracts and working agreements with expectation that the costs will gradually move to the general budget in future planning.

1. Staff Wellness & Ergonomics

2. 03.29.21

3. Peter Lancia, Superintendent, Martha Wentworth, HR Director, school board members

4. Staff have been challenged in all facets of their work and home life due to the pandemic. Several staff are working from home or unusual work environments to meet the needs of the district.

5. The purpose of allocating these monies towards staff wellness the next two years is to further advance and advocate for staff to receive support and resources to combat pandemic fatigue in the physical, emotional and mental health realms.

6. We are looking to create a sustainable program of equipment for usage by staff at all of our buildings, such as yoga mats, snowshoes, x-country skis, etc. to be used on the Westbrook School Department Campus. We are also needing to secure services such as Yoga Classes, Bootcamp classes, Healthy Cooking Demos, Guided Meditation, etc. This will be in a "train the trainer format," so that staff can take away and use skills they have learned through the wellness program. This will augment the services we receive through our Medical Provider, Anthem through their wellness provider, V1rgin Pulse. For instance, we can incentivize staff by setting higher goals and rewarding those who accomplish the goals with State Park passes, or extra "pulse" cash to use towards further wellness gear, such as FitBits and Pedometers. We would also like the supplies to set up a room for quiet yoga or circuit training that all staff could use. In addition, the district will support proper ergonomic tools and equipment to ensure a safe and healthy work environment for staff.

7. \$7,500 purchased services and \$7,500 supplies and materials

8. The district will purchase materials, supplies, and equipment to meet the goals of the wellness program and staff ergonomics. In addition, the district will contract for services to provide ample opportunities to support staff with social and emotional wellbeing.

1. Non-Instructional Supplies & Materials

2. 03.29.21

3. The Charting the Course Team (Admins, educators, school board members)

4. COVID-19 health emergency has created many challenges for staff from consumable supplies to equipment necessary to meet work requirements.

5. The district ensures to meet the safe and healthy needs of staff to perform their work while meeting CDC and MDOE guidelines.

6. The district continues to ensure that all staff are adequately supplied with tools, equipment, supplies and materials to conduct their work with a wide range of capabilities.

7. \$15,000

8. Funds will be used to purchase items necessary to ensure staff can perform their job tasks and meet the needs of the district operations with limited interruptions.

1. Staff Technology

2. 09.21.20

3. Peter Lancia, Superintendent, Sam Rigby, IT Director, and school board members

4. CDC and state guidelines requires us to be prepared for hybrid or full remote learning and work at a moment's notice.

5. As we have been confronted with the COVID-19 crisis in education, we have had several clear issues revealed to us. Chief among them are the limitations of the devices we have in staff and student hands at certain grade levels. The year we had last year has accelerated the lifespan of these devices and we are now bumping up against their capacity everyday in most classes. Those issues range from the audio/visual capabilities of the device to both live stream from a classroom and project at the same time to the condition of the devices and our ability to repair them as quickly as they need to be deployed back out to staff to ensure equitable access to student education and employee work environments.

6. Purchase technology devices, supplies, hardware, and software to ensure uninterrupted work for staff.					
7. \$62,000					
8. The district will purchase devices, supplies, hardware and software to meet district needs.					
COVID-19 School Administration	\$350,000.00	\$33,846.93	\$12,000.00	\$0.00	\$395,846.93
<p>1. Accountant</p> <p>2. 03.29.21</p> <p>3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members</p> <p>4. In order to manage the demands of COVID funds and district restructuring, a full time accountant is a necessary addition to the finance office which now shares accounting responsibilities with payroll and accounts payable.</p> <p>5. This position will ensure timely operations, assist in grant management, and meet the growing needs of the finance department.</p> <p>6. The addition of the account will ensure stable operations across the district.</p> <p>7. \$63,380.10 this is a placeholder as the final amount is to be determined.</p> <p>8. The district will hire an accountant to meet the needs of the district.</p>					
<p>1. Administrative Assistant</p> <p>2. 05.05.21</p> <p>3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members</p> <p>4. In order to manage the demands of both COVID funds and projects, an additional administrative assistant to support finance and facilities is necessary.</p> <p>5. This position will help meet the needs and operations of the district.</p> <p>6. The addition of the administrative assistant will ensure stable operations across the district.</p> <p>7. \$51,521.20 this is a placeholder as the final amount is to be determined.</p> <p>8. The district will hire an admin assistant to meet the needs of the district.</p>					
<p>1. Salary and Benefits</p> <p>2. 05.05.21</p> <p>3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members</p> <p>4. The FY22 approved budget was not able to fund all salary and benefit increases. In addition there is an increase in the AP and Payroll operations as a result of COVID-19.</p> <p>5. To maintain employee retention, benefits and operations. Compensating employees for an increase in working hours.</p> <p>6. The district is experiencing an increase in salaries and benefits that exceed the approved FY22 budget. These costs are expected to gradually move back into the general budget in future budget planning but at this time to meet district operations costs exceeding the FY22 approved budget will be funded under ESSERF. Temporary increases in wages will be paid from ESSERF and are expected to end with ESSERF funding.</p> <p>7. \$10,000 this is a placeholder as the final amount is to be determined.</p> <p>8. Funds will be used to bridge the gap between the FY22 approved budget and employee contracts and working agreements with expectation that the costs will gradually move to the general budget in future planning.</p>					
<p>1. Purchased Services</p> <p>2. 05.19.21</p> <p>3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members</p> <p>4. In order to manage the demands of both COVID funds and projects, an additional PD to manage changes in</p> <p>5. This support will help meet the needs and operations of the district.</p> <p>6. The addition support ensure stable operations across the district.</p> <p>7. \$1009.00.</p> <p>8. The funds will be used to purchase additional support needed.</p>					
<p>1. Non-Instructional Supplies & Materials</p> <p>2. 03.29.21</p> <p>3. The Charting the Course Team (Admins, educators, school board members)</p> <p>4. COVID-19 health emergency has created many challenges for staff from consumable supplies to equipment necessary to meet work requirements.</p> <p>5. The district ensures to meet the safe and healthy needs of staff to perform their work while meeting CDC and MDOE guidelines.</p> <p>6. The district continues to ensure that all staff are adequately supplied with tools, equipment, supplies and materials to conduct their work with a wide range of capabilities.</p> <p>7. \$15,000</p> <p>8. Funds will be used to purchase items necessary to ensure staff can perform their job tasks and meet the needs of the district operations with limited interruptions.</p>					
COVID-19 PPE (not all inclusive: gloves, gowns, masks,	\$0.00	\$0.00	\$32,000.00	\$0.00	\$32,000.00

shields)					
<ol style="list-style-type: none"> 1. PPE 2. 03.29.21 3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members 4. Under CDC guidelines school staff need to maintain protection and sanitizing protocols to prevent the spread of COVID-19. 5. Purchase and provide PPE necessary to meet CDC and state regulations. 6. Ensure employee and student safety by meeting CDC and MDOE requirements and recommendations 7. \$60,000 8. The district will purchase supplies, materials, and equipment to meet district needs. 					
Operation Maintenance & Plant (not all inclusive: minor capital improvements, window fans, signage, short term rentals to adhere to CDC guidance)	\$0.00	\$601,582.49	\$111,415.95	\$0.00	\$712,998.44
<ol style="list-style-type: none"> 1. Temporary Staff 2. 05.12.21 3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members 4. Due to COVID the district has increased cleaning and sanitation requirements and efforts. In addition, facility maintenance projects will need additional support and oversight. 5. The districts returning to school plan increases the number of classroom spaces. Capital improvement projects needs to be reviewed, monitored, and supported throughout the entire process. 6. The district has an increased need for custodial services and facility management to meet CDC and MDOE requirements/recommendations. 7. \$10,000 this is a placeholder as the final amount is to be determined. 8. The district will either contract for services or hire custodial and/or facility management staff to meet the districts needs. Preference will be given to hiring custodial staff over purchased services. 					
<ol style="list-style-type: none"> 1. Safety and Security -Door Locks and Door Card Access 2. 10/12/2020 3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members 4. In response to meeting CDC and state regulations to provide safe and healthy school opening and more accurately conduct contact tracing if necessary. 5. Systems and card access installations to manage and maintain the flow of people in and out of the building, and to assist with contact tracing if necessary. 6. Systems and card access installations to manage and maintain the flow of people in and out of the building, and to assist with contact tracing if necessary. 7. \$135,000.00 purchased services 8. Funds will be used to contract for services to replace interior and exterior locks and door control access. 					
<ol style="list-style-type: none"> 1. Salary and Benefits 2. 05.05.21 3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members 4. The FY22 approved budget was not able to fund all salary and benefit increases. 5. To maintain employee retention, benefits and operations. 6. The district is experiencing an increase in salaries and benefits that exceed the approved FY22 budget. These costs are expected to gradually move back into the general budget in future budget planning but at this time to meet district operations costs exceeding the FY22 approved budget will be funded under ESSERF. 7. \$2,500.00 this is a placeholder as the final amount is to be determined. 8. Funds will be used to bridge the gap between the FY22 approved budget and employee contracts and working agreements with expectation that the costs will gradually move to the general budget in future planning. 					
<ol style="list-style-type: none"> 1. Classroom Space & Storage 2. 03.29.21 3. The Charting the Course Team (Admins, educators, school board members) 4. To support academic recovery and social distancing, we are adding additional classroom teachers. This will require additional space. In some buildings, we do not have space so either modular spaces or construction may be necessary. Likewise the alterations to classroom spaces has increased the need for storage space to accommodate furniture, etc. that needs to be relocated. 5. Social distancing and academic recovery. 6. Smaller class sizes are needed, and some schools will require additional space. In other instances the relocation and storage of furniture and supplies will allow more space to be available. 7. \$145,000 equipment, \$5,000 supplies, and \$7,000 purchased services 					

8. The district will purchase or contract for services to create, install, or otherwise increase classroom spaces and storage to meet the needs of the districts reopening plan.

1. Cleaning supplies and equipment

2. 03.29.21

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. Under CDC guidelines school staff need to maintain cleanliness and sanitizing protocols to prevent the spread of COVID-19.

5. Purchase and provide cleaning supplies, tools, and resources necessary to meet CDC and state regulations.

6. Ensure employee and student health and safety by meeting CDC and MDOE requirements and recommendations

7. \$60,000 supplies and \$7,144.93 equipment

8. The district will purchase supplies, materials, and equipment to meet district needs.

1. Canal School Drainage

2. 03.29.21

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. Under CDC guidelines students and staff need adequate space to exit the building and maintain social distancing. The current conditions have inadequate drainage causing staff and students to exit the building using a narrow path. Drainage is insufficient causing bottlenecks while using the building exit.

5. Purchase all drainage pipe and catch basin to provide proper drainage at the rear exit of the Canal School. Grounds will be graded to promote drainage and provide a larger exit area.

6. This will address congestion at the rear exit and around the adjacent portable classroom.

7. \$75,000

8. The district will purchase materials to install proper drainage at Canal School exit door to keep the area dry and passable for staff and students.

1. Canal School Roof for Portable Classroom

2. 03.29.21

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. Under CDC guidelines students and staff need to maintain social distancing. The portable classroom at Canal School needs new shingles to make the roof watertight and provide additional space for students and staff. adequate space to exit the building and maintain social distancing.

5. The additional classroom space that will be available by using the portable classroom will provide socially distanced space for students returning from remote learning.

6. This will address the space needs arising from remote students returning to school.

7. \$20,000

8. The district will contract with a local roofing company to purchase and install a new roof on the portable classroom at Canal School.

1. Canal School Gym Floor

2. 03.29.21

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. Under CDC guidelines students and staff need to maintain social distancing. The gym floor at Canal School needs to be sanded and resurfaced to allow space for students to be socially distanced.

5. the District's back to school plan includes using all optimal facility space to increase classroom spaces to allow for class size reduction. The Canal gym will be utilized space for the return to school plan. The current conditions of the floor is bubbly and uneven posing increased risk of falls with increased traffic use and increased difficulty in balancing furniture on the current surface. The refinished gym will give additional classroom space for students to meet and maintain social distance and a safe working environment.

6. This will address the space needs arising from remote students returning to school.

7. \$15,000

8. The district will contract with a local floor refinishing company to sand and refinish the floor which will provide a level surface for student learning spaces.

1. HVAC/Ventilation Upgrades and Improvements

2. 03.29.21

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. CDC guidelines specifically mention minimum qualifications for a safe and healthy environment. Current HVAC system does not meet adequate operational standards to maintain sufficient air flow and ventilation control into the buildings.

5. To comply with CDC ventilation requirements and provide an optimal safe and healthy environment for staff and students this project will provide a new control unit upgrading the ventilation system and safeguarding a safe and healthy environment. This will also provide

new ac/air ventilation and quality that didnt exist previously or upgraded to existing units.

6. By upgrading to a new control unit and adding ac/air ventilation the school is ensuring proper ventilation is maintained and controlled in the building it services.
7. \$75,000 purchased services and \$42,000 supplies
8. The district will contract for services and purchase materials and equipment to meet district needs.

1. Technology Upgrades

2. 05.12.21

3. Peter Lancia, Superintendent, Sam Rigby, IT Director, and school board members

4. Due to pandemic the need to be able to broadcast live and communicate to multiple portals has become critical.

5. Technology upgrades to network, broadcasting, switches, phone and intercom system upgrades are critical to maintain a safe and healthy environment. In addition the ability to respond to critical and urgent matters is vital to maintain safe and healthy operations.

6. The district will upgrade and improve network and broadcasting capabilities, while improving the internal communication abilities within the district.

7. \$300,000 equipment, \$60,000 supplies/materials, and \$31,000 purchased services

8. The district will contract for purchased services, purchase supplies, materials and equipment, and pay labor for installation of upgrades and new devices necessary to meet district needs.

1. Safety & Security - Gender Neutral Bathrooms & Hot Water Upgrades

2. 10.09.20

3. Peter Lancia, Superintendent, Brandon Krupski, Maintenance Coordinator, and school board members

4. Pandemic has increased the requirement to meet CDC and state regulations to provide safe and healthy school opening and meeting sanitization needs.

5. To comply with CDC guidelines on thorough sanitizing and cleaning one building currently does not meet the need to provide hot water in one area of the building. To meet social distancing requirements one gang bathroom will be converted to single gender neutral bathrooms.

6. The purchase of a hot water tank will bring hot water for cleaning and sanitizing to an area of the building it is lacking. The separation of the gang bathroom will ensure social distancing requirements and student safety.

7. \$150,000 purchased services

8. The district will purchase services, materials, supplies and pay for labor to convert, install, or otherwise complete these projects.

Function 2700 COVID-19 Transportation*	\$72,538.60	\$0.00	\$0.00	\$0.00	\$72,538.60
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1. Transportation Admin Assistant

2. 03.29.21

3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, Melissa Foye, Transportation Coordinator and school board members

4. Admin Assistant will maintain bus routes that change weekly as students are impacted by Covid quarantine. This also helps with route planning as students return from remote learning.

5. The school must limit the number of children on a school bus to a maximum of 24 to maintain social distancing. When that limit is reached a second bus run must be implemented.

6. Limiting the number of students per bus maintains social distancing. Bus schedules are planned and modified as necessary to maintain social distancing. Records must be kept to identify which students ride each bus. If close contact tracing is needed, accurate records of student riders are necessary. Buses must be disinfected after each run and records kept for this maintenance procedure. .

7. \$51,521.20 this is a placeholder as the final amount is to be determined.

8. The district will hire a full time admin assistant to meet this need.

1. Part Time Bus Aide / Van Driver:

2. 03.29.21

3. Peter Lancia, Superintendent, Heather Neal, Accounting Manager, Melissa Foye, Transportation Coordinator and school board members

4. A part time bus aide / van driver is needed to allow for adequate social distancing on each van. A maximum of 2 students can be transported on 8 passenger vans, which creates the need for more vans to transport students to school.

5. The school must limit the number of children on an 8 passenger van to 2 students to maintain social distancing.

6. Additional van runs are necessary to maintain social distancing on vans. Bus aides are sometimes needed for bus runs for special needs students to assure that they maintain social distancing during bus runs.

7. \$18,517.40 this is a placeholder as the final amount is to be determined.

8. The district will hire a part time employee to meet this need.

Salary and Benefits

05.05.21

Peter Lancia, Superintendent, Heather Neal, Accounting Manager, and school board members

The FY22 approved budget was not able to fund all salary and benefit increases. To maintain employee retention, benefits and operations. The district is experiencing an increase in salaries and benefits that exceed the approved FY22 budget. These costs are expected to gradually move back into the general budget in future budget planning but at this time to meet district operations costs exceeding the FY22 approved budget will be funded under ESSERF. \$2,500.00 this is a placeholder as the final amount is to be determined. Funds will be used to bridge the gap between the FY22 approved budget and employee contracts and working agreements with expectation that the costs will gradually move to the general budget in future planning.

Function 3100 - COVID-19 Food Service (not all inclusive: child nutrition supplies, staffing)	\$8,778.97	\$4,807.32	\$33,364.14	\$0.00	\$46,950.43
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- 1. Non Food Supplies
- 2. 03.29.21
- 3. Peter Lancia, Superintendent, Mary Emerson, Food Service Manager, and school board members
- 4. Due to COVID meal distribution has changed to include more pre-packaged and travel safe containers.
- 5. To meet the needs of CDC and MDOE food service has adapted to increase access to free school meals to all students and community.
- 6. The district has seen an increase in costs of prepackaging meals and transportation meals to various locations for distribution. Additional costs include food and nonfood storage, coolers, signage, and other needs to meet the distribution of meals.
- 7. \$31,900
- 8. The district will purchase non food supplies, materials, and equipment to meet the needs of the food service program.

- 1. Professional Development
- 2. 03.29.21
- 3. Peter Lancia, Superintendent, Mary Emerson, Food Service Manager, and school board members
- 4. Due to the increase of food distribution and an increase in labor to meet CDC and MDOE guidelines, staff will undergo annual professional development.
- 5. To ensure all food service staff are properly trained.
- 6. Coordinate professional development opportunities for all staff members.
- 7. \$5,671.00
- 8. The district will pay for purchased services, conference fees, travel, and staff costs to attend professional development.

- 1. Americorp Vista Summer Support
- 2. 03.29.21
- 3. Peter Lancia, Superintendent, Mary Emerson, Food Service Manager, and school board members
- 4. The COVID pandemic has exacerbated the concerns around food insecurity especially amongst students.
- 5. The district is increasing their access to and distribution of free meals to all students and community members.
- 6. This project will help supplement efforts to eliminate poverty and poverty related human, social, and environmental problems.
- 7. \$2,500
- 8. Contract with Americorp Vista to provide two summer support staff members.

- 1. Temporary Staff
- 2. 05.12.21
- 3. Peter Lancia, Superintendent, Mary Emerson, Food Service Manager, and school board members
- 4. Due to COVID the district has increased their food service distribution and labor output.
- 5. The districts returning to school plan alters the normal distribution of food throughout the district, as well as, meeting remote learners' needs.
- 6. The district has an increased need for food service to meet CDC and MDOE requirements/recommendations.
- 7. \$10,000 this is a placeholder as the final amount is to be determined.
- 8. The district will hire temporary staff to meet the districts needs.

Function 3300 - COVID-19 Community Services (not all inclusive: home screening health items, communication)	\$0.00	\$31,341.80	\$0.00	\$0.00	\$31,341.80
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- 1. Translation Services
- 2. 03.29.21
- 3. Peter Lancia, Superintendent, and Regina Clement, ELL Director and school board members
- 4. As a result of responding to COVID-19 health emergency the district is providing greater written translated materials and information.
- 5. Following CDC and State regulations regarding a safe and healthy opening, as a result, COVID has increased the amount of services being provided.

6. The school district is providing a hybrid and remote learning environment. Due to language barriers all necessary communication needs to be through translation services to inform families.					
7. \$25,000					
8. The district will purchase translation services.					
Total	\$1,773,114.37	\$1,001,578.54	\$595,780.09	\$31,080.76	\$3,401,553.76

*Indicates that costs in this category are included as a cost for the states funding formula and will affect state funding.

Note: Actual expenditures will be reported monthly through a Web Based ESF Report and verified quarterly via MEFS (Maine Education Financial System). ESSER 2 funds are to be fully obligated and expended by September 30, 2023. The funds fall under federal cash management on both the State and sub-recipient levels.

Part 4: Education Reform, Accountability, Transparency, and Reporting Assurances

The Superintendent or his/her authorized representative assures the following:

1. Any SAU receiving funding under this program will have on file with the SEA a set of assurances that meets the requirements of section 442 of the General Education Provisions Act (GEPA) (20 U.S.C. 1232e).
2. To the extent practicable, an SAU will comply with the requirements of section 427 of GEPA (20 U.S.C. 1228a) permitting students, teachers, and other program beneficiaries to overcome barriers (including barriers based on gender, race, color, national origin, disability, and age) that impede equal access to, or participation in, the program.
3. The SAU will maintain a data system that includes the elements described in section 15011(b) (2) of Division B of the CARES Act and submit quarterly reports to the State of Maine Department of Education in such a manner and containing such information as the Secretary of Education of the US Department of Education may require.
4. The SAU and other entities will comply with the following provisions of Education Department General Administrative Regulations (EDGAR), as applicable:
 - o 34 CFR Part 76 - State Administered Programs
 - o 34 CFR Part 77 - Definitions that Apply to Department Regulations
 - o 34 CFR Part 81 - General Education Provisions Act
 - o 34 CFR Part 82 - New Restrictions on Lobbying
 - o 34 CFR Part 84 - Governmentwide Requirements for Drug-Free Workplace
 - o 34 CFR Part 97 - Protections of Human Subjects
 - o 34 CFR Part 98 - Student Rights in Research, Experimental Programs, and Testing
 - o 34 CFR Part 99 - Family Educational Rights and Privacy
 - o 2 CFR Part 180 - OMB Guidelines to Agencies on Governmentwide Debarment and Suspension as amended by 2 CFR Part 3485 - Nonprocurement Debarment and Suspension

- 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as adopted and amended as regulations of the Department in 2 CFR part 3474.

5. For each year of the program, the SAU will submit a report to the Commissioner at such time and in such manner as the Commissioner may require, that describes: the amount of funds received within the SAU; the amount spent or obligated for each project or activity; detailed information on subgrants and subgrantees.
6. The SAU will cooperate with any evaluation of the uses of funds and the impact of funding on the progress made toward addressing the COVID-19 pandemic. Required reports on a monthly basis will include an expenditure report of actual spending data. Quarterly reports will include the following: MEFS - Financial data for each quarter is required to be uploaded to MEFS by the 15th day following the end of the quarter. The files that are required to be submitted are actual revenue and actual expenditure files, containing all transactions for general fund, special revenue funds, and school nutrition funds. Actual files must be successfully uploaded, approved by DOE and certified by the SAU.
7. The SAU will cooperate with any State Controller and/or Department of Education Auditor examination of records under the program.
8. The SAU will meet the reporting requirements in 20-A MRSA §15689-B, subsections 7 and 7-A.
9. Maintenance of Effort (MOE) Attestation

ESSER & ESSER II do not have MOE requirements themselves, but other federal programs (IDEA & Title I) do have MOE requirements that may face impacts if costs are moved from the general fund to a federal fund.

IDEA requires that a SAU expend the same amount of local and state funding for special education and related services as it expended in the previous fiscal year. No flexibilities or waivers to MOE requirements have been granted to date.

ESEA MOE requires SAUs to spend 90% of the previous year.s aggregate or per pupil expenditure less categories such as debt service and capital outlay. If 90% is not maintained, then ESEA funding is reduced by the difference in actual percentage reached as compared to the 90% level. For FY23 ESEA allocations, the expenditures from school year 19-20 and 20-21 will be compared.

In submitting this application, our SAU attests that we have reviewed potential challenges to MOE requirements for IDEA and ESEA.

Yes No

10. Facility Repairs and Improvements Attestation

Repairs and improvement to enable operation of schools such that risk of virus transmission is reduced, exposure to environmental health hazards is minimized, and to support student health, are allowable. Construction contracts using laborers paid for by federal education funds, which include ESSER II funds, for contracts over \$2,000 must meet all Davis-Bacon prevailing wage requirements and contract language for all contractors or subcontractors must contain the minimum wages to be paid to various classes of laborers and mechanics employed under the contract.

In submitting this application, our SAU attests that we are aware of requirements of contract language for approved repairs and improvement supported by ESSER II funds.

Yes No

Check the box to confirm that you have read and accepted the assurances included above.

Superintendent (Printed Name): Dr. Peter Lancia	Telephone: 854-0800
Signature of Superintendent: Certified by Electronic Signature	Date: 06/15/2021