

**Harpswell Coastal Academy  
Additional Facility  
29 Burbank Avenue, Brunswick**

**Evidence required for Commission approval for  
a public charter school.**

**Attached:**

7-14-14 Fire Suppression System Inspection Checklist.

7-16-15 Sprinkler System Inspection.

7-26-15 Email – Food and Transportation Narratives.

7-26-15 HCA Division 2/3 Fire Safety & Emergency Evacuation Plan 29 Burbank Ave.

8-4-15 Evidence of Property Insurance – Building 29 Burbank Ave. – Landlord.

8-14-15 – Brunswick Certificate of Occupancy – 29 Burbank Ave.

8-18-15 Insurance Coverage endorsement for 29 Burbank Avenue.

8-18-15 Harpswell Final Approved Budget.

8-18-15 Harpswell 29 Burbank Ave - Layout – Narrative.

8-21-15 Harpswell 29 Burbank Ave Layout diagram.

8-21-15 MCSC Letter to Sally Mackenzie and John D'Anieri.



PERMIT # 15262



# TOWN OF BRUNSWICK

## Change of Use Permit

**THIS IS TO CERTIFY** that the building, premises or part thereof, at

**29 BURBANK AVE** formerly occupied as a/an **OFFICE** has been found to conform to the requirements of the Brunswick Zoning Ordinance and Building Code, and is hereby approved for occupancy with a/an **EDUCATIONAL, USE.**

Date Issued: **08/14/2015**

Issued To: **TBW LLC**

Codes Enforcement Officer



# Central Maine Fire Pros

33 Caribou Road, Belgrade, ME 04917 - 207-495-3655

No. 10353

Reference

Bill To: Thomas Wright Location: Seeds & Independence

Box 216 70 South Freeport Rd. Kitchen System

City, State, Zip: South Freeport ME 04078 Gas Island or Industrial System Brand and Size: NA

Date: 7/14/14 Technician: DN/AS PO#: NA COD: NA Check #: 5312

Checked (okay)  Defective  Repaired  LSK Unknown  Not applicable

Pre-Engineered Fire Suppression System Inspection Check List and Report

Part #	Parts Description	Qty	Unit Cost	Total
3232	Cylinder pressure within operating range			
3233	Cylinder weight, chemical okay (if applicable)			
3234	Nozzles clean, secure, and caps or seals in place	2	9.50	19.00
3235	Piping clean, secure, and no visible damage			
3236	Pneumatic tubing in good condition			
110217	Links changed			
111280	Manual release tested and reset			
111360	Panel shut off tested and reset			
110450	Corner pulleys clean and operable			
134	Detection system tested			
148	Cartridge replaced. Cartridge weighed			
170	Appliance locations examined for any changes			
PC 305420625	Cylinder has current hydro test			
RC97054	Safety fixtures removed and placed in operation			
RC97290	Unit inspected for pre-ex build-up			
AS77695	Units in operation			
220325	System meets NFPA 17A and I.C. 300			
0026	System does not meet NFPA 17A and I.C. 300			
K15235537	<b>Gas Island Systems or Industrial System</b>			
RC97203	Cylinder pressure within operating range			
ETD	Nozzles unobstructed and caps in place			
N111	Piping secure and no visible damage			
189.50/B	System piped correctly			
530AX	Pneumatic tubing in good condition			
HYDR0	Manual release tested and reset			
6XR	Corner pulleys operable			
SC1, SC2, SC3	Detection system tested			
	Cartridge replaced or weighed, if applicable			
	Examine gas island for changes in coverage area			
	Cylinder has current hydro test			
	Test pump shut-downs and reset			
	System meets NFPA 17 and I.C. 1754			
	System does not meet NFPA 17 and I.C. 1754			
	<b>Portable Fire Extinguishers</b>			
	total extinguishers unable to be inspected			
	Fire extinguishers inspected. Minimum service charge	1	145.00	145.00
	Additional portable fire extinguishers inspected			105.00
	Emergency lights and or exit signs inspected			
	Building fire alarm system inspected			
	Kitchen fire suppression system inspected	1		NC
	Additional kitchen fire suppression system inspected			
	Gas island fire suppression system inspected			
	Additional gas island system cylinder inspected			
	Industrial fire suppression system inspected			
	Clean agent fire suppression system inspected			
	Vehicle fire suppression system inspected			
	fuel surcharge - delivery			

*Class K Ext  
Rep. Pipe 90's Line*

By comments or deficiencies to be noted below:

Date: 7/14/14

Tax  
Subtotal  
Discount  
Total

228.98  
450.00  
21.61  
969.59  
969.59



# Sprinkler System Inspection

## Sprinkler Systems Inspection Co.

A Division of Sprinkler Systems, Inc.  
P.O. Box 1285  
Lewiston, ME 04243-1285  
Ph. 207-782-0104 Fax. 783-4865  
www.sprinklersystemsinc.com



Inspector: Tom Zielinski, Inspector #711

Inspection Date: 7/16/2015

Inspection conducted at:

### **Seeds of Independence**

29 Burbank Ave. Building #24  
Brunswick ME

*Inspection performed in accordance with  
NFPA 25 Standard for the Inspection, Testing, and Maintenance of Water-Based Fire Protection  
Systems, 2011 edition. Individual code references shown in ( ) for this standard.  
2013 Environment of Care; Elements of Performance for EC.02.03.05 in [ ].*

## Administrative Information

### Inspection Location

### Customer

Seeds of Independence 3010-01	IBW LLC - 3010
29 Burbank Ave. Building #24	P.O. Box 210
Brunswick ME	South Freeport ME 04076
Phone:	Phone:
Contact:	Email:

Temperature: CUSTOMER shall ensure all areas of the building containing water-filled sprinkler pipe or components shall be maintained at a minimum of 40 deg F. COMPANY is not responsible for assessing or maintaining building conditions including, but not limited to, the heating, cooling, insulation and conditioning of spaces in which water filled piping is located. Conditions of temperature are outside the scope of this inspection.

### Building Owner/Representative

Building currently occupied?	Yes	All fire protection systems in service? (4.5.4)	Yes
Building occupancy, hazard, water supply or building arrangement affecting system effectiveness remained the same since last inspection? (4.1.6.1)			Yes
Areas containing water-filled piping used for fire sprinkler systems maintain a minimum temperature of 40°F and are not exposed to freezing conditions. (4.1.1.1)			Yes
Owner/Representative signature:			

### Summary List of Fire Protection Systems

System	Total	System	Total
Antifreeze System	0	StandPipe System	0
Dry System	0	Fire Pump	0
Wet System	1	Foam System	0
Deluge System	0	Hydrants	0
Preaction System	0	Water Tank	0

The following is a summary of the Wet Sprinkler System(s) Inspection/Testing results. This is a summary of all yes/no answers and other testing values. Specific questions for system(s) asked during inspection are shown below. If there are any no answers, they are noted in summary and explained in the Deficiency section of this report.

### Wet Sprinkler System

#### at System Equipment Summary

	Total	Tested	Failed		Total	Tested	Failed
Alarm Valve	1	1	0	Wet Riser with check valve	0	0	0
Wet Riser, no check valve	0	0	0	Antifreeze System	0	0	0

System Location			
Area	Location	Mfr	Model
Boiler room		1981 Rasco	4 inch model F

#### Alarm Valve

Water pressure gauges operating properly? (13.4.1.1)
Exterior of valve in good condition all trim valves in normal position, valve seat not leaking and any electrical parts in service? (13.4.1.1)
System control valve have proper signs, is accessible and free of leaks, has appropriate wrench and properly secured? (13.3.2.2)
Retard chamber and alarm drains free from leakage? (13.4.1.1)
Hydraulic nameplate, if applicable, securely attached to sprinkler system and is legible? (5.2.6)
Is there adequate drainage available? (13.2.4)
Internal inspection - all components operate properly and move freely, valve cleaned and in good condition? (13.4.2.1)
Internally inspect valve strainers, filters, and restriction orifices; free from obstructions, operating properly and in good condition? (13.4.1.2)
Gauges on valve, when compared to calibrated gauge, is error less than 3% full or gauge has been recalibrated or replaced? (5.3.2)

#### Wet System - Main Drain Test

[EP9]

Area/Location	Initial Static (13.2.5)	Residual (13.2.5)	Static (13.2.5)	Seconds to return initial static (A.13.2.5)	Compare favorably to last inspection (13.2.5.2)
Boiler room	65	50	60	1	Yes

## Valves

### Control Valves

Valve Type	Area/Location	Size	Signs/ Accessible (13.3.2.2)	Condition (13.3.2.2)	Normal Position (13.3.2.2)	Secured (13.3.2.2)	Exercised (13.3.3.1)	Seal
Locked/Tamper DS and Y	Boiler room	4"	Yes	Yes	Yes	Yes		50164

## Supervisory and Alarm

### Supervisory and Alarm Device Summary

	Total	Tested	Failed		Total	Tested	Failed
Air Pressure Alarm Device	0	0	0	High/Low Air Pressure Switch	0	0	0
Electric Bell	0	0	0	Low Air Pressure Switch	0	0	0
Horn/Strobe	0	0	0	Water Motor Alarm	1	1	0
Fire Pump Phase Reversal	0	0	0	Water Pressure Switch	0	0	0
Fire Pump Power	0	0	0	Tamper Switch	0	0	0
Fire Pump Running	0	0	0	Waterflow Alarm Switch	1	1	0
Fire Pump Supervision	0	0	0				

### Supervisory and Alarm Devices

[EP1 and EP2]

Device	Area	Location	Int./Modal	Visual	Operational
Water Motor Alarm				Yes	Yes
Waterflow Alarm Switch	Boiler room		Notifier	Yes	Yes

#### Code references for Supervisory and Alarm Devices

Electric Bell 5.3.3.1	Tamper Switch 5.2.5 (visual) 13.3.3.5 (op)	Water Motor Alarm 5.3.3.3	Waterflow Alarm Switch 5.3.3.1
Fire Pump Supervisory 8.3.3.5	Air Pressure Switch 13.4.4.2.6 (dry); 13.4.3.2.13 (preaction/deluge)	Horn/Strobe 5.3.3.1	

The following is a summary of the Miscellaneous Component(s) Inspection/Testing results. This is a summary of all **yes/no** answers and other testing values. Specific questions for system(s) asked during inspection are shown below. If there are any **no** answers, they are noted in summary and explained in the Deficiency section of this report.

### Other Components

#### Miscellaneous Equipment Summary

	Total	Tested	Failed		Total	Tested	Failed
Backflow Device	0	0	0	Ice Obstruction	0	0	0
Fire Department Connection	1	1	0	Obstruction Investigation	1	1	0
Gauge	0	0	0				

#### Fire Department Connection

[EP10]

Area/Location	Visible and accessible, without damage and signs in place? (13.7.1)	Couplings and swivels free of damage and rotate smoothly? (13.7.1)	Caps, plugs and gaskets in place and free from damage? (13.7.1)	Check valve clapper w/o leaks, automatic drain valve in place and operating properly? (13.7.1)	Check valve components operate properly, cleaned/repaired as needed? (13.4.2.1)
Riser room	Yes	Yes	Yes	Yes	Yes

#### Internal Pipe Exam

Internal pipe exam: System free of evidence of foreign organic and inorganic material needing to be removed by checking flushing connection and of one main and removing one sprinkler near end of branch line? (14.2.1)

Area	Location	Date Last Internal Inspection
		3/10/14

#### Observations

*Items listed below are not part of an NFPA 25 inspection. The inspection of these items does not constitute a design review or engineering analysis of your system. These items were noticed during an inspection of your fire protection system performed in accordance with NFPA 25 but are not part of the NFPA 25 inspection. No guarantee or assurance that any or all design or engineering defects or deficiencies have been detected has been made.*

System monitored by an alarm company

#### Liability Release Statement

The owner and/or designated representative acknowledges the responsibility of the operating condition of the component parts at the time of this inspection. It is agreed that the inspection service provided by the contractor as prescribed herein is limited to performing a visual inspection and/or routine testing and any investigation or unscheduled testing, modification, maintenance, repair, etc., of the component parts is not included as part of the inspection work performed. It is further understood that all information contained herein is provided to the best of the knowledge of the party providing such information.

Customer Signature:  Tom  
 Technician Signature:  Tom  
 Date: 7/15/2015  
 Inspector #711

# Testing of Emergency Lights/Exit Signs

(NFPA 101 Life Safety Code 2009 edition)

**7.10.9.1 Inspection** Exit signs shall be visually inspected for operation of the illumination sources at intervals not to exceed 30 days or shall be periodically monitored in accordance with 7.9.3.1.3

**7.9.3.1.1 Testing** of required emergency lighting systems shall be permitted to be conducted as follows:

- (1) Functional testing shall be conducted monthly with a minimum of 3 weeks and a maximum of 5 weeks between tests for not less than 30 seconds except as otherwise permitted by 7.9.3.1.1(2).
- (2) The test interval shall be permitted to be extended beyond 30 days with the approval of the authority having jurisdiction.
- (3) Functional testing shall be conducted annually for a minimum of 1½ hours if the emergency lighting system is battery powered.
- (4) The emergency lighting equipment shall be fully operational for the duration of the tests required by 7.9.3.1.1(1) and (3).
- (5) Written records of visual inspections and tests shall be kept by the owner for inspection by the authority having jurisdiction.

## Sample Test Record

Unit No.	Date Inspected	Inspected by	Unit Pass	Unit Fail	30 sec test	Annual 1.5 hr test	Date repaired	Repaired by
1	7-16-15	...	✓		✓	✓		
2			✓		✓	✓		
3			✓		✓	✓		
4			✓		✓	✓		
5			✓		✓	✓		
6			✓		✓	✓		
7			✓		✓	✓		
8			✓		✓	✓		
9			✓		✓	✓		
10			✓		✓	✓		
11			✓		✓	✓		
12			✓		✓	✓		
13			✓		✓	✓		
14			✓		✓	✓		
15			✓		✓	✓		
16			✓		✓	✓		
17			✓		✓	✓		
18			✓		✓	✓		
19			✓		✓	✓		
20			✓		✓	✓		

P/CSC/Maine Public Charter Schools/Harpswell/HCA Facilities / 7-16-15 Sprinkler System Inspection Seeds of Independence (29 Burbank St. Brunswick).



HCA Food Service  
Transportation Plans

29 Brunswick Ave.

**Lavallee, Deanne**

**From:** John D'Anieri <jsdanieri@harpwellcoastalacademy.org>  
**Sent:** Sunday, July 26, 2015 1:18 PM  
**To:** Post, Gina; Carrie Branson  
**Cc:** shelleys.reed@gmail.com; Lavallee, Deanne; Kautz, Bob; Matt Hamilton  
**Subject:** Re: Charter School Commission Requests  
**Attachments:** HCADIVISION23FIRESAFETYEMERGENCYEVACUATIONPLAN (1).pdf; HCA 2015 Transportation Budget - Sheet1 (1).pdf

Dear Deanne and Gina,

The Emergency and Disaster plan for the Brunswick Landing Facility is attached.

The Certificate of occupancy, evidence that the facility meets applicable health, safety, and fire code requirements and evidence that the facility is of sufficient size are forthcoming from our Landlord, Tom Wright of Seeds of Independence. He can be reached at 415-4500. He will also provide evidence of his insurance. We'll faxing evidence of HCA's insurance directly to the Commission. Derek Cashman of Cross Insurance in Bangor is available at 951-3559.

Transportation: HCA is currently in the process of contracting with John T. Cyr and Sons for 2 new leased School buses and with Casco Bay Ford of Yarmouth for the purchase of 4 15-passenger buses. Cross Insurance will insure the busses (contact info above). HCA has reached agreement with Dave Skaling of Topsham to serve as our transportation coordinator. He and Dann Hilton, who drove for HCA with Luce Transportation, will drive the buses. The combination of vans (driven by current HCA employees) and buses will enable a hub and spoke system, with the buses running the same two general routes they ran this year and the vans serving Harpswell kids and bringing students from outlying areas to one of a small number of yellow bus stops. Transportation Budget attached.

Food: HCA's SchoolHouse cafe will serve Division 2/3 students in exactly the same way we've served students the West Harpswell campus, with the food being delivered to the school in a vehicle outfitted for that purpose. Landlord Tom Wright is working on certifying the on-site kitchen, anticipated by first week of school.

I'll check in with Tom Wright tomorrow on the items he's compiling - he was away last week, but it's on his radar as a priority. Will be at school tomorrow if we need to check in on any of this.

Regards,

John

Hi, Carrie.

Harpwell  
P/CSC/Maine Public Charter Schools/  
Harpwell/ Facilities/ 7-26-15 Email  
Information Insurance. Transportation. Food  
J. D'Anieri . EM: Harpswell and Paper File.

Thanks for getting in touch regarding the documentation requests from the Commission. I hope I was able to help you. I know you were taking notes as we spoke, so I wanted to just follow- up.



7/26/15

**HCA DIVISION 2/3 FIRE SAFETY & EMERGENCY EVACUATION PLAN**  
for 29 Burbank Ave, Brunswick, ME 04011

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**I. Evacuation**

**A. Upon discovery of fire or smoke:**

- Sound the building's fire alarms. This is done by pulling the nearest fire alarm station. If no fire alarm pull station is close, call the school office. Fire alarm station locations are marked on the evacuation maps.
- Evacuate students and adults according to routes posted in the classroom.
- Close all classroom and office doors (do not lock doors).
- Teachers are responsible for accounting for all students. Teachers should take class roster (in the form of iPad and emergency binder - located in each classroom) with them when evacuating.
- Call the fire department by dialing 911.
- Meet the fire department upon arrival.
- Building re-entry can occur when authorized by fire official in charge or it has been determined that no emergency exists.

**B. Evacuating the Building:**

- Upon activation of the fire alarm or discovery of smoke or fire, all persons shall evacuate in accordance with the fire evacuation plan.
- Some staff may stay in the building to perform certain functions as long as it is safe for them to do so.
- Employees are responsible for assisting in the evacuation of people with disabilities as necessary.

#### C. Relocation of Students:

- If evacuation will be for an extended period, student and faculty will relocate to the Bath-Brunswick YMCA Annex.
- Should the fire or other emergency cause the building to be uninhabitable, transportation for students and staff will be arranged by HCA.
- If HCA determines early dismissal is necessary, parents will be notified via an email message and a call from the school.

#### D. Evacuation Routes:

- Evacuation routes are marked on the evacuation maps located in each room in the school.
- Everyone is directed to exit the building silently and in an orderly fashion. Students must follow the directions of faculty during an evacuation.

#### E. Personnel Responsibilities:

##### Faculty:

- Go over evacuation plan periodically during the of school year with students (at least once a trimester),
- Signal the students to evacuate upon hearing the fire alarm or seeing smoke or fire,
- Bring student roster (iPad and paper)
- Close doors to classrooms or offices upon evacuating (do not lock the doors),
- Ensure that all students are evacuating (check restrooms and other contiguous rooms),
- Assemble at designated point outside the building, on the outdoor basketball court behind the school,
- Account for all students,
- Report any missing students to Head of School/ Assistant Head of School.

##### Other Staff/ Community Partners/ Visitors:

- Evacuate building using the closest exit,
- Perform other duties as specifically outlined in this plan or as directed by Head of School.

##### Head of School:

- Ensure activation of alarm,
- Ensure evacuation of students and staff,
- Ensure notification of fire department,
- Ensure that staff are following the fire safety and evacuation plans,
- Assist the fire department and other emergency responders,
- Advise the following of the situation (as time permits): (Board Chair, insurance company, etc)

##### Assistant Head of School/ Director of Operations:

- Determine location of incident (from fire alarm system),
- Meet fire department
- Act as liaison with fire department,
- Provide access to all areas for firefighters.

*\*Note: If the Head of School is out of the building, the Assistant Head of School will assume his/her duties; if the Assistant Head of School is out of the building, the Head of School will assume his/her duties for any emergency situation. At times, other designees may also be assigned.*

## **II. Lockdown**

In the event of any emergency that may require a lockdown, the Head of School or Assistant Head of School makes the decision to lockdown. This decision is communicated by an email to all faculty as well as over the walkie-talkies.

Procedures to be followed for lockdown:

- All teachers/staff are to immediately lock doors/windows in their area.
- Keep all students away from windows.
- All teachers/staff shall place on the main door of the classroom either the
- green laminated sheet indicating everything is okay (all students accounted
- for) or the red laminated sheet indicating there is a problem inside the
- classroom and you need assistance (i.e. injured student, etc.) The laminated
- sheets are found inside the Crisis Folders in each classroom.
- This is the same for office staff, cafeteria, etc.
- Everyone is to stay indoors until an "All Clear" is indicated.

## **III. First Aid Procedures**

In the case of a situation requiring first aid, HCA will follow the procedures below.

Staff Procedure:

- Follow Universal First Aid procedures
- Administer first aid according to the standard procedures. If deemed necessary, call 911 immediately.
- Notify the Head of School or designee. Send a responsible student messenger or faculty member to get a trained staff person.

Head of School or Designee:

- See that proper first aid has been rendered. If not, do so at this time.
- If deemed necessary, call 911. Paramedics will assume medical responsibility for student upon their arrival at the school.
- If 911 is called, or if deemed necessary, notify parent or guardian of student's condition.
- Request instruction from parent as to action to be taken.
- If parent cannot be contacted, call the person identified by the parent "In case of Emergency" or contact student's physician.
- In the absence of a parent or someone designated by the parent, the school

principal or designee should accompany the student to the hospital. A copy of the student's Clinic/Emergency Card should be taken to the hospital.

- Record actions taken in the HCA Health Records as appropriate.

#### IV. Bomb Threats

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist below.

*If a bomb threat is received by phone:*

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist (reverse side) immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of the call, do not hang up, but from a different phone, contact FPS immediately with information and await instructions.

*If a bomb threat is received by handwritten note:*

- Call 911
- Handle note as minimally as possible.

*If a bomb threat is received by email:*

- Call 911
- Do not delete the message.

Signs of a suspicious package:

- No return address • Poorly handwritten • Excessive postage • Misspelled words
- Stains • Incorrect titles • Strange odor • Foreign postage • Strange sounds • Restrictive notes • Unexpected delivery

In the case of a bomb threat:

- Do not use cell phones; radio signals have the potential to detonate a bomb.
- Activate the fire alarm to evacuate the building until police arrive and evaluate the threat.
- Do not touch or move a suspicious package.

#### Bomb Threat Checklist

Phone number of caller: \_\_\_\_\_

Time of call: \_\_\_\_\_

Ask the caller the following questions:

- Where is the bomb located? (inside, outside, specific room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes/ No
- Why?
- What is your name?

Describe callers voice & background noises heard: (circle all that apply)

Calm, Excited, Angry, Slow, Rapid, Street, Noise, Voices, Music, House, Noisy, Soft, Loud, Normal, Distinct, Slurred, Laughter, Crying, Motor, Office, Factory, Nasal, Stutter, Lisp, Deep, Breathing, Dishes, Animal, Noise, Static, Cell phone, Deep, Ragged, Cracking, Voice, Clearing Throat, Long Distance, Taped Clear, Disguised Foul Language, Well Spoken, Irrational, Incoherent Accent

#### **VI. Communication with Parents in the Event of an Emergency**

HCA will send a blast email to parents in the case of an emergency. A phone tree will be implemented and local media will be contacted as deemed appropriate by the Head of School or designee.

#### **VII. Policy related to Safety Procedures:**

In order to protect the health and safety of students and staff and in compliance with the provisions of the Life Safety Code, HCA will hold two fire drills during the first two weeks of school, and 10 fire drills to be conducted during the school calendar year. Records shall be kept by the Assistant Head of School stating the date and time each drill was held, as well as the time required to evacuate the building. Deficiencies will be noted and corrected. Fire officials will be notified by the Assistant Head of School before each drill.

HCA will conduct at least one lockdown drill during the first trimester of school. Additional drills will be conducted as needed as determined by the Head of School.

HCA, in cooperation with local fire officials, has developed procedures designed to accomplish the evacuation of school buildings as quickly and efficiently as possible.

Staff members and community volunteers will receive an annual orientation to these plan, and the emergency evacuation routes will be prominently displayed in each classroom. At the beginning of each school year, the Head of School will ensure that all students are acquainted with the designated evacuation routes.

#### **VIII. Emergency Gear:**

Each classroom will have the following gear located just inside the door:

- An orange traffic vest (to be worn by staff members when evacuations occur so law enforcement can easily identify faculty from potential intruders or other outsiders)
- student roster
- a red and green sheet of paper (to be placed in the door during a lockdown)

First Aid Kits:

- HCA will maintain a first aid kit in the school office and in each school vehicle. A first aid kit will be brought on every trip off campus with students.
- Epi-Pen in the school and on each vehicle.

Emergency equipment:

- In addition to first aid kits, HCA will have emergency supplies including flashlights, batteries, bottled water, etc. in the school at all times.

Harpswell  
P/CSC/Maine Public Charter Schools/  
Harpswell/ Facilities/ 7-26-15 Division  
2/3 Fire Safety, Emergency Evacuation  
Plan EM: Harpswell & Paper File.



Douglas, by handma

# EVIDENCE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)  
8/4/2015

THIS EVIDENCE OF PROPERTY INSURANCE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE ADDITIONAL INTEREST NAMED BELOW. THIS EVIDENCE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS EVIDENCE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE ADDITIONAL INTEREST.

AGENCY  
Clark Insurance  
2385 Congress Street  
Portland, ME 04103

PHONE (A/C, No, Ext) (207) 774-6257

COMPANY  
Acadia  
One Acadia Commons  
P O Box 9010  
Westbrook, ME 04098-5010

FAX (Alt. No) (207) 774-2994 E-MAIL ADDRESS info@clarkinsurance.com

CODE 3471 SUB CODE

AGENCY CUSTOMER ID # TBWLLC0-01  
INSURED TBW, LLC  
PO Box 216  
South Freeport, ME 04078

LOAN NUMBER POLICY NUMBER  
CPA0366698-14  
EFFECTIVE DATE 10/29/2014 EXPIRATION DATE 10/29/2015  
CONTINUED UNTIL TERMINATED IF CHECKED  
THIS REPLACES PRIOR EVIDENCE DATED

## PROPERTY INFORMATION

LOCATION/DESCRIPTION  
Loc # 2, Bldg # 1, 29 Burbank Avenue, Brunswick, ME 04011

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS EVIDENCE OF PROPERTY INSURANCE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

## COVERAGE INFORMATION

COVERAGE / PERILS / FORMS	AMOUNT OF INSURANCE	DEDUCTIBLE
Loc # 2, Bldg # 1 Building Special (Including theft), Replacement Cost	\$1,352,520	2,500

REMARKS (Including Special Conditions)

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

## ADDITIONAL INTEREST

NAME AND ADDRESS

ADDITIONAL INSURED

COE NAME

LOAN #

AUTHORIZED REPRESENTATIVE

Signature

For Info Only

ACORD 27 (2009/12)

HCH 29 Kew-Dunk T We  
Mrs. Coverage

**Lavallee, Deanne**

---

**From:** Post, Gina  
**Sent:** Wednesday, August 19, 2015 7:07 AM  
**To:** Lavallee, Deanne  
**Subject:** Fwd: Brunswick Landing site info  
**Categories:** IMPORTANT - DO NOT DELETE

29 Kusting Ave ?  
Gina waiting for the  
Certificate of Insurance

Gina Post  
Director of Program Management  
Maine Charter School Commission  
Desk: [\(207\) 624-6751](tel:2076246751)  
Mobile: [\(207\) 441-6571](tel:2074416571)

Sent from my iPhone

----- Original Message -----

**From:** John D'Anieri <[jsdanieri@harpswellcoastalacademy.org](mailto:jsdanieri@harpswellcoastalacademy.org)>  
**Date:** August 18, 2015, 7:31 PM EDT  
**To:** Post, Gina <[Gina.Post@maine.gov](mailto:Gina.Post@maine.gov)>, Sarah Mackenzie <[mackenziesarahv@gmail.com](mailto:mackenziesarahv@gmail.com)>  
**Subject:** Fwd: Brunswick Landing site info  
Hi Gina - Just wanted to forward this confirmation that our Brunswick Landing site is covered.

John D'Anieri  
Head of School, Harpswell Coastal Academy  
9 Ash Point Rd., Harpswell, Maine 04079  
207.833.3229

----- Forwarded message -----  
**From:** **Derek Cashman** <[dcashman@crossagency.com](mailto:dcashman@crossagency.com)>  
**Date:** Mon, Aug 17, 2015 at 9:13 AM  
**Subject:** RE: Brunswick Landing site info  
**To:** John D'Anieri <[jsdanieri@harpswellcoastalacademy.org](mailto:jsdanieri@harpswellcoastalacademy.org)>  
**Cc:** Jodie Herrick <[JHerrick@crossagency.com](mailto:JHerrick@crossagency.com)>

Sounds great, thank you John. The location has been endorsed to your policy and you are all set.

Best,

Derek

Derek J. Cashman, AAI, AIS

Cross Insurance – 491 Main Street, Bangor

[207-404-5324](tel:207-404-5324)

[207-951-3559](tel:207-951-3559) cell phone

[207-941-0849](tel:207-941-0849) fax



Please note our new office address of 491 Main Street, Bangor, ME. Our phone numbers, fax numbers and mailing address (P. O. Box 1388, Bangor ME 04402) will remain the same. We appreciate your business and look forward to serving you at our new location.

This electronic message transmission contains information from Cross Insurance which may be confidential or privileged. The information is intended to be for the use of the individual or entity named above. If you are not the intended recipient, be aware that any disclosure, copying, distribution or use of the contents of this information is prohibited. If you have received this electronic transmission in error, please delete it and notify us by telephone [800-999-7345](tel:800-999-7345) or by electronic mail at [insurance@crossagency.com](mailto:insurance@crossagency.com) immediately.

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"Woodrow W. Cross Agency dba Cross Insurance - Bangor is legally organized as a Maine business corporation and is separately managed and operated as a wholly owned subsidiary of Cross Financial Corp., Bangor, ME."



*"Where Security Meets Strength"*

**From:** John D'Anieri [mailto:[jsdanieri@harpwellcoastalacademy.org](mailto:jsdanieri@harpwellcoastalacademy.org)]  
**Sent:** Monday, August 17, 2015 9:08 AM  
**To:** Derek Cashman  
**Subject:** Re: Brunswick Landing site info

Occupy Aug 31. Intended use is project-based learning space for up to 70 high school age students.

John D'Anieri

Head of School, Harpswell Coastal Academy

9 Ash Point Rd., Harpswell, Maine 04079

[207.833.3229](tel:207.833.3229)

On Thu, Aug 13, 2015 at 10:01 AM, Derek Cashman <[dcashman@crossagency.com](mailto:dcashman@crossagency.com)> wrote:

Okay, so your area of use is 1,600 square feet with operational sprinklers and fire protection. What is the intended use, and when do you plan to occupy?

Best,

Derek

Derek J. Cashman, AAI, AIS

Cross Insurance – 491 Main Street, Bangor

[207-404-5324](tel:207-404-5324)

[207-951-3559](tel:207-951-3559) cell phone

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Please note our new office address of 491 Main Street, Bangor, ME. Our phone numbers, fax numbers and mailing address (P. O. Box 1388, Bangor ME 04402) will remain the same. We appreciate your business and look forward to serving you at our new location.

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"Woodrow W. Cross Agency dba Cross Insurance - Bangor is legally organized as a Maine business corporation and is separately managed and operated as a wholly owned subsidiary of Cross Financial Corp., Bangor, ME."



*"Where Security Meets Strength"*

**From:** John D'Anieri [mailto:[jsdanieri@harpwellcoastalacademy.org](mailto:jsdanieri@harpwellcoastalacademy.org)]  
**Sent:** Thursday, August 13, 2015 9:52 AM  
**To:** Derek Cashman; Jodie Herrick  
**Subject:** Brunswick Landing site info

Hi Derek,

Here is all the info our landlord provided on the 29 Cushing Ave. site. He's meeting with code guy today to make sure the certificate of occupancy is modified, if needed, to accommodate our use.

Thanks!

John D'Anieri

FICA Final Approved Budget

**Lavallee, Deanne**

---

**From:** Post, Gina  
**Sent:** Wednesday, August 19, 2015 7:07 AM  
**To:** Kautz, Bob; Lavallee, Deanne  
**Cc:** shelleys.reed@gmail.com; pendletonlaurie@gmail.com  
**Subject:** Fwd: Budget for board?  
**Attachments:** Final 15-16 Budget - Single Column.pdf  
  
**Categories:** IMPORTANT - DO NOT DELETE

Gina Post  
Director of Program Management  
Maine Charter School Commission  
Desk: [\(207\) 624-6751](tel:2076246751)  
Mobile: [\(207\) 441-6571](tel:2074416571)

Sent from my iPhone

----- Original Message -----

**From:** John D'Anieri <[jsdanieri@harpswellcoastalacademy.org](mailto:jsdanieri@harpswellcoastalacademy.org)>  
**Date:** August 18, 2015, 6:31 PM EDT  
**To:** Post, Gina <[Gina.Post@maine.gov](mailto:Gina.Post@maine.gov)>  
**Subject:** Fwd: Budget for board?  
Hi Gina,

Looking back at emails, I'm not sure I sent the final approved budget. If not, here it is. You'll see appropriate lines for Div 2 building and transportation. Again, if there are any remaining hanging chads, please let me know.

Thanks,

John D'Anieri  
Head of School, Harpswell Coastal Academy  
9 Ash Point Rd., Harpswell, Maine 04079  
[207.833.3229](tel:2078333229)

Ordinary Income/Expense  
Income

Contributions

1630001 · Shore Dinner/Fundraising Events	\$12,000.00
1920001 · Parent Partners	\$2,000.00
1921001 · Corporate Contributions	\$20,000.00
Annual Fund	\$44,000.00
Major Gifts/Capital Campaign	\$30,000.00
Foundation Grants	\$50,000.00

Contributions - Other

Total Contributions \$158,000.00

Per Pupil Allocation

Total Per Pupil Allocation \$1,817,139.00

Federal Entitlement \$46,000.00

Program Income

1740001 · iPad Insurance	\$1,670.00
Food Payments	\$48,230.00
Federal Free Lunch Reimbursement	\$13,000.00
Cafe Profit Sharing	\$10,000.00

Total Program Income \$72,900.00

Total Income \$1,936,039.00

Gross Profit

Expense

Administration and Support

1040900 · HOS Salary(2410)	\$92,566.16
1050900 · Assist HOS Salary(2410)	\$132,072.70
1180901 · AdminSupportSalary(2410)	\$36,000.00
2780901 · SupportServicesWorkComp(2410)	\$88.32
Total 1180901 · AdminSupportSalary(2410)	<b>\$260,727.18</b>
2110900 · AdminHealth(2410)	\$14,400.00

2740900 · AdminWorkComp(2410)	\$9,795.00
3120900 · Payroll Services(2510)	\$4,226.00
3460900 · Bookkeeping and Audit(2510)	\$24,000.00
4311900 · Printing/Publishing(2530)	\$1,550.00
5200900 · Insurance-E&O/EPLI(2300)	\$2,792.00
5310900 · Postage and Shipping(2400)	\$1,501.00
5400900 · Advertising(2560)	\$1,703.00
6000900 · Office Supplies(2400)	\$3,600.00
7340901 · Admin Tech Hardware(2400)	\$1,265.00
7350902 · Admin Tech Software(2400)	\$798.00
Office Equipment	
8100900 · Professional Dues/Fees(2410)	\$1,550.00
8110900 · Bank Service Fees(2510)	\$567.00
Staff Travel	\$900.00
8350900 · Interest(2510)	\$3,600.00
	\$704.00
<b>Total Administration and Support</b>	<b>\$333,678.00</b>
<b>Board of Education</b>	
3450900 · Legal Fees(2318)	\$9,100.00
5800900 · BoardExpense(2316)	\$3,600.00
<b>Total Board of Education</b>	<b>\$12,700.00</b>
<b>Planning and Development</b>	
Planning and Development	
3490900 · Fundraising Expenses(2400)	\$6,860.00
3490903 · Advancement Consulting(2400)	\$68,000.00
Marketing Materials	\$1,800.00
Website Development	\$1,500.00
3490905 · Other Contract Services(2400)	\$8,000.00
<b>Total Planning and D</b>	<b>\$86,160.00</b>
<b>Food Service Operations</b>	
1180902 · Food Service Staff(3100)	\$8,000.00
2780900 · FoodServiceWorkComp(1180)	\$96.00

1180902 · Food Service Staff(3100) - Other	\$0.00
6300900 · Lunch Program(3140)	\$86,000.00
6310900 · Food Services Supplies(3100)	\$7,160.00
Food Service Equipment	\$8,000.00

**Total Food Service Operations** **\$109,256.00**

**Instructional Services**

1010010 · Teacher Salaries(1000)	
2110950 · TeacherHealthDiv1(1000)	\$25,816.00
2110990 · TeacherHealthDiv2(1000)	\$17,041.00
2710900 · TeacherWorkComp(1000)	\$2,092.00
1010010 · Teacher Salaries(1000) - Other	\$385,239.00
<b>Total 1010010 · Teacher Salaries(1000)</b>	<b>\$430,188.00</b>
3300010 · Staff Development(1000)	\$20,000.00
5800010 · Travel(1000)	\$6,000.00
6100010 · Classroom Supplies(1000)	\$11,500.00
6120010 · Art Programs(1000)	\$1,600.00
6400010 · Books(1000)	\$3,000.00
7340900 · Tech Hardware(1000)	\$43,925.00
7350900 · Assessments-Tech(2240)	\$8,810.00
7350901 · Tech Software(1000)	\$7,200.00
<b>Total Instructional Services</b>	<b>\$532,223.00</b>

**Facilities, Operations and Maintenance**

1180903 · FacilitiesManager(2620)	
2110903 · FacilitiesManagerHealth(2620)	\$3,668.00
2710902 · FacilitiesManagerWorkComp(2620)	\$73.00
1180903 · FacilitiesManager(2620) - Other	\$18,510.00
4200900 · Waste Disposal(2610)	\$2,400.00
4300900 · Safety(2670)	\$1,061.00
4300901 · Security(2660)	\$1,974.00
4300902 · Water System(2610)	\$3,565.00
4300903 · WHS Lease/Purchase(2600)	\$10,000.00
5210900 · Insurance-Liability(2500)	\$3,779.00

5320900 · Telephone(2610)	\$1,414.00
6000901 · Care of Buildings(2610)	\$20,000.00
6000902 · Maintenance & Repair(2620)	\$5,080.00
6200900 · Utilities(2600)	\$8,937.00
6240900 · Heating Fuel(2610)	\$15,000.00
7350903 · Internet Services(2230)	\$1,604.00
Operations and Maintenance - Other	\$515.00
Div 2 Facilities Lease	\$44,000.00
Div 2 Upgrades	\$6,000.00

**Total Operations and Maintenance** **\$141,580.00**

<b>Payroll Expenses</b>	
Payroll Taxes FUTA	\$116.00
2140901 · Maine Payroll Taxes(2410)	\$21,489.00
2240901 · Social Security(2410)	\$55,698.00
2240902 · Payroll Taxes FICA(2410)	\$10,726.00

**Total Payroll Expenses** **\$88,029.00**

<b>Special Education Services</b>	
1010950 · SPeDTeacherSalary(1000)	
2110951 · SPeDHealthDiv1(1000)	\$22,147.00
2110991 · SPeDHealthDiv2(1000)	\$7,193.00
1010950 · SPeDTeacherSalary(1000) - Other	\$124,688.00
1020950 · Ed Tech, SPeD(1000)	\$79,160.00
3440950 · Contracted Services(1000)	\$22,956.00
6000904 · SpecialEdSupplies(1000)	\$64.00
7300950 · Spec.Facilities/Equipment(1000)	\$20,468.00
Special Ed Reserve	\$30,000.00

**Total Special Education Services** **\$306,676.00**

<b>Student Support Program &amp; Serv</b>	
1010900 · HealthCoordSalary(2130)	
2110902 · HealthCoordinatorHealth(2130)	\$3,563.00
2710901 · HealthCoordinatorWorkComp(2130)	\$73.00
1010900 · HealthCoordSalary(2130) - Other	\$18,313.00

6000903 · HealthSupplies/Equipment(2130)	\$1,686.00
2110902 · HealthCoordinatorHealth(2130)	\$3,563.00
2710901 · HealthCoordinatorWorkComp(2130)	\$73.00
1010900 · HealthCoordSalary(2130) - Other	\$33,000.00
Student Support Program & Serv - Other	\$3,022.00
<b>Total Student Support Program &amp; Serv</b>	<b>\$63,293.00</b>
<b>Supplemental Programs &amp; Service</b>	
Athletic Program	\$3,000.00
Art and Enrichment	\$3,600.00
Summer/Bridge Program	\$6,000.00
After School	\$3,600.00
Community Program	\$1,200.00
Agriculture Education	\$24,000.00
Uniforms	\$800.00
Sailing	\$6,000.00
<b>Total Supplemental Programs &amp; Service</b>	<b>\$48,200.00</b>
<b>Transportation</b>	
Transportation Director Salary	\$31,174.00
Transportation Director Health	\$10,648.00
Transportation Work. Comp	\$155.00
Driver	\$18,810.00
5140900 · Vehicle Costs- Yellow Bus(2700)	\$35,200.00
5140900 · Vehicle Costs-MFSAB(2700)	\$34,520.00
5210901 · Insurance-Vehicle(2700)	\$11,000.00
6260900 · Fuel(2700)	\$11,000.00
7320900 · Vehicle Maintenance(2650)	\$5,500.00
8500900 · Trip Transportation(2700)	\$22,000.00
<b>Total Transportation</b>	<b>\$180,007.00</b>
<b>Total Expense</b>	<b>\$1,901,802.00</b>
<b>Net Ordinary Income</b>	<b>\$34,237.00</b>



Vehicle	Monthly Capital Cost	Annual Cap Cost	Miles/Day	Yearly Miles	Cost/mile	Yearly Mileage Charge	Annual Fuel cost	Insurance	Maint.	Driver
Yellow Bus 1	\$1,600.00	\$16,000.00	41.5	7470	\$0.50	\$3,735.00	\$2,390.40	\$2,000.00	\$1,000.0	\$36,000.00
Yellow Bus 2	\$1,600.00	\$16,000.00	36	6480	\$0.50	\$3,240.00	\$2,073.60	\$2,000.00	\$1,000.0	\$16,200.00
Van 1 - Neck	\$550.00	\$6,600.00	28	5040			\$733.09	\$1,000.00	\$1,000.0	
Van 2 - Islands	\$550.00	\$6,600.00	36	6480			\$942.55	\$1,000.00	\$1,000.0	
Van 3 - Freeport	\$550.00	\$6,600.00	30	5400			\$785.45	\$1,000.00	\$1,000.0	
Van 4 - Bowdoin	\$550.00	\$6,600.00	44	7920			\$1,152.00	\$1,000.00	\$1,000.0	
WC Van	\$0.00		22	3960			\$576.00	\$1,000.00	\$1,000.0	
Early Van	\$0.00		30	5400			\$785.45			
Lunch	\$0.00		40	7200			\$1,047.27			
Fieldwork	\$0.00		20	3600			\$523.64			
	\$5,400.00		327.5	58950						
		<b>\$58,400.00</b>				<b>\$6,975.00</b>	<b>\$8,653.09</b>	<b>\$9,000.00</b>	<b>\$7,000.0</b>	<b>\$52,200.00</b>
										<b>\$142,228.0</b>

Annual Total \$142,228.0

Harpowell  
P/CSC/Maine Public Charter Schools/  
Harpowell/ Facilities/7-26-15  
Transportation Budget.  
EM: Harpswell & Paper File.

HCA 29 Burdett Ave  
lay out Narrative

**Lavallee, Deanne**

---

**From:** Post, Gina  
**Sent:** Wednesday, August 19, 2015 7:06 AM  
**To:** Lavallee, Deanne  
**Subject:** FW: Floor plan

**Categories:** IMPORTANT - DO NOT DELETE

Gina Post  
Director of Program Management  
Maine Charter School Commission  
Desk: [\(207\) 624-6751](tel:2076246751)  
Mobile: [\(207\) 441-6571](tel:2074416571)

Sent from my iPhone

----- Original Message -----

**From:** John D'Anieri <[jsdanieri@harpwellcoastalacademy.org](mailto:jsdanieri@harpwellcoastalacademy.org)>  
**Date:** August 18, 2015, 6:17 PM EDT  
**To:** Post, Gina <[Gina.Post@maine.gov](mailto:Gina.Post@maine.gov)>  
**CC:** Sarah Mackenzie <[mackenziesarahv@gmail.com](mailto:mackenziesarahv@gmail.com)>  
**Subject:** Floor plan  
Hi Gina,

I think this is the last item re: the building. *"Floor plan- It looks like there is one classroom space (720 sq. ft.) the rest are office space sizes (102 sq. ft. to 365 sq. ft.); We need a clean plan with how you are using the space, with spaces identified."*

Sorry that this did not come on Friday - waiting on a clean floor plan as requested so I can mark it up as indicated. Tom Wright, our landlord, has been very busy working to complete the list, but I'll bug him tomorrow and send the actual plan separately, marked as indicated.

Please let me know if there is anything additional needed on the building side. Thanks!

Space at Brunswick Landing will be utilized as follows.

- 1) The overall approach is one that fosters the practices outlined in our charter application, i.e.: "student as worker, teacher as coach" and flexible grouping and regrouping of students. Except for advisories, teachers do not have assigned classrooms, but rotate between spaces based on the plan for that hour/day/week.
- 2) The great space (GS) will host daily all school gatherings, lectures and presentations, and will be the main work space for @ 35 students.
- 3) The Classroom (C) is where "classes" will rotate through - specific learning experience designed for group of 15-30 students.

4) The smaller spaces marked with an (A) will serve as meeting spaces for HCA's advisory groups and as project rooms for students. Teachers will maintain a desk and host "office hours" and small group meetings in these spaces, which will also host 4-7 student workstations each.

5) The Resource Room (RR) will be a home for our special ed staff, including one-on-one instruction.

6) Other offices are as marked: HOS, Principal, Guidance, School Health.

7) Specific assignments have not been made yet. HCA will, as in past years, have all teachers working for a full week prior to the start of the school year. Students will be assigned to advisors, work spaces, and learning groups based on our assessment of their academic proficiency, prior knowledge and experience, learning styles, and other factors, all of which will happen during a three week "who am I, where am I going, and how am I going to get there?" investigation. Part of that will engage students in the process of creating the community agreements and behavioral norms that will enable our space to have the characteristics of a workplace as well as a school.

We recognize that this space does not meet the conventional definition of "school." As outlined in our charter application, that is by design.

John D'Anieri  
Head of School, Harpswell Coastal Academy  
9 Ash Point Rd., Harpswell, Maine 04079  
[207.833.3229](tel:207.833.3229)

*Harperwood  
29 Babson & Ave. Emsw...*

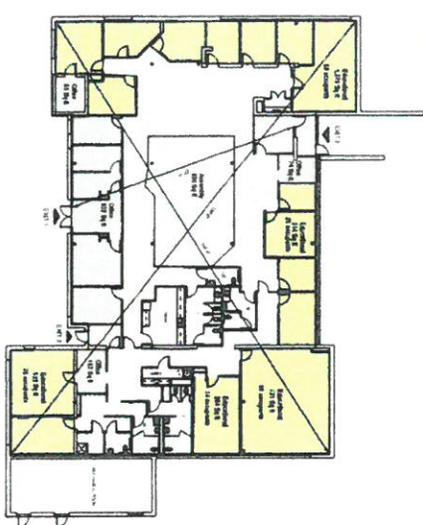


**1** PROPOSED PLAN  
20'-0" x 1'-0"



**SEEDS OF INDEPENDENCE**  
 BIRMINGHAM, ALABAMA  
 BUILDING 24 RENOVATION  
 2100 1/2 AVENUE, SUITE 200  
 BIRMINGHAM, ALABAMA 35202  
 PHONE: 205.975.1234  
 FAX: 205.975.1235  
 WWW: WWW.SOIARCHITECTS.COM  
 Copyright © 2015, William Scott  
 REGISTERED ARCHITECT

**2** CODE ANALYSIS PLAN  
20'-0" x 1'-0"



**CODE ANALYSIS**  
 TOTAL AREA = 9,484 SF = 4.8 Standard Minimum Code Deck Space  
 Assembly Area = 186 SF = Occupancy 10 / 15 / 17 people  
 Educational Area = 3,481 SF = Occupancy 10 / 20 SF = 17 people  
 Other Areas = 1,996 SF = Occupancy 10 / 20 SF = 11 people  
 Total occupancy = 342 people  
 Maximum 342/15

*2/2/15*

# Maine Charter School Commission

Deliver VIA Email and US Postal Service.

August 21, 2015

Sarah "Sally" Mackenzie, Governing Board Chair  
John D'Anieri, Head of School  
Harpwell Coastal Academy  
9 Ash Point Road  
Harpwell ME 04079

Dear Ms. Mackenzie and John:

Shelley Reed, MCSC Chair, by vote of the Commission on August 4, 2015, was granted the authority to approve the Harpswell Coastal Academy's 29 Burbank Avenue, Brunswick, Facility.

With receipt of most official documents and preliminary on others, Shelley Reed, Chair, is approving the opening of the Harpswell Coastal Academy facility at 29 Burbank Avenue, Brunswick, – with the documents listed below clarified prior to the first day of school (August 31, 2015).

## Documents needing further clarification:

- Received 8-4-15: Revised Draft Lease with TBW, LLC Pages 1-5; not included is signature page.  
Received 8-20-15: Received Page 5 Signature Page only.
  - **A lease in its entirety that is a final signed copy.**
- Received: August 17, 2015: **Confirmation email from Cross Insurance for the new facility – listed as 29 Cushing Avenue – area of use is 1,600 square feet.**  
And, TBW, LLC Insurance coverage on Building dated 8-4-15.
  - **Official insurance paperwork with square footage and correct address for coverage.**
- Received 8-18-15: **Floor Plan Narrative Email.** Evidence that the facility is of sufficient size.
  - **Needed is a floor plan clearly labeled and easily read.**

*Bob*  
*8/24/15*

Please forward these documents electronically to [Bob.Kautz@maine.gov](mailto:Bob.Kautz@maine.gov) and to [Gina.Post@maine.gov](mailto:Gina.Post@maine.gov).