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| **State of Maine** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **DEPARTMENT OF EDUCATION** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **23 State House Station** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Augusta, ME 04333-0023** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| **APPOINTMENT OF STATE AGENT IN LIEU OF SUPERINTENDENT** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **The employment of an Agent is possible only under specific conditions. Please refer to the statutory provisions in Title 20-A, MRSA §1051for clarification** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Name of Supervisory Unit:** | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **For the Period Beginning** | | | | | | | | | |  | | | | | | | | | | | | | | **and Ending** | | | | | | | | | |  | | | | | | | | | |
|  | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | |
| In accordance with the provisions of Title 20-A, MRSA §1051, | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
| has been appointed by the Commissioner of Education as Agent for | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | |  | | | | | | | | (school administrative unit) | | | | | | | | | | | | |
| for the period beginning | | | | | | |  | | | | | | | | | and ending, | | | | | | | | |  | | | | | | | | | | | | | . | | | | | |
|  | | | | | | | (date) | | | | | | | | | |  | | | | | | | | (date) | | | | | | | | | | | | |  | | | | | |
|  | | | | | | |  | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | |
| Said | |  | | | | | | | | | | | | | | | | | | shall have the powers and duties of a superintendent under | | | | | | | | | | | | | | | | | | | | | | | |
| (name of Agent) | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | |
| Title 20-A, MRSA, Chapter 101, subchapter 2, §1055 and shall be paid pursuant to a contracted sum agreed upon by the Agent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| and that unit. The appointment may be terminated either by appointment of a subsequent agent, election of a superintendent, | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| or automatically when the town or plantation becomes a part of a larger supervisory unit. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
| SIGNED | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DATE | | |  | | | |
|  | | | | (Commissioner of Education) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | |
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| I, |  | | | | | | | | | | | | | | | | | | | | | | | | | | | , agree to serve as School Agent for | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | | . | | Reimbursement shall be $ | | | | | | | | | | | | | | |  | | | | | | | | | , and the amount of | |
| (school administrative unit) | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | |
| time expended in the unit shall be | | | | | | | | |  | | | | | | | | | | | | | | | . | | | | | | | | | | | | | | | | | | | |
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|  | | | | | | | |  | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| The minutes of the board meeting dated | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | verify the agreement as set forth above. | | | | | | | | | | | | | | |
|  | | | | | | | | | | | | | (date) | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
| ***(Attach copy of minutes and copy of agent’s contract)*** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | |
| SIGNED | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DATE | | | | |  | | |
|  | | | | | | School Committee Chair | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | |
|  | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | |
| SIGNED | | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | DATE | | | | |  | | |
|  | | | | | | School Agent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | |
| **If the Agent appointed is regularly employed as a superintendent of schools in a supervisory unit, the** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **chairperson of the board of THAT unit must agree to the appointment before it can become effective.** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | |  | | | | | | | | | | | |
| **The supervisory unit which employs the superintendent on a regular basis approves this appointment and** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **agrees that said superintendent may serve as Agent for** | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | | | **.** |
|  | | | | |  | | | | | | | | | | | | | | | | | **(school administrative unit)** | | | | | | | | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | |  | | | | | | | | |
| **SIGNED** | | | | |  | | | | | | | | | | | | | | | | | | | | | | | | **DATE** | | | | | | | | | |  | | | | |
|  | | | | | **Chairperson** | | | | | | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | |
|  | | | | |  | | | | | | | | | |  | | | | | | | | | | | | | | **Administrative Unit** | | | | | | | | | | | | | | |

A.S.A.-75 (Sept 2022)