

AOS Start-Up Work

This list highlights key issues necessary for AOSs to address prior to becoming operational and is not intended to be a comprehensive guide for new AOSs. In addition, please see Chapter 580, Section 1461-B, regarding the organization, procedures and parameters of AOSs.

START UP ITEM	WORK TO BE DONE	TIME FRAME
Staffing		
Location of Office	<ul style="list-style-type: none"> • Interim vs. permanent space to be determined by AOS board 	
Selection of Superintendent/Office Staff	<ul style="list-style-type: none"> • Advertise/recruitment, ex. brochure, mailings, etc. • Follow requirements in AOS plan 	First order of business for AOS board: could be interim or permanent, internal or external hire
Vacancies	<ul style="list-style-type: none"> • Advertisement/recruitment <ul style="list-style-type: none"> ○ Business Admin. ○ Transportation Admin. ○ Special Education Admin. ○ Curriculum Coord. 	AOS plan should describe exactly who hires for what positions and when – clear timeline for decisions to be made by local boards vs. AOS board
Personnel Policies	<ul style="list-style-type: none"> • How policies for new employees are handled needs to be in AOS Plan 	Put timeline in plan – once new employees are hired, policies will have to be in place
Business Office Functions		
Insurance	<ul style="list-style-type: none"> • Bid out insurance package, including property and casualty for AOS Board and Superintendent (need to be bonded, need errors and omissions and professional liability coverage) • Maintain old policies 	BEFORE new AOS board is appointed, existing boards/superintendents prep for this acquisition of insurance
Workers Compensation & Unemployment	<ul style="list-style-type: none"> • Be prepared to deal with multiple vendors used by existing SAUs • Get estimate of cost for Supt/Central Office staff for period prior to 7/1/11 	Have in place for new Supt/Central Office staff prior to 7/1/11 and for all staff at 7/1/11 start
Bank Relationships	<ul style="list-style-type: none"> • Bid Process <ul style="list-style-type: none"> ○ Determine services required ○ Identify any tax anticipation note needs ○ Cash flow analysis 	Needs to be done well before 7/1/11 – printing of checks, etc must be all done
IRS/Federal Government Issues – E RATE –	<ul style="list-style-type: none"> • New “218” Agreement • Investigate carrying in the old “218”s 	Could be 6 months to new plan approval Find old “218”s NOW

<p>Tax ID Numbers –</p> <p>125's – Tax Sheltered Annuity – 403(b)</p>	<ul style="list-style-type: none"> • Get New Tax ID Numbers • Get Federal Communications ID # re-identified for RSU • Get FCC licenses for radios for RSU • Get bill entity # - Schools/ Libraries Division • Manpower to make arrangements and legal review costs 	<p>All of this must be done, with new arrangements made prior to 7/1/11 start up date</p>
<p>State Government</p>	<ul style="list-style-type: none"> • Sales tax exemption # -comes after new TIN • Fuel reimbursement - IFTA • State Retirement # and key contact person • ME PERS – some, all or none of SAUs may be ME PERS “participating local districts” • State licenses for elevators, boilers, kitchen, etc. – change name • Manpower to coordinate all of this 	<p>All prior to 7/1/11</p>
<p>Other</p>		
<p>Other</p>	<ul style="list-style-type: none"> • Other core functions as required in accordance with Chapter 580, Section 1461-B, including but not limited to: developing plans regarding consistent curriculum; adoption of a budget; state reporting, employment; adoption of a consistent school calendar; and adoption of policies 	