

Regional School Unit Start-Up Work

This list highlights key issues necessary for regional school units to address prior to becoming operational and is not intended to be a comprehensive guide for new RSUs. In addition, please see Title 20-A MRSA, Section 1452, regarding the core responsibilities of RSU boards.

START UP ITEM	WORK TO BE DONE	TIME FRAME
Initial Elections and Staffing		
School Board Elections	<ul style="list-style-type: none"> • Employ a “secretary” • Print ballots • Warrant postings • Facility use for elections 	Within 30 days of State Board certification of the RSU, school boards meet to set election date (pg 34-35 Drummond Woodsum book)
Location of Office	<ul style="list-style-type: none"> • Interim vs. permanent space to be determined by RSU board 	
Selection of Superintendent/Office Staff	<ul style="list-style-type: none"> • Advertise/recruitment, ex. brochure, mailings, etc. • Follow requirements in RPC plan 	First order of business after RSU board election: 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. 	RPC plan should describe exactly who hires for what positions and when – clear timeline for decisions to be made by old boards vs. new RSU board
Personnel Policies	<ul style="list-style-type: none"> • How policies for new employee are handled needs to be in RSU Plan 	Put timeline in plan – once new employees are hired, policies will have to be in place
Mandated Appointments	<ul style="list-style-type: none"> • Affirmative Action Officer • Attendance Officer • Physician 	Prior to 7/1//09
Information Systems, Contracted Services and Legal Services		
Student Information System	<ul style="list-style-type: none"> • Option to convert to “Infinite Campus”, a statewide DOE funded information system 	A single system needs to be in place by 7/1/09; only after the RSU is formed can you convert to “Infinite Campus”
Contracted Services	<ul style="list-style-type: none"> • Examine all contracts, transfer to RSU or end as needed 	Prior to 7/1/09
Legal Services	<ul style="list-style-type: none"> • Contracts, etc. 	

Business Office Functions

Insurance	<ul style="list-style-type: none"> • Need to bid out insurance package, including property and casualty for RSU Board and Superintendent (need to be bonded, need errors & omissions & professional liability coverage) • Maintain old policies 	BEFORE new RSU board is elected, existing boards/superintendents prep for this acquisition of insurance
Choose Financial Software Package	<ul style="list-style-type: none"> • Conversion/Licensing of Software 	Prior to 7/1/09
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 7/1/09 	Have in place for new Supt/Central Office staff prior to 7/1/09 and for all staff at 7/1/09 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 7/1/09 – printing of checks, etc must be all done
IRS/Federal Government Issues – E RATE – Tax ID Numbers – 125's – Tax Sheltered Annuity – 403(b)	<ul style="list-style-type: none"> • New “218” Agreement • Investigate carrying in the old “218”s • 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 & legal review costs 	Could be 6 months to new plan approval Find old “218”s NOW All of this must be done, with new arrangements made prior to 7/1/09 start up date
State Government	<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 	All prior to 7/1/09

Audit	<ul style="list-style-type: none"> • New bid needed • RSU budgets for audit for all SAU's for prior year • Look at prior year audits to identify any deficiencies that may require a correction 	
Other		
Other	<ul style="list-style-type: none"> • Other core functions as required in accordance with Title 20-A MRSA Section 1452, including developing plans regarding curriculum, adoption of a budget, state reporting, employment, adoption of a school calendar, and adoption of policies, as described in Title 20-A MRSA, Section 1452 	