

# Limestone School Department

97 High Street  
Limestone, Maine 04750

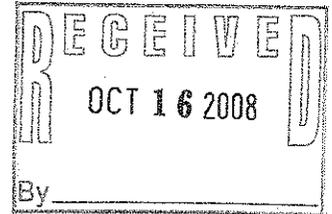


*"Building Tomorrow's Future on Today's Dreams"*

Franklin McElwain  
Superintendent of Schools

Telephone: 325-4888  
Fax Phone: 325-4969

October 15, 2008



Susan A. Gendron  
Commissioner of Education  
23 State House Station  
Augusta, Maine 04333

Dear Commissioner Gendron:

Attached is a complete draft of the Reorganization Plan for MSAD 20 and the Caribou, Limestone, Caswell, New Sweden, Stockholm, Westmanland and Woodland School Departments. We would appreciate your staff's review of the plan as we prepare for our respective boards to vote to submit it officially for your review.

Sincerely,

Frank McElwain  
Superintendent

## Reorganization Plan Cover Sheet

(Please attach Reorganization Plan as Exhibit A)

Required Elements							
Law Reference Item Number Sub-Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier <sup>1</sup>	Need Assistance <sup>2</sup>
3.A(1)	SAUs included in RSU		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(2)	Size of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Composition of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Apportionment of governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(3)	Method of voting of the governing body		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(4)	Composition of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Powers of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Duties of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(5)	Disposition of real & personal school property		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(6)	Disposition of existing school indebtedness (if not using provisions of section 1506)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disposition of lease-purchase obligations (if not using provisions of section 1506)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(7)	Assignment of school personnel contracts		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of school collective bargaining agreements		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of other school contractual obligations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(8)	Disposition of existing school funds and existing financial obligations		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(9)	Transition plan that addresses the development of a budget for the first school year		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transition plan that addresses interim personnel policies		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(10)	Documentation of the public meeting(s) held to prepare or review reorganization plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(11)	Explanation of how units that approve reorganization plan will proceed if one or more units do not approve the plan		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(12)	Estimate of cost savings to be achieved		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(13)	Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

<sup>2</sup> Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

Parameters for Plan Development							
Law Reference Item Number Sub-Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier <sup>3</sup>	Need Assistance <sup>4</sup>
3.B(1)	Enrollment meets requirements (2,500 except where circumstances justify an exception <sup>5</sup> )		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-36, Parameter B	When viewed in conjunction with surrounding proposed units, may not result in one or more municipalities being denied the option to join an RSU		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(2)	Comprehensive programming for all students grades K - 12.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Includes at least one publicly supported high school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(3)	Consistent with policies set forth in section 1451		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(4)	No displacement of teachers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No displacement of students		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No closures of schools existing or operating during school year immediately preceding reorganization, except as permitted under section 1512		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-26, Parameter F	The plan must address how the school administrative unit will reorganize administrative functions, duties and noninstructional personnel so that the projected expenditures of the reorganized school unit in fiscal year 2008-2009 for system administration, transportation, special education and facilities and maintenance will not have an adverse impact on the instructional program <sup>6</sup>		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative Agreements							
						Yes	No
Does your plan currently include information/documentation on collaborative agreements? (not required, but encouraged)						<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Exceptions to 2,500 minimum**

**Actual number of students for which the RSU is fiscally responsible: \_\_\_\_\_**

Exception	Exception Claimed in Plan	Documentation Provided? (Please attach as Exhibit B)	
		Yes	No
Geography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population Density	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Unique Circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<sup>3</sup> Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

<sup>4</sup> Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

<sup>5</sup> Please note in the *Exceptions to 2500 minimum* section on next page

<sup>6</sup> This requirement is only for those who plan to be operational as an RSU in fiscal year 2008-2009, in accordance with a Reorganization Plan that is approved by the Commissioner and by the voters.

**Explanation of Barriers –**

Please use this section to explain any/all barriers identified on the previous page as a barrier in completing your Reorganization Plan.

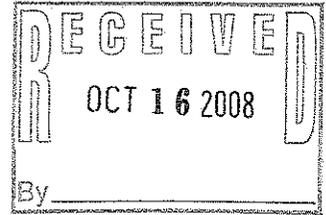
Law Reference/Required Element	Explanation of the barrier

**Assistance Needs –**

Please use this section to describe your needs for assistance and from whom you need assistance.

Law Reference/Required Element	Explanation of your assistance need	Assistance needed from whom?

# REORGANIZATION PLAN



SAU Submitting: **Caribou, Caswell, Limestone, New Sweden, Stockholm,  
Westmanland, Woodland, MSAD # 20 (Fort Fairfield)**

Contact Information: **Franklin McElwain**

Date Submitted by SAU: **October 15, 2008**

Proposed RSU Operational Date: **7/1/09**

**1. The units of school administration to be included in the proposed reorganized regional school unit.**

The proposed regional school unit includes the following school administrative units:

- A. Town of Caribou, Caswell, Limestone, New Sweden, Stockholm, Westmanland and Woodland which are municipal school units.
- B. Maine School Administrative District No. 20 (Fort Fairfield)

**2. The size, composition and apportionment of the governing body.**

Please refer to attached “Weighted Voting” spreadsheet. Exhibit 2

**3. The method of voting of the governing body.**

Method B  
Weighted Voting

Please refer to attached “Weighted Voting” spreadsheet. Exhibit 2

Board Terms

Each board member shall serve a 3-year term, except that the initial terms of the members of the first regional school unit board shall be staggered as provided by 20-A M.R.S.A § 1472-B.

Please refer to attached “Staggered Board Terms”. Exhibit 3

Any significant project that has benefits for only one municipality and whose cost is greater than .5% of the total RSU budget would require a super majority of the delegates representing 71% of the voting population for approval.

**4. The composition, powers and duties of any local school committees to be created.**

Option A

No local school boards

**5. The disposition of real and personal school property.**

A. Real Property and Fixtures. Except as listed below, all real property interests, including without limitation land, buildings, other improvements to realty, easements, option rights, first refusal rights, and purchase rights, and all fixtures, of the school administrative units “and of any school unions of which they are members” shall be property of the region. The regional school unit board may require such deeds, assignments or other instruments of transfer as in its judgment is necessary to establish the region’s right, title and interest in such real property and fixtures.

The following real property interests and associated fixtures shall not be transferred:

Caribou	None	
Caswell	None	
Limestone	None	{Except 35+/- acres of Agriculture/woodland Formerly known as the “LandLab”}
New Sweden	None	
Stockholm	None	
Westmanland	None	
Woodland	None	
MSAD#20	None	{Except 13+/- acres field/woodland in southeast corner of property}

All real property and fixtures not described in the above list shall be transferred to the regional school unit.

The disposition of the above non-transferred property, if any, shall be as follows:

***Option A:*** Any excepted real property and fixtures shall become the property of the municipality in which it is located.

B. Personal Property. All other tangible school personal property, including movable equipment, furnishings, textbooks and other curriculum materials, supplies and inventories shall become property of the region as successor of the SAUs, except as listed below:

<u>Name of SAU</u>	<u>Description of Excluded Personal Property</u>
Caribou	None
Caswell	None

Limestone	None
New Sweden	None
Stockholm	None
Westmanland	None
Woodland	None
MSAD#20	None

\*During the first three years after the formation of the RSU (July 1, 2009) the RSU will not move any equipment from one of the schools in the RSU to another school. Any exceptions to this provision would require agreement by the municipal officials of the town responsible for the purchase of the equipment in question.

The regional school unit board may require such assignments, bills of sale or other instruments of transfer as in its judgment is necessary to establish the region's right, title and interest in such personal property.

- C. Agreements to Share or to Jointly Own Property. In cases where real or personal school property is shared or is jointly used by an SAU with a municipality or other party, the regional school unit shall be the successor in interest to the SAU, unless that shared or jointly used property has been excepted in the above list of excepted real property or, as applicable, the above list of excepted personal property.

Caribou	Caribou Little League maintains and uses two little league baseball fields located on the Hilltop Elementary school property. The playground equipment at Teague Park School and Hilltop School is owned jointly with the city of Caribou.)
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Caswell	(note: town office located in school building)
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Limestone	The Maine School of Science and Math leases dorm facilities (former elementary school) from the school department. They have office space and use classroom facilities in LCS. The Limestone recreation department utilizes space in the school. The MSSM also leases the LCS cafeteria.
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New Sweden	None
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Stockholm	None
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Westmanland        None

Woodland            None

MSAD#20            None

**6. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.**

A. Bonds, Notes and Lease Purchase Agreements That the Region Will Assume. The region shall assume liability to pay the following bonds, notes and lease purchase agreements:

Name of SAU	Year Issued	Original Principal Amount	Asset Acquired, Constructed or Renovated	Principal Balance as of July 1, 2009	Final Maturity Date
Caribou	None				
Caswell	2007	\$77,562	Roof Repairs	\$69,805.00	12/2017
Limestone	None				
New Sweden	None				
Stockholm	None				
Westmanland	None				
Woodland	None				
MSAD#20	1990 1997	4,894,000 3,215,000	Elem. School Mid. School addition	489,500 1,446,750	11/1/2010 11/1/2017

Additionally, other bonds, notes and lease purchase agreements issued by an SAU before the operative date of the region shall be assumed by the region, provided the SAU issued the bond, note or lease purchase agreement in the normal course of its management of the schools for an essential purpose to replace its existing facilities and existing items of equipment that are not longer serviceable or to keep them in normal operating condition.

B. Bonds, Notes and Lease Purchase Agreements That the Region Will Not Assume. Pursuant to 20-A M.R.S.A. § 1506(4), the region does not assume the following bonds, notes and lease purchase agreements, which shall continue to be paid by the original members of the SAU indicated, and the region shall serve as fiscal agent for the SAU for that purpose:

Name of SAU	Year Issued	Original Principal Amount	Asset Acquired, Constructed or Renovated	Principal Balance as of July 1, 2009	Final Maturity Date
Caribou-None	None				
Caswell- None	None				
Limestone	None				
New Sweden	None				
Stockholm	None				
Westmanland	None				
Woodland	None				
MSAD#20	None				

C. New Capital Project Debt that Region Will Issue and Assume. If the voters or other applicable legislative body of an SAU has authorized the issuance of bonds for a school construction or a minor capital project, but the SAU has not issued all of the authorized permanent bonds for that project, the regional school unit board shall issue bonds or notes to finance the completion of that project and to refund any temporary notes that the SAU issued for that project, as

required by 20-A M.R.S.A. § 1506(5). With respect to such new project debt, the region shall assume liability to pay the following bonds, notes and lease purchase agreements:

SAU	Project Description	Principal Amount	Date Authorized by SAU Legislative Body
Caribou	None		
Caswell	None		
Limestone	None		
New Sweden	None		
Stockholm	None		
Westmanland	None		
Woodland	None		
MSAD # 20	None		

- D. New Capital Project Debt that the Region Will Issue But Will Not Assume. If the voters or other applicable legislative body of an SAU has authorized the issuance of bonds for a school construction or a minor capital project, but the SAU has not issued all of the authorized permanent bonds for that project, the regional school unit board shall issue bonds or notes to finance the completion of that project and to refund any temporary notes that the SAU issued for that project, as required by 20-A M.R.S.A. § 1506(5). With respect to such new project debt, the region will not assume liability to pay the following bonds, notes and lease purchase agreements:

SAU	Project Description	Principal Amount	Date Authorized by SAU Legislative Body
Caribou	None		
Caswell	None		
Limestone	None		
New Sweden	None		
Stockholm	None		
Westmanland	None		
Woodland	None		
MSAD#20	None		

E. Defaulted Debt is Excluded from Being Assumed. Notwithstanding anything in this Plan to the contrary, except where legally required to do so, the region will not assume any bond, note or lease purchase agreement as to which the SAU is in breach or has defaulted.

F. Other Debt Not Assumed. Except as provided in this section of the Plan, the region will not assume liability for any bonds, notes or lease purchase agreements issued by an SAU prior to the operative date of the region.

## **7. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.**

A.1 School Personnel Contracts. A list of all written individual employment contracts to which each of the existing SAUs is a party is attached as Exhibit 7A. Pursuant to Section XXXX-43(5), individuals on the list who are employed on the day before the operational date shall become employed by the RSU as of the operational date, and their contracts shall be assumed by the RSU on the operational date. This provision does not prevent the existing SAUs from terminating or non-renewing the contracts of employees in accordance with applicable law before the operational date of the RSU. The list shall be updated

and made final no later than the day before the operational date of the RSU.

A list of all employees of the existing SAUs who do not have written individual employment contracts is attached as Exhibit 7-B. Pursuant to Section XXXX-43(5), individuals on the list who are employed on the day before the operational date shall become employed by the RSU as of the operational date. This provision does not prevent the existing SAUs from terminating employment of the employees in accordance with applicable law before the operational date of the RSU. The list shall be updated and made final no later than the day before the operational date of the RSU.

The duties and assignments of all employees transferred to the RSU shall be determined by the Superintendent of the RSU or his/her designee.

B. School Collective Bargaining Agreements. The following collective bargaining agreements to which the SAUs are a party shall be assumed by the regional school unit board as of the operational date:

<u>SAU</u>	<u>Positions Included in Bargaining Unit</u>	<u>Next Termination Date</u>
Caribou	Teachers	July 31, 2009
Caswell	Teachers	August 31, 2009
Caswell	Support Staff	August 31, 2009
Limestone	Teachers	July 31, 2009
Limestone	Ed. Techs. & Secretaries	June 30, 2009
Union 122	Teachers	August 31, 2010
MSAD#20	Teachers	July 31, 2010
MSAD#20	Secretaries	June 30, 2010
MSAD#20	Bus drivers, custodians	June 30, 2011
MSAD#20	Ed Techs	June 30, 2009
MSAD#20	Kitchen workers	June 30, 2010

All of the employer's rights and responsibilities with respect to collective bargaining shall be fully assumed by the regional school unit board as of the operational date.

C. Other School Contractual Obligations. A list of all contracts to which the existing SAUs are a party and that will be in effect as of the operational date is attached as Exhibit 7-C.

The SAU Board and superintendent shall seek to terminate or negotiate for termination of the following contracts prior to the operational date:

**8. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.**

A. Existing Financial Obligations. Pursuant to Section XXXX-36(5) the disposition of existing financial obligations is governed by this plan.

Existing financial obligations shall include the following:

- (i) all accounts payable;
- (ii) to the extent not included as accounts payable, any financial obligations which under generally accepted accounting principles would be considered expenses of the SAU for any year prior to the year the RSU becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including for example summer salaries and benefits; and may be spread over a 2 year period, and the obligation goes to the individual responsible towns;
- (iii) all other liabilities arising under generally accepted accounting principles that can be reasonably estimated and are probable.

Each SAU shall satisfy its existing financial obligations from all legally available funds. If an SAU has not satisfied all of its existing financial obligations, the SAU shall transfer sufficient funds to the region to satisfy its remaining existing financial obligations, and the regional school unit board shall be authorized to satisfy those existing financial obligations on behalf of the SAU. If the SAU does not transfer to the region sufficient funds to satisfy its existing financial obligations, then to the extent permitted by law, the regional school unit board may satisfy those obligations from balances that the SAU transfers to the region. If the available balances transferred are insufficient to satisfy the SAU's existing financial obligations, or are not legally available for that purpose, the regional school unit board may take any action permitted by law so that all of the municipalities of the region are treated equitably with respect to the unsatisfied existing financial obligations of an SAU. For example, to the extent permitted by law, the regional school unit board may satisfy the unpaid existing financial obligations of an SAU in the same manner and with the same authority as for un-assumed debt under the provisions of 20-A M.R.S.A. § 1506(4).

Additionally, to the extent permitted by law, if in the judgment of the regional school unit board it must raise funds from all its members to satisfy existing financial obligations of an SAU, the regional school unit board also shall be authorized to raise additional amounts for the purpose of making equitable distributions (which may be made in the form of credits against assessed local shares of the region's approved budget) to those region members that would otherwise bear costs attributable to unsatisfied existing financial obligations of an SAU for which they had no financial responsibility. The intent of the preceding sentence is that financial responsibility for unsatisfied existing financial obligations of an SAU be borne by its members and not by the other members of the region.

B. Remaining Balances. The balance remaining in the SAU's school accounts after the SAU has satisfied existing financial obligations in accordance with this plan shall be paid to the treasurer of the regional school unit, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4). Unless the Legislature otherwise provides, in the case of a school administrative district, community school district or other regional school district (collectively, "district"), the school board of the district shall specify in writing to the regional school unit board how the region shall allocate transferred remaining balances between district members. Unless the Legislature otherwise provides, if the district board has not specified in writing to the regional school unit board how this allocation shall occur, then the transferred remaining balances shall be credited to the district's members in proportion to their respective shares of that portion of the total local costs of the region allocable to all of the district's members for the operational year.

Transfers of remaining balances may occur within the period specified by Section XXXX-43(4), or, as may be preferable in the case of a district, at any time before the district has closed its accounts and ceased normal operations.

C. Reserve Funds. SAUs shall transfer remaining balances of reserve funds to the regional school unit. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school or schools of the SAU. Transferred reserve funds shall be subject to Title 20-A M.R.S.A. § 1491, except that the transfer of funds in a reserve fund or a change in purpose of the fund may only occur in such manner that the funds continue to benefit the members of the SAU that transferred that reserve fund to the region.

Caribou	\$100,000.00
Caswell	None
Limestone	\$697,038.62
New Sweden	None
Stockholm	None
Westmanland	None
Woodland	None
MSAD#20	None

D. Scholarship Funds. SAUs shall transfer remaining balances of scholarship funds to the region. Scholarships shall be limited to the original pool of potential recipients unless otherwise provided by the donor or by applicable law.

Caribou	Caribou HS Scholarship	\$305,523.00
	Arnold Haines Scholarship	\$92,794.00
	Arnold Wright Scholarship	\$53,260.00
Caswell	None	
Limestone	George and Clara Morris Scholarship Fund	\$180,336.00
	Viola Robbins Scholarship Fund	\$29,678.00
	Leo and Yvonne Michaud Scholarship Fund	\$7,353.00
New Sweden	None	
Stockholm	None	
Westmanland	None	
Woodland	None	
MSAD # 20	None	

E. Trust Funds. SAUs shall transfer trust funds to the region. The regional school union board shall be deemed the successor trustee for all purposes, except as provided by the trust or by applicable law.

**9. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.**

A. Transition Plan for Budget Development. The regional school unit board shall establish interim rules of procedure and shall elect interim officers who shall serve until officers are elected at a meeting following the operational date of the region.

The regional school unit board shall select a superintendent of schools in accordance with Section 1051 of Title 20-A. During the interim period, the salary, office and other expenses of the superintendent, as well as the cost of the regional school unit board, including insurance, shall be allocated to the school administrative units as provided below.

If a region is formed to become operational as of July 1, 2009, then following the issuance of a certificate of organization by the State Board of Education, the school boards and superintendents of the SAUs within the region shall begin a process for developing proposed budgets for educational programs and services within their SAUs for the fiscal year beginning July 1, 2009. In developing their proposed budgets, the SAUs shall consider potential cost savings and additional costs that may result from reorganization. The SAUs also shall consider changes in operations that may be necessary in order to reduce costs of administration, special education, building and maintenance and transportation without adversely affecting the educational program. During the months of February and March, the school boards of the SAUs and their superintendents shall conduct joint meetings and budget workshops as necessary to develop a proposed budget for the first operational year of the regional school unit. Specific duties may be assigned to existing personnel with the approval of the employing SAU.

A proposed budget with supporting documentation shall be developed in time for its presentation to and consideration by the initial regional school unit board of directors. The regional school unit board shall complete the budget development process and recommend a budget for consideration by the voters.

The regional school unit board shall propose and approve a recommended budget in accordance with 20-A M.R.S.A. § 1482 for the first operational year for submission to the voters of the region. The budget format, approval procedures and assessments for the regional school unit's first operational year budget shall be in accordance with 20-A M.R.S.A. §§ 1482-1489. The regional school unit board shall have all necessary authority for those purposes. This shall be considered the

first year of use of the budget validation referendum process for purposes of determining the continued use of the budget validation referendum process every three years pursuant to Section 1486(1).

The regional school unit board shall be authorized to take all other actions and shall have all other authority provided under state law to prepare for the regional school unit to become operational on July 1 of the first operational year; including the authority to open and maintain accounts, to incur expenses not to exceed \$100,000.00 to be allocated among the regional school units' member SAUs in accordance with their respective most recent state valuation and to file applications for school construction projects and revolving renovation fund loans and other available funding.

B. Transition Plan for Personnel Policies. All personnel policies existing in the previous school administrative units shall continue to apply to the same employment positions after they become part of the regional school unit. After the operational date, the regional school unit board and superintendent will develop and adopt region-wide policies in accordance with applicable law.

**10. Documentation of the public meeting or public meetings held to prepare or review the reorganization plan.**

Minutes of the following public meeting(s) held to prepare or review the reorganization plan are attached as Exhibit 10-A:

*Note: Attach minutes of each meeting listed below.*

Date of Public Meeting	Time	Location
October 18, 2007	7:00 to 9:10 P.M.	Fort Fairfield
November 8, 2007	7:00 to 9:00 P.M.	Limestone
November 29, 2007	7:00 to 9:00 P.M.	New Sweden
January 10, 2008	7:00 to 9:00 P.M.	Caribou
May 14, 2008	7:00 to 9:00 P.M.	Woodland
June 3, 2008	7:00 to 9:10 P.M.	Caswell
June 19, 2008	7:00 to 8:45 P.M.	Fort Fairfield
June 26, 2008	7:00 to 9:00 P.M.	Woodland
August 14, 2008	7:00 to 9:00 P.M.	Limestone
August 28, 2008	7:00 to 9:15 P.M.	New Sweden
September 4, 2008	7:00 to 9:10 P.M.	Caribou
September 11, 2008	7:00 to 8:42 P.M.	Caswell
September 18, 2008	7:00 to 9:15 P.M.	Fort Fairfield
October 2, 2008	7:00 to 8:10 P.M.	Woodland

**11. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school unit fail to approve the plan.**

If one or more of the proposed members of the region fail to approve the plan, the SAUs that approve the plan shall proceed as follows:

If despite rejection by one or more proposed members of the region, the plan is approved by each of the applicable school administrative units pursuant to Section XXXX-36(9), the plan is approved for all proposed members of the region in accordance with Section XXXX-36(9).

If the plan is rejected by one or more SAU's, but is accepted by SAUs representing at least 59% of the average number of resident pupils within all of the SAUs in the proposed region, as measured by the average of the most recent April and October resident pupil counts the regional school unit shall include those SAUs that approved the plan; except that the Commissioner may determine the necessity for reapportionment pursuant to 20-A M.R.S.A. § 1475. Future amendments to the plan will require the Commissioners approval.

Communities who vote not to join the RSU may reconsider following a period of at least one year.

Student Count on October 1, 2006

Caribou	1483
Caswell	60
Limestone	322
New Sweden	65
Stockholm	36
Westmanland	3
Woodland	197
MSAD # 20	<u>581</u>
Total	2747

59% = 1,621

**12. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.**

We estimate that the formation of the regional school unit will result in the following cost savings during the first three years of operation:

**First year – 2009 - 2010:**

Estimated savings: **\$0**

Estimated additional costs: **Administration = (\$100,000)**

Net savings (or costs): **(\$100,000)**

**Second year – 2010 - 2011:**

Estimated savings: **Administration = \$212,440**  
**Transportation = \$103,000**  
**Special Education = \$40,000**

Estimated additional costs: **\$0**

Net savings (or costs): **\$355,440**

**Third year – 2011 - 2012:**

Estimated savings: **Administration = \$182,454**  
**Special Education = \$30,000**  
**Operations/Maintenance = \$30,000**

Estimated additional costs: **\$0**

Net savings (or costs): **\$242,454**

**Total estimated 3 year savings (or costs): \$497,894**

## **13-A. Plans to reorganize administration, transportation, building and maintenance and special education.**

### **Administration**

In 2007-08, Caribou and MSAD # 20 were below EPS. Others were above by 36% - 100% with Limestone having the largest dollar amount over EPS of \$66,133. Limestone's costs include a two person business/superintendent office staff, both of whom are long time veterans.

Stockholm and Westmanland receive \$0 for administration (Neither community has a school but do contribute to Union 122 administration).

The combined region is only over EPS by \$55,540 (6%).

Plans to bring expenditures more in line with the EPS funding level for administration include:

- Consolidate the superintendent's office staff into one. (-\$128,940)
- Move from 4 full or part-time superintendents to 1 full time superintendent. (-\$182,454)
- Consolidate business office functions to one office and reduce the number of business staff. (-\$83,500)
- Consider the addition of a Human Resources staff person (+\$50,000)

### **Transportation**

Transportation expenses compared to EPS rates varies from Limestone's cost being under EPS by \$85,981 (-62%) to MSAD # 20's costs being over EPS by \$189,385 (46%). Transportation costs can vary from year to year depending on the purchase of new school buses. MSAD # 20's transportation costs include Special Education and Extracurricular transportation costs. Limestone's transportation is provided as a contract service with SAD #1. Caribou's and Caswell's costs are only slightly over EPS.

Total amount over EPS for the region is \$224,985 (18%)

Plans to bring expenditures more in line with the EPS funding level for transportation include:

- Utilize bus routing software to develop more efficient bus routes.
- Combine runs in geographically connected areas, e.g. Limestone and Caribou students who live on the same road could be transported on the same bus.
- Coordinate athletic teams from different schools to share transportation
- Consolidate bus maintenance services
- Purchase fuel, supplies or parts in bulk
- Reduce the number of buses / drivers due to increased efficiencies. (-\$103,000/bus)

- Examine the cost of contracting for busing services

### **Special Education**

Special education expenses compared to EPS allocations for 2007-2008 vary from Westmanland with 0 expenses to MSAD # 20 being over EPS by \$231,590 (31%) and Woodland over by \$102,074 (39%). Limestone's costs are below EPS but they do have a higher identification rate than the state average. Caribou's expenditures are over the EPS rate but tuition for their regional programs provide additional revenue. All school districts currently contract for Occupational Therapy and Physical Therapy services. Caribou has the only full time Special Education Director. The director's role is combined with other responsibilities in other communities.

Total amount over EPS for the region is \$457,638 (16%).

Plans to bring expenditures more in line with the EPS funding level for special education include:

- Make greater use of regional programs.
- Hire Occupational Therapists and Physical Therapists instead of contracting for those services. (-\$70,000)
- Examine/review identification rates.
- Regionalize Special Education administration.
- Regionalize testing and psychological services.

### **Operations and Maintenance**

Woodland was the only district below EPS (-\$36,839) in Operation and Maintenance. Caribou and Limestone had the largest dollar amounts (Caribou \$559,272, Limestone \$542,600) over EPS. Caribou's expenditures included fuel oil prepayment of \$100,000 and multiple capital improvement projects. Limestone has a large facility designed for 3-4 times the number of students they currently have. MSAD # 20's expenditures are within 2% of their EPS allocation.

Total amount over EPS for the region is \$1,229,870 (43%).

Plans to bring expenditures more in line with the EPS funding level for Operation and Maintenance include:

- Work with an Energy Service Company "ESCO" to identify energy efficiency and/or alternative energy measures.
- Examine regional staffing, e.g. administration, maintenance, custodial for possible reductions.
- Consolidate the three superintendent's offices into one.
- Close Caribou's Superintendent's Office and relocate into an existing school space in the region.

- Analyze preventive maintenance schedules to see if they could be reduced.

### **13-B. Cost Sharing in Regional School Units.**

The regional school unit may raise money, in addition to the required local contribution pursuant to Title 20-A, Section 15690, subsection 1 for educational purposes. The additional local costs of operating the regional school unit shall be shared among all the municipalities within the regional school unit as described below.

For FY's 2009-2010 through 2011-2012, the relationships among the municipal tax mill rates for education in effect for the 2008-09 fiscal year shall be maintained. If additional local funds in excess of the amounts required to maintain the 2008-09 mill rate relationships are required, those funds shall be raised on the basis of current fiscal capacity as measured by state valuations. If additional local funds less than the amounts required to maintain the 2008-09 mill rate relationships are required, the reductions shall be shared on the basis of current fiscal capacity as measured by state valuations. See Exhibit 13B for further explanation and calculation.

This local cost sharing formula applies only to the amount, if any, of additional local funds and non-state funded debt service raised by the regional school unit. It does not apply to the required local contributions raised by each municipality pursuant to 20-A M.R.S.A. Section 15688.

Amendments to this cost sharing formula may incorporate any factor or combination of factors permitted by law in addition to or in lieu of fiscal capacity and resident pupils. As soon as is practicable the regional school unit board shall review its cost sharing formula and shall either recommend continuing with the formula beyond FY 2011-2012 or recommend amending the formula as prescribed below.

The method of amending the cost sharing formula is as follows:

- A. If requested by a written petition of at least 10% of the number of voters voting in the last gubernatorial election within the regional school unit, or if approved by a majority of the full regional school unit board, the regional school unit board shall hold at least one meeting of municipal representatives, pursuant to paragraph B below, to reconsider the method of sharing costs. The region shall give at least 15 days notice to each municipality comprising the region of any meeting.
- B. Each member municipality must be represented at its meeting or meetings by 2 representatives chosen at large by its municipal officers, and one member of the regional school unit board chosen by the municipality's municipal officers.

Prior to the first meeting of municipal representatives the region shall engage the services of a facilitator selected from the list, if any, maintained by the commissioner. The facilitator shall:

- (1) At the first meeting, review and present data and information pertaining to sharing of costs within the region. Pertinent information may include, but is not limited to, a description of the region's cost-sharing method, the elements involved in the calculation of each municipality's costs and a graphic depiction of the current and historic distribution of costs in the region.
- (2) Solicit and prepare a balanced summary of the concerns of municipal officers, educators and the public about the current method of cost sharing; and
- (3) Develop a plan of action for consideration by the municipal representatives that responds to the information collected and the concerns raised. The plan of action must include a list of expectations for the conduct of the parties, options for proceeding and an assessment of the likely success of those options.

C. A change in the method of sharing costs may only be approved by a majority vote of the municipal representatives present and voting.

D. If a change in the cost-sharing method is approved by a majority of the municipal representatives meeting, pursuant to paragraph A, the change must be submitted to the voters at a referendum election. It becomes effective when approved by a majority vote of the region in a referendum called and held for this purpose in accordance with sections 1501 – 1504 of Title 20-A, except that, if the proposed change in cost-sharing plan is based in whole or part on factors other than fiscal capacity or pupil count, the change must be approved by a majority of voters voting in each municipality in the region.

E. If approved at referendum, assessments made by the regional school unit board thereafter must be made in accordance with the new method of sharing costs.

F. The secretary of the region shall notify the state board that the region has voted to change its method of sharing costs. The state board shall issue an amended certificate of organization showing this new method of sharing costs.

### **13-C. Election of initial board of directors.**

Please refer to 20-A M.R.S.A § 1472-A

### **13-D. Tuition Contracts and School Choice**

## 1. Tuition Contracts

The following tuition contracts are in existence as of the date of this Plan. Each of the listed tuition contracts will be assumed by the RSU district unless terminated prior to the District's operational date as stipulated in MSRA 20 A Section 1479 § 5.

	Other Party	Description	Termination Date
Caribou	Conner /Unorganized Townships	Students attends and pay state tuition rate to Caribou	unknown
Caswell	Limestone	9-12 to Limestone High School	N/A
Westmanland	Caribou	9-12 students	2011
Westmanland	New Sweden	K-8 students	Unknown
Stockholm	New Sweden	K-8 students	2010
Stockholm	Caribou	9-12 students	2011
New Sweden	Caribou	9-12 students	2011
Woodland	Caribou	9-12 students	2011

## 2. School Choice

The following SAUs offer some or all of their students a choice of which school to attend:

Grade levels in the existing SAUs that have choice of schools as of the operational date shall continue to have the same choices in the RSU.

The parties are aware of the following lawsuits, administrative complaints, due process proceedings, notices of claim and other claims existing as of 12/1/07.

SAU	Description
Caribou	NONE
Caswell	NONE
Limestone	NONE
New Sweden	NONE
Stockholm	NONE
Westmanland	NONE
Woodland	NONE
MSAD # 20	NONE

### **13-E. Claims and Insurance**

#### **Disclosure of claims**

SAU	Claimant	Title of Proceeding	Jurisdiction	Nature of claim
Caribou	None			
Caswell	None			
Limestone	N/a	N/a	N/a.	Workers' comp claim open since '03
New Sweden	N/a	N/a	N/a	Student injured claim pending
Stockholm	N/a	N/a	N/a	Workers' comp claim open since '04
Westmandland	N/a			
Woodland	N/a			
MSAD # 20	N/a			

**Exhibit 2**

**VOTING METHOD**

**RSU board apportionment plan is in compliance with 20-A MRSA Section 1472  
As amended by Public Law 2007, Chapter 668, Section 7.  
Caribou, Caswell, Fort Fairfield, Limestone, New Sweden, Stockholm, Westmanland & Woodland**

**METHOD "B" WEIGHTED VOTING - that is in compliance**

MUNICIPALITY	2006 Est. CENSUS	% POP	TOTAL VOTES (995 to 1005)	# DIR	VOTES PER DIRECTOR	% DEVIATION OF VOTING POWER
Caribou	8,283	49.1%	491	7	70	7.0%
Caswell	315	1.9%	19	1	19	1.9%
MSAD # 20	3,520	20.9%	209	4	52	5.2%
Limestone	2,306	13.7%	137	3	46	4.6%
New Sweden	670	4.0%	40	1	40	4.0%
Stockholm	262	1.6%	16	1	16	1.6%
Westmanland	65	0.4%	4	1	4	0.4%
Woodland	1,454	8.6%	86	2	43	4.3%
<b>TOTALS</b>	<b>16,875</b>	<b>100.0%</b>	<b>1000</b>	<b>20</b>		

$1000 / 20 = 50.00$	=	Average
$50.00 / 1000$	=	5.0%

PLUS 5.0% pursuant to PL 2007 Ch. 668, Sec. 7

**10.0% = MAXIMUM VOTING POWER OF ANY ONE DIRECTOR**

This is in compliance **7.0%** does not exceed the maximum allowable voting power of **10.0%**.

Exhibit 3

Staggered Board Terms

	Members	Length of Terms in Each Election Year									
		2009	2010	2011	2012	2013	2014	2015			
Caribou	7	1	3			3					
		2		3			3				
		3			3						3
		1	3			3					
		2		3			3				
		3			3						3
		2									
MSAD # 20	4	1	3			3					
		2		3							3
		3			3						
		1	3			3					
New Sweden	1	3			3						3
Westmanland	1	1	3				3				
Stockholm	1	1	3				3				
Woodland	2	2		3							3
		3			3						
Caswell	1	2									3
Limestone	3	1	3				3				
		2		3							3
		3			3						3
<b>Total Positions Elected</b>	<b>20</b>	<b>20</b>	<b>7</b>	<b>7</b>	<b>6</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>7</b>	<b>6</b>

Exhibit 7A

**SCHOOL PERSONNEL CONTRACTS**

<b>CARIBOU</b>		
<u>Position</u>	<u>Incumbent</u>	<u>Contract Expiration</u>
High School Principal	Mark Jones	30-Jun-09
Guidance Counselor	Martin Gallant	31-Jul-09
Guidance Counselor	Mark Pinette	31-Jul-09
PAC Director		
Asst. Princ./Ath. Dir.	David Wakana	31-Jul-09
Asst. Alt. HS Director	Erica Gove-Raymond	18-Jun-09
Sp. Ed. Site Manager	Denise Bosse	18-Jun-09
Summer School Program		
Director - Secondary	Roy Alden	25-Jul-09
Ass't. Athletic Admin.	Roy Alden	18-Jun-09
Middle School Principal	Sue White	30-Jun-09
Ass't. Principal	Dan Duprey	31-Jul-09
Guidance Counselor	Robert Blanchard	31-Jul-09
String Program Instructor	Sue Herold	30-Jun-09
Athletic Director	Travis Barnes	31-Jul-09
Teague Park Principal	Lois Brewer	30-Jun-09
Hilltop School Principal	Jane Kilcollins	30-Jun-09
Guidance Counselor	Freeman Corey	31-Jul-09
Voc. Tech. Director	Ralph Conroy	31-Jul-09
Guidance Counselor	Judy Bougie	31-Jul-09
Home/School Coordinator	Denise Hamlin	31-Jul-09
Technology Coordinator	Michael Gardiner	30-Jun-09
Frank McElwain	Superintendent	30-Jun-09
Brenda Felch	Ass't. Superintendent	30-Jun-09
Director, Regional Psycho Educational Center	Buffy McNeal	31-Jul-09
Special Ed. Director	Richard Umphrey	30-Jun-09
Psychological Service Provider	Kim Austin	31-Jul-09
PET Chair	Kim Austin	30-Jun-09
Nutrition Director	Louise Bray	31-Jul-09
21st Century Community Learning Ctr. Director	Louella Willey	31-Jul-09
Adult Education Director	Dan MacDonald	31-Jul-09

<b>Business Manager</b>	<b>Karen Nadeau</b>	<b>30-Jun-09</b>
<b>School Nurse</b>	<b>Christine Hamilton</b>	<b>31-Jul-09</b>
<b>School Nurse</b>	<b>Debbie Plourde</b>	<b>31-Jul-09</b>
<b>Gifted/Talented Director</b>	<b>Beth Alden</b>	<b>31-Jul-09</b>
<b>Summer School Program</b>		
<b>Director - Elementary</b>	<b>Beth Alden</b>	<b>25-Jul-09</b>
<b>LIMESTONE</b>		
<b>Principal</b>	<b>Leland Caron</b>	<b>30-Jun-09</b>
<b>Assistant Principal/AD</b>	<b>Larry Worcester</b>	<b>30-June-09</b>
<b>FORT FAIRFIELD</b>		
<b>Superintendent</b>	<b>Marc Gendron</b>	<b>30-June-11</b>
<b>Supervisor of Maint. and Transportation</b>	<b>Jim Everett</b>	<b>30-June-11</b>
<b>Elementary Principal</b>	<b>Sue Parks</b>	<b>30-June-10</b>
<b>Middle High School Principal</b>	<b>Mark Jenkins</b>	<b>30-June-10</b>
<b>Middle High School Assist. Principal/Ad</b>	<b>Tim Watt</b>	<b>30-June-10</b>
<b>Director of Special Services</b>	<b>Pam Sayers</b>	<b>30-June-10</b>
<b>21<sup>st</sup> Century Program Director</b>	<b>Jacquie Cesare</b>	<b>30—June-09</b>
<b>Guidance Director</b>	<b>Susan Pierce</b>	<b>30-June-10</b>
<b>Central Office Bookkeeper</b>	<b>Cathy Smith</b>	<b>30-June-10</b>
<b>Central Office Adm. Assistant</b>	<b>Nancy Rogeski</b>	<b>30-June-10</b>
<b>School Psychologist</b>	<b>TBA</b>	
	<b>Caswell</b>	
<b>Superintendent</b>	<b>William Dobbins</b>	<b>30-June-10</b>
	<b>Union 122</b>	
<b>Supt/Special Ed Director</b>	<b>John Hedman</b>	<b>30-June-09</b>

## Exhibit 7B

# SCHOOL PERSONNEL WITHOUT CONTRACTS

## CARIBOU

### Cooks

#### Position

Head Cook CHS  
Cook CHS  
Cook CHS  
Head Cook Middle  
Cook Middle  
Cook Middle  
Cook Middle  
Head Cook T. Park  
Cook T. Park  
Head Cook Hilltop  
Cook Hilltop  
Cook Learning Ctr.

#### Incumbent

Nadine Ouellette  
Lynn Hebert  
Linda Tupper  
Diane Jackson  
Betty Deprey  
Linda Martin  
Marilyn Thibodeau  
Sharon Plourde  
Jo Emmert  
Kathy Cunrod  
Patsy Stewart  
Andrea Bragdon

### Educational Technicians

#### Position

Technology  
Technology  
Technology

#### Incumbent

James Jalbert  
Lisa Milliard  
Brian Ouellette

### Ed. Tech. I

Sp. Ed. Middle  
Study Hall CHS  
Sp. Ed. Hilltop  
Library Middle  
Sp. Ed. Alternative High  
Sp. Ed. Alternative Ed.  
Playground Aide Hilltop  
Playground Aide Hilltop  
Playground Aide T. Park  
Playground Aide T. Park  
Prek T. Park  
Sp. Ed. T. Park  
Sp. Ed. Hilltop  
Sp. Ed. Hilltop  
Sp. Ed. CHS

Julie Cook  
Elizabeth Long  
Tracy Powers  
Lois Walton  
Karla Cyr  
Loretta Holmes  
Lori Bennett  
Vacant  
Lynn Muffler  
Danielle Paradis  
Anita Dickinson  
Carmen Huck  
Jana Patton  
Judy Snell  
Pat Sterris

Sp. Ed. CACDC  
Sp. Ed. CHS  
Sp. Ed. CHS  
Sp. Ed.  
Sp. Ed. T. Park

Jalynn Sheldon  
Dennis Walls  
Claudia St. Peter  
Melinda Clark  
Victoria Osgood

Secretaries

Position

Incumbent

Payroll/Human Resource  
Accts Payable/Receivable  
Asst Supt/Special Ed Dir.  
Admin. Ass't.  
CHS Principal  
Guidance  
Athletic Director  
Voc. Tech. Director  
Voc. Resource Center  
CMS Principal  
CMS Guidance  
TP Principal  
Hilltop Principal  
School Nurse  
Adult Ed. Director  
Adult Ed. Director  
Plant Superintendent

Anne Lagasse  
Laurie Chapman  
Paula Barnes  
Pat Dionne  
Peggy Espling  
Sherrill Campbell  
Lori Thibodeau  
Monika Baker  
Tracey Ackerson  
Sharon Pelletier  
Bobbie Scott  
Patty Adams  
Laurie Dionne  
Lisa Collins  
Karen Rockwell  
Dolores Tarbox  
Lynn Muffler

Bus Drivers/Janitors/Mechanics

Plant Superintendent  
Head Mechanic  
Ass't Mechanic  
Mechanic  
Mechanic  
Bus Driver/Maintenance  
Maintenance  
Maintenance  
Head Custodian  
Custodian

TBA  
Wayne St. Pierre  
Rodney Bourgoine  
Gerard Turcotte  
Dana Doody  
Ernie Caron  
Larry Rector  
Fred Patterson  
John Barnes  
Michael Keaton

Custodian	Dwayne Theriault
Bus Driver/Custodian	John Belanger
Bus Driver/Custodian	Larry Plourde
Custodian	Lance Belanger
Custodia/Bus Driver	Thurston Jackson
Custodian	Mike Bouchard
Head Custodian	Albert Farley
Custodian	Reginald Johndro
Bus Driver/Custodian	Mark Mazerolle
Bus Driver/Custodian	Michael Truman
Head Custodian/Bus Driver	Ray Cunrod
Custodian	Judy Theriault
Head Custodian/Bus Driver	Helston Jackson
Custodian	David Stewart
Head Custodian/Bus Driver	Richard Sheldon
Bus Driver/Custodian	David Bourgoine

#### CASWELL

<u>Position</u>	<u>Incumbent</u>
Teaching Principal	Charles Hartman
Secretary	Diane Deeves

#### LIMESTONE

<u>Position</u>	<u>Incumbent</u>
Administrative Bookkeeper	Carla Cote
Administrative Assistant	Norma Michaud
Maintenance	Randy Mulherin
Maintenance	Mark Fisher

#### UNION 122

<u>Position</u>	<u>Incumbent</u>
Bookkeeper	Sandy Beaupre
Administrative Assistant	Donna Ekman

**Exhibit 7C**

**Other School Contractual Obligations**

The RSU shall assume the following contracts as of the operational date:

<b>SAU</b>	<b>Contracting Party</b>	<b>Type of Contract</b>	<b>Expiration Date</b>
MSAD 20	None		
Caswell	None		
Union 122	None		
Limestone	Office Max	Photo Copier	None
	Pine's Health	Nursing	TBD
Caribou	Maine Municipal	Worker's Comp	Dec. 31, 08
	Otis Elevator	Elevator Safety	Dec. 31, 08
	Bangor Daily News	Newspaper Ad Space	Dec. 31, 08
	Northeast Publishing	Ad Space	Dec. 31, 08
	Anthem	Health Insurance	July 31, 09
	US Cellular	Cell Phones	Anytime
	ACC	Long Distance Carrier	Anytime
	Verizon	Telephone Service	Anytime
	Cary Medical Center	Athletic Trainer	June 30, 2013
	MCC	Medical Professional Liab.	Nov. 16, 09
	Garelick	Milk	July 31, 2009
	Nissan	Bread	July 31, 2009

**Exhibit 13B**

MUNI	ACTUAL 2008-2009 FISCAL YEAR											
	STATE VAL	REQ LOCAL MILL RATE	REQ LOCAL TAXES	ADD'L LOCAL TAXES	ADD'L LOCAL MILL RATE	TOTAL LOCAL TAXES	TOTAL LOCAL MILL RATE	STATE VAL	REQ LOCAL MILL RATE	REQ LOCAL TAXES	TOTAL LOCAL TAXES	TOTAL LOCAL MILL RATE
	2007											
Caribou	\$290,250,000	6.55	\$1,901,138	\$1,163,709	4.01	\$3,064,847	10.56					
MSAD # 20	\$146,200,000	6.55	\$ 957,610	\$ 839,202	5.74	\$1,796,812	12.29					
Limestone	\$ 59,550,000	6.55	\$ 390,053	\$ 206,382	3.47	\$ 596,435	10.02					
Woodland	\$ 43,850,000	6.55	\$ 287,218	\$ 116,803	2.66	\$ 404,021	9.21					
New Sweden	\$ 24,800,000	6.55	\$ 162,440	\$ 30,054	1.21	\$ 192,494	7.76					
Caswell	\$ 14,500,000	6.55	\$ 94,975	\$ 90,417	6.24	\$ 185,392	12.79					
Stockholm	\$ 11,550,000	6.55	\$ 75,653	\$ -	0.00	\$ 75,653	6.55					
Westmanland	\$ 10,900,000	2.26	\$ 24,634	\$ -	0.00	\$ 24,634	2.26					
<b>TOTAL:</b>	<b>\$601,600,000</b>	<b>6.47</b>	<b>\$3,893,721</b>	<b>\$2,446,567</b>	<b>4.07</b>	<b>\$6,340,288</b>	<b>10.54</b>					

**HYPOTHETICAL 2009-10 based on ESTIMATED valuations with total local mill rates identical to 2008-09.**

Estimated valuations were taken from from maine.gov website info.

Estimated required local mill rate is based on overall estimated 10% increase in total state valuations generating a reduced local mill rate.

MUNI	HYPOTHETICAL 2009-10 based on ESTIMATED valuations with total local mill rates identical to 2008-09.											
	STATE VAL	REQ LOCAL MILL RATE	REQ LOCAL TAXES	ADD'L LOCAL TAXES	ADD'L LOCAL MILL RATE	TOTAL LOCAL TAXES	TOTAL LOCAL MILL RATE	STATE VAL	REQ LOCAL MILL RATE	REQ LOCAL TAXES	TOTAL LOCAL TAXES	TOTAL LOCAL MILL RATE
	2008											
Caribou	\$ 314,400,000	6.00	\$1,886,400	\$1,433,664	4.56	\$3,320,064	10.56	\$ 255,217			\$ 255,217	
MSAD # 20	\$ 150,250,000	6.00	\$ 901,500	\$ 945,073	6.29	\$1,846,573	12.29	\$ 49,761			\$ 49,761	
Limestone	\$ 61,700,000	6.00	\$ 370,200	\$ 248,034	4.02	\$ 618,234	10.02	\$ 21,799			\$ 21,799	
Woodland	\$ 46,500,000	6.00	\$ 279,000	\$ 149,265	3.21	\$ 428,265	9.21	\$ 24,244			\$ 24,244	
New Sweden	\$ 30,450,000	6.00	\$ 182,700	\$ 53,592	1.76	\$ 236,292	7.76	\$ 43,798			\$ 43,798	
Caswell	\$ 15,400,000	6.00	\$ 92,400	\$ 104,566	6.79	\$ 196,966	12.79	\$ 11,574			\$ 11,574	
Stockholm	\$ 13,250,000	6.00	\$ 79,500	\$ 7,288	0.55	\$ 86,788	6.55	\$ 11,135			\$ 11,135	
Westmanland	\$ 13,350,000	2.00	\$ 26,700	\$ 3,471	0.26	\$ 30,171	2.26	\$ 5,537			\$ 5,537	
<b>TOTAL</b>	<b>\$ 645,300,000</b>	<b>5.92</b>	<b>\$3,818,400</b>	<b>\$2,944,952</b>	<b>4.56</b>	<b>\$6,763,352</b>	<b>10.48</b>	<b>\$ 423,064</b>			<b>\$ 423,064</b>	

This example assumes that the "new" tax dollars will balance the budget. If more tax dollars are required, they would be raised on a relative valuation basis.

If fewer tax dollars are needed, the reductions would be based on the **RATIOS** of additional local dollars as in the example below. For example, Caribou would pay 1,433,664/2,944,952 (or 1,227,708) of the additional total local taxes.

**HYPOTHETICAL 2009-10 based on ESTIMATED valuations with total taxes identical to 2008-09 and add'l local tax ratio constant**

MUNI	STATE VAL	REQ		REQ LOCAL	ADD'L		TAXES	MILL RATE		TAXES	MILL RATE		TAX
		LOCAL	MILL RATE		LOCAL	TAXES		LOCAL	TAXES		LOCAL	TAXES	
	2008												
Caribou	314,400,000	6.00	1,886,400	\$1,227,708	3.90	\$3,114,108	9.90	\$49,261					
MSAD # 20	150,250,000	6.00	901,500	\$ 809,306	5.39	\$1,710,806	11.39	\$ (86,006)					
Limestone	61,700,000	6.00	370,200	\$ 212,402	3.44	\$ 582,602	9.44	\$ (13,833)					
Woodland	46,500,000	6.00	279,000	\$ 127,822	2.75	\$ 406,822	8.75	\$ 2,801					
New Sweden	30,450,000	6.00	182,700	\$ 45,893	1.51	\$ 228,593	7.51	\$ 36,099					
Caswell	15,400,000	6.00	92,400	\$ 89,544	5.81	\$ 181,944	11.81	\$ (3,448)					
Stockholm	13,250,000	6.00	79,500	\$ 6,241	0.47	\$ 85,741	6.47	\$ 10,088					
Westmanland	13,350,000	2.00	26,700	\$ 2,972	0.22	\$ 29,672	2.22	\$ 5,038					
<b>TOTAL</b>	<b>\$645,300,000</b>	<b>5.92</b>	<b>\$ 3,818,400</b>	<b>\$2,521,888</b>	<b>3.91</b>	<b>\$6,340,288</b>	<b>9.83</b>	<b>\$ (0)</b>					

**Regional Planning Committee # 2**  
**October 2, 2008**  
**Minutes**

**1. Welcome:**

The meeting was held in Woodland Sam Collins welcomed everyone and called the meeting to order at 7:00 p.m.

**2. Approval of Minutes:**

A motion was made and seconded to approve the minutes of September 18, 2008. Voted unanimously.

**3. Public Comments Welcomed:**

None

**4. Presentation of Pros and Cons of Community Ownership of School Unit's Buildings and Infrastructure – Mary Jane**

Mary Jane McCalmon referred to the Drummond Woodsum letter regarding: Local Schools Retaining Ownership of Local School Committee. She put together an Option 1 and Option 2 of the pros and cons of ownership being retained by the town and ownership being transferred to the RSU. She emphasized that there are 7 important obstacles that each must town must consider in deciding which way to go. They are:

1. Decide whether you want or if you care if you get school construction money. The DOE will not approve a subsidized school construction project to renovate, expand or replace a building that was leased to an RSU.
2. Insurance costs. Do you care that there may be some additional insurance costs for each town that decides to keep their buildings.
3. Liability exposure to the towns who keep their property. The town may incur additional legal fees and insurance costs and be potentially liable for major expenditures related to repairs or mitigation.
4. The 10 year lease limit that is in the law. Currently under state law a lease of school property may not exceed 10 years. 20-A MRSA § 4001 is unclear that it could be extended longer than that.
5. There would need to be a locally adopted school committee. In order for the municipality to maintain ownership of the school buildings a local school committee would have to exist, 20-A MRSA § 1478. The Governance Committee recommended no local school committees.

6. School closure process if you don't own it. The school closing provisions in the law allow towns to overrule a school closing decision by the RSU board may not apply to municipal-owned facilities.
7. Community use of schools. We could put language in our plan that any policy that is in place now, at any one of these schools, could be preserved until such time as the RSU Board has a chance to look at them and recommend that they maintain the current lease policy.

**5. Questions, Discussion and Vote**

After a lengthy discussion on ownership of property there was a 10 minute caucus.

There was a motion that all buildings and infrastructure be retained by the RSU. The motion was seconded. 15 in favor and 6 opposed. Motion carried.

**6. Review of Draft RSU Plan:**

Frank McElwain gave an update on the plan process. Each section of the plan can be submitted to the State Department once and they will review our plan and respond with a letter and then we can respond. The DOE suggestions and plan changes will be emailed to the RPC group.

**7. Next Steps – Mary Jane:**

The plan now goes to the respective school boards which need to have an agenda item to **Submit RSU Plan to the DOE**. The school boards are voting to submit the plan to the Department of Education for commissioner approval before sending the plan to referendum. The school boards are NOT voting whether they approve of the plan.

Bill Dobbins informed the committee that the town clerks have to post the notice at least 45 days prior to the referendum voting.

**8. Adjournment:**

Sam Collins and Andrew McNeally thanked everyone for their hard work on the committee. The meeting adjourned at 8:10 p.m.

**Regional Planning Committee # 2**  
**September 18, 2008**  
**Minutes**

**1. Welcome:**

The meeting was held at the Fort Fairfield Middle Level/High School. Sam Collins welcomed everyone and called the meeting to order at 7:00 p.m.

**2. Approval of Minutes:**

A motion was made and seconded to approve the minutes of September 11, 2008. Voted unanimously.

**3. Public Comments Welcomed:**

None

**4. Committee Comments/Questions:**

None

**5. Subcommittee Meeting Time:**

Sam allowed 45 minutes for the subcommittee meetings after which they would reconvene to hopefully make some more progress.

After the subcommittee meetings the RPC meeting reconvened at 8:15 p.m.

Sam said they would have the subcommittee's report and then have a caucus for 10 minutes and come back to take the vote.

**6. Subcommittee Reports:**

Sharon St.Pierre gave a report on the Governance committee. She said they are recommending a 20 man board. Their other discussion was on super majority which she referred to Mark Gendron to read the statement that he wrote. Mark: Any significant project that has benefits, for only one municipality, and whose cost is greater than .5% of the total RSU budget, would require a super majority of 71%. Sharon concluded that is their recommendation.

Scott Willey reported for the Assets & Liabilities committee. He said the big issue was with them having property all in the RSU or all out. We did have a little bit of a change. Caribou & Caswell, Limestone and Woodland still want to keep their property in the RSU. Fort Fairfield and New Sweden want to keep

theirs out. We did come to an agreement on all of the other issues. Scott referred to Bill Dobbins to see if he wanted to add anything. Bill added that in the current template for the assets & liabilities committee, it's present language indicates everything goes all in with specialty language that indicates that all tangible property would not leave the location for a certain number of years.

Part C; Agreements to Share or Jointly Own Property - There's 2 notes and we're double checking some other things: One is the town office in Caswell, the other is the MSSM school at Limestone is written into the plan also.

Part 6: The Disposition of existing school indebtedness - There is one that the region will assume for SAD # 20. What they have is called a state approved debt. The bulk of it is State approved debt and that comes back through the GPA and it's flow through monies so it's all set. There is an amount called additional local money in which SAD 20 has to match and that part would be spread out fairly in the cost sharing formula.

B: Bonds, Notes and Lease Purchase Agreements That the Region Will Not Assume: There isn't any in our category that we're currently dealing with.

C: New Capital Project Debt that Region Will Issue and Assume: There's nothing to report at this time.

D: New Capital Project Debt that the Region Will Issue But Will Not Assume: There's nothing here also.

# 8. The Disposition of Existing School Funds and Existing Financial Obligations, Including Undesignated Fund Balances, Trust Funds, Reserve Funds and Other Funds Appropriated for School Purposes - Existing financial obligations stay with the existing schools. The RSU will pick up any payables remaining. If you have a beginning balance coming forward that will be credited back to the existing towns. Trust Funds - there aren't any; so we don't have to worry about that. Reserve Funds - will stay with the existing schools. Scholarship funds will remain with the existing high schools.

13D. Tuition Contracts and School Choice - We have a list of what we have. School Choice - Basically everyone listed goes within the RSU so there is no problem there.

We decided that since we could not get a vote that we would go back to the main board to vote. Bill said it is the recommendation of the Assets & Liabilities subcommittee to accept everything else with corrections and that item 5A is the only thing they don't agree on.

Dan Foster Reported for the Cost Sharing Subcommittee. He said they had a productive meeting and they had 2 decisions to be made. 1) What is the process we will use for cost sharing? Their committee is recommending the mil rate concept. The mill rates that we're paying out will freeze. If additional funds are needed, above and beyond, each community's share of that will be based on their percentage of their valuation in relation to the total valuation of the RSU. If there is a decrease, and we need to raise less money, then that will be shared amongst the communities based upon a percentage off their additional local. That is their recommendation and we can vote on that tonight. 2) In conjunction with

that Charlie put together a form that he shared with us. We have to have a method of amending the cost sharing formulas and we have reviewed this and everyone in the cost sharing committee has no problem at all with it so what we're asking for is a vote on draft A which will include the process of amending the cost sharing formula. Also, this will be for a 3 year period or it will be looked at if the RSU wants to amend the formula. Also there was some discussion as to whether or not if there was some way we could go into about funds that were raised from revenues outside of miscellaneous income and taxes if there could be an effort made to see if that could be pulled out of the revenue side.

Sam said we will caucus for 10 minutes with our communities and come back to vote.

The first item to vote on was the recommendation of a 20 man board. The vote was unanimous.

The second item is the super majority on any capital expenditure over .5%. 3 voted opposed, the rest were in favor.

There was some concerns and discussion on this issue. Caribou may need a new roof. Caribou doesn't have a majority vote so another community has to already agree with Caribou or the group as a whole has to agree that this has to be expended.

After all of the discussion, Sam wanted to know if that could be voted in. Section 3A needs more clarity. Marc Gendron said it should read significant capital repair in any one municipality.

Moved on to Assets & Liabilities regarding all buildings in or all buildings out or some in, some out.

A motion was made to allow the communities who want to remain out and maintain their buildings be able to do that and the ones that don't keep them with the RSU. Motion was seconded by Stev Rogeski. Vote was 13 in favor; 8 opposed. Not a 2/3 majority vote. Motion failed.

Motion made to have all of the towns keep all of their buildings and none of them go into the RSU, retain their ownership. No second. Motion lost.

A question was asked of Mary Jane what the advantages were of having all the school units in versus having all of the school units out. Mary Jane replied that with several buildings centralized there would be efficiencies realized such as staff, use of equipment, purchasing all being done as a centralized function. In an RSU you could swap people out from here to there without any problems.

With some maintaining ownership and some not there would be additional costs to the towns maintaining ownership for insurances.

For those that wish to maintain their buildings it would become very complicated with agreements, questions and uncertainties.

Bill Dobbins asked which way other RSU's in the State of Maine are going. She replied that the vast majority are all going in.

After some other discussion Mike Stotler wanted to know if the law allows the RPC board to make the decision if a town can exclude or not exclude their facilities. Sam replied that the final document is voted on by the town. Mary Jane will check on this question.

Andrew McNeally offered his interpretation that it is the community that decides whether or not to include the building, not the RSU. Bill Dobbins replied that is correct, but the RSU needs to make the plan so the power goes back to the community.

Sam said there is a motion on the floor for all communities to maintain ownership of their buildings. There is no second.

Another motion was made and seconded for all communities to come into the RSU. In favor 12, opposed 9. Not a 2/3 majority. Motion failed.

Sam said when we took the initial vote to go with the RSU vs. the AOS. He looked at that as a philosophical choice whether we think of ourselves as a union as one rather than as separate communities. Keeping our assets and keeping our debts. At that time we made a leap realizing that we had to move on and try to gain efficiencies and to make this truly work. Now, we're RSU # 2, which includes Fort Fairfield, Caribou, Woodland, Westmanland, Caswell, Limestone, New Sweden. I think we have to put our buildings in the RSU and trusting that to the future board is important. Where we've made the leap from the AOS to the RSU, I think we need to continue to make that leap.

There were a considerable amount of questions on use of building and ownership. Many people think it needs further clarification. Bill Dobbins thought the law was clear enough as written.

Stev Rogeski said Fort Fairfield will not turn over their building.

A motion was made to approve the mil rate version as presented in this plan. Seconded. Someone asked a question whether properties should be revaluated. Charlie Anderson said their discussion was that it was not necessary because the valuations move around so much anyway.

Voting in favor; 16 – opposed 6. Motion passed.

Sam said that covers everything except assets. He indicated that we need to discuss how we transition and get the word out. Mary Jane suggested that each school committee forms a transition committee which will include community members and people from the business office. There will be no decision making. Just preparations for the future to get ready for the July 2009 transition.

There was a motion to accept the other parts of the Governance plan. Seconded and approved.

Steve Buck asked for more information on communities putting their buildings all in or all out. Mary Jane said she would do some homework and report back.

**7. Close and Next Meeting Date:**

The next meeting was scheduled for September 25<sup>th</sup> in Woodland at 7:00 p.m. The meeting adjourned at 9:27 p.m.

Regionalization Planning Committee #2  
September 11, 2008  
Minutes

1. ***Welcome:***

The meeting was held at the Caswell Elementary School. Sam Collins welcomed everyone to the meeting.

2. ***Approval of Minutes:***

A motion was made to approve the minutes of September 4, 2008. The motion was seconded and agreed by consensus.

3. ***Public Comments Welcomed:***

None

4. ***Committee Questions/Comments:***

Andrew McNeally commented that at the September 4<sup>th</sup> meeting he requested audited and unaudited reports from the superintendent's. He received them from Frank McElwain, Marc Gendron and Bill Dobbins and was waiting for John Hedman's.

5. ***Subcommittee Meeting Time:***

The planning committee went to their subcommittees to work on their section of the plan.

6. ***Subcommittee Reports:***

Mike Stotler, Chairperson for the Finance & Transition Subcommittee said they came to a consensus on 4 items. He asked the RPC members to keep in mind that there are a lot of small details and what they need to understand is that these are just estimates, they are just concepts and that it's very tough to suggest any factual information when we're talking about transition information so please bear with us on our numbers and the approach on how we put this together. The 4 items are:

- \* If the plan is rejected by one or more towns, but is accepted by towns representing at least **59%** of the average number of resident pupils within all of the SAU's in the proposed region.
- \* The transition monies not to exceed \$100,000.00

- \* An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.
- \* A recommendation on how the RSU will proceed if one or more of the proposed members of the regional school unit fail to approve the plan.

Frank McElwain explained how units that approve the reorganization plan will proceed if one or more the proposed members of the regional school unit fail to approve the plan.

There was a motion that if the plan is rejected by one or more SAU's, but is accepted by SAU's representing at least **59%** of the average number of resident pupils within all of the SAU's in the proposed region. The motion was seconded and agreed by consensus.

There was a motion to use the \$100,000.00 figure for estimated additional costs and to use the subcommittees estimated cost savings information to send to the State. The motion was seconded and agreed by consensus.

There was a motion for the RPC to put a recommendation in the plan on how the RSU will proceed if one or more of the proposed members of the regional school unit fail to approve the plan. The motion was seconded and agreed by consensus.

Sharon St.Pierre, Chairperson for the Governance Subcommittee said she was happy to report that they came to a consensus on all four items.

- \* Total size of the school board would be a maximum of 20 and could be as small as 15 if acceptable to all towns.
- \* Method of voting of the governing body would be as stated in the plan – method B weighted voting.
- \* Staggering terms of school board members.
- \* No local school boards.

She also reported that the subcommittee had open discussion on capital improvement votes of the school board members.

There was a motion that the total size of the school board would be a maximum of 20 and only to go to smaller if acceptable to all towns. The motion was seconded and agreed by consensus.

There was a motion that the method of voting of the governing body would be as stated in the plan – method B weighted voting. The motion was seconded and agreed by consensus.

There was motion that the RSU board terms will be staggered terms for school board members. The motion was seconded and agreed by consensus.

There was a motion that there be no local school boards. The motion was seconded and agreed by consensus.

Dan Foster, Chairperson of the Cost Sharing Subcommittee said they are still discussing whether to use the mil rate or establishing a base rate. They discussed the spreadsheets with the cost sharing formulas and are looking for something that will be fair and equitable. The positive aspect of using the mil rate formula is its simplicity and it starts with the status quo. The negative aspect is that this criterion is based on the relative wealth of a community compared to the others in the RSU. It does not take into consideration any savings that have been used in lieu of taxes and it is a process that will guarantee cost shifting.

The option of establishing a base rate, predicated on current taxes being paid plus any savings that is being used to pay ongoing operational expenses. The positive aspect of this process is that it will minimize cost shifting; the negative side is that it is more cumbersome in its implementation.

7. ***Close and Next Meeting Dates:***

The next meeting will be held at the Fort Fairfield Middle/High School on September 18, 2008 at 7:00 p.m. The meeting adjourned at 8:42 p.m.

Regionalization Planning Committee #2  
September 4, 2008  
Minutes

1. *Welcome:*

The meeting was held at the Caribou High School. Andrew McNeally welcomed everyone to the meeting.

2. *Approval of Minutes:*

A motion was made to approve the minutes of the August 28 2008 meeting. The motion was seconded and agreed by consensus.

3. *Public Comments Welcomed:*

None

4. *Committee Questions/Comments:*

None

5. *Subcommittee meeting time:*

The planning committee went to their subcommittees to work on their section of the plan.

*Subcommittee Reports:*

Mike Stotler, Chairperson for the Transition and Finance Subcommittee said they covered all area of 13A. They had some really candid discussions. We were concerned about the communities, the educational process, how our communities are going to perceive what we have to take back to them which created some comments and openness. Frank recommended the committee consider other things as savings, like benefits such as foreign language, ATM classes, different locations, business classes and so on. It is not all about costs. Frank is going to consolidate the thoughts and bring them back to the next meeting.

Sharon St.Pierre, Chairperson for the Governance Subcommittee said they had a very interesting meeting. We discussed a lot of things that are of great concern to the towns. We discussed school board size and whether to have a local school board in each community. A 20 man board meets the need and is doable. The committee struggled with whether there will be local school boards and if so what will their responsibilities be. The committee discussed the powers and duties that the local school committees could have which are on page 5 of the RCU template. The

committee members will go their town and discuss this and find out what is important to them and find out what they want to retain.

Scott Willey, Chairperson for the Assets & Liabilities Subcommittee said that they had majority vote to have all property part of the RSU. Not all committee members are able to make the September 11<sup>th</sup> meeting in Caswell so we're going to work putting clarifications in the plan. In other words, if Fort Fairfield wanted to have activities at their facility there would be language in there to be able to continue to use the building. The majority vote was to have all property part of the RSU so we are going to work over the next two weeks on language for use of the buildings by the communities.

Dan Foster, Chairperson for the Cost Sharing Subcommittee said they talked about the bulk of revenue that is not part of EPS funding. They made progress. They had some stimulating conversations. They agreed to look at additional local and look at savings and forget about everything else from a revenue stand point. The cost sharing committee would like total expenses for 07-08. Any formula that we recommend to this group is going to be for a short-term, 3 years before significant things happen and the statutes says the plan needs to describe how those changes are going to be made. They talked about what criteria will be used in establishing the formula, about utilizing the current mil rate, establish a starting point that is somewhat consistent where we are today and that as expenses change, either go up or down, then each community would be responsible for that percentage change in relation to that starting point. If we go that route, what is going to be the starting point? That is why we wanted to see what the actual expenses are for last year and as realistically as possible how much of the balance forward is actually going to be used. So in other words, how much money is coming out of savings in each community to pay the expenses incurred in that fiscal year?

Sam Collins said that the group would like to see the expense side rather than the budget side so we get the true picture for each of the communities so we can work with those figures and that is why we wanted the last audited statement so we have a baseline to start with because the balance forward or use of reserves can confuse or warp the mill rate so if we look at just expenses I think that's a better figure to look at.

Andrew McNeally asked if he could have copies of each school systems last audited year. Since some school systems haven't been audited yet or haven't received their reports yet, the 06-07 reports will be used.

***Close and next meeting dates:***

The next meeting will be September 11<sup>th</sup> at Caswell 7:00 p.m. The meeting adjourned at 9:10 p.m.

Regionalization Planning Committee #2  
August 28, 2008  
Minutes

1. *Welcome:*

The meeting was held at the New Sweden Elementary School. John Hedman welcomed everyone to the meeting.

A moment of silence was held for Pat Anderson, RPC representative from Westmanland, in memory of her husband, Byron "Barney" Anderson.

2. *Approval of Minutes:*

A motion was made to approve the minutes of the August 14, 2008 meeting. The motion was seconded and agreed by consensus.

3. *Public Comments Welcomed:*

None

4. *Committee Questions/Comments:*

None

5. *Draft RSU Plan on Cost Sharing:*

Jake Clockedile did a cost sharing presentation and then the subcommittees met in different rooms to work on their section of the plan.

6. *Subcommittee Reports:*

Dan Foster, Chairperson for the Cost Sharing Subcommittee said they came up with a list of questions. They talked about the Cost Sharing presentation that Jake Clockedile did. They talked about the concept of something simple like freezing the mil rate or the dollar amount, one or the other, and that they want to explore a way to hold everyone harmless.

Sharon St.Pierre, Chairperson for the Governance Subcommittee said they had 3 questions from the last meeting and that Mary Jane answered them. The questions were:

A. Can local towns appoint advisory boards to help support their RSU voting member?

The local towns can do that but this RPC cannot tell them to do that.

Regionalization Planning Committee #2  
August 14, 2008  
Minutes

1. *Welcome:*

The meeting was held at the Limestone Community School. Sam Collins welcomed everyone and thanked them for coming to the meeting.

2. *Approval of Minutes:*

A motion was made to approve the minutes of the June 26, 2008. The motion was seconded and agreed by consensus.

3. *Public Comment Welcomed – Structure for Comments*

None

4. *Committee questions/comments*

None

5. *Draft RSU Plan - Superintendents*

\* *Presentation by superintendents*

Marc Gendron explained sections 1, 2, 3, 4, 11, 13C and 13F

Bill Dobbins explained sections 5, 6, 8, 13D and 13E

Frank McElwain explained sections 7, 9,10, 11,12 and 13A

John Hedman explained sections 13, 13B, 13C and 13G

\* *Subcommittee meetings to further discuss parts of the plan*

3 of the 4 subcommittees met in different rooms to work on their section of the plan. The Cost Sharing subcommittee in the process of getting the information they need to be able to go any further so the Cost Sharing subcommittee members did not meet as a committee.

6. *Subcommittee reports:*

\* *Governance*

Sharon St.Pierre, Chairperson of the Governance Committee, said it was a positive meeting. They didn't come to any specific decisions. The group is going to go back to their local communities and ask what they want and how much local control do they want.

\* *Assets & Liabilities*

Scott Willey, Chairperson of the Assets & Liabilities Committee, said his committee discussed property and whether the property would be all RSU or individual ownership. They had several questions to be clarified and Bill Dobbins is going to get the answers for the group. There was no representation from Woodland or Westmanland at the meeting.

\* *Finance & Transition*

Mike Stotler, Chairperson of the Finance & Transition Committee, reported that his committee basically had to 2 items to cover, options A and B. They also discussed what the options are for communities who opt out of joining the RSU. By consensus, the committee voted to go with option B. Mr. McElwain gave the committee a draft copy of an analysis of EPS costs and projected savings. Mr. McElwain explained the differences between Option A and Option B. With option A if one or more communities vote no then every community has to go back to the drawing board. With option B if any community votes no, then the remainder can move forward. You need 1,200 students to have a legal unit. By consensus the Finance & Transition committee voted that if the plan is rejected by one or more communities, that at least 59% of the student population would be needed in the proposed region.

7. *Close and Next Meeting Dates:*

The next meeting dates will be: August 28<sup>th</sup> in New Sweden, September 4<sup>th</sup> in Caribou and September 11<sup>th</sup> in Caswell. The meeting adjourned at 9:00 p.m.

Regionalization Planning Committee #2  
June 26, 2008  
Minutes

1. *Welcome:*

John Hedman welcomed everyone to the meeting. The meeting was called to order at 7:15 p.m.

2. *Approval of Minutes:*

A motion was made to approve the minutes of June 19, 2008. The motion was seconded and agreed by consensus.

3. *Public Comments:*

Comments were made regarding consolidation and collaboration being a thing of the future. As neighboring towns we do a lot of things together and need to work collaboratively together. Another comment was made that at the last meeting there was an inability to reach a consensus for an RSU or an AOS and that it is important that the folks at the table open their minds and that if a consensus can't be reached then the board be open to discussion. Another comment was made that it is time to move forward and that some progress needs to be made.

4. *Committee questions/comments:*

None

5. *RSU-AOS Direction*

*Discussion of draft AOS and RSU concept papers*

Andrew McNeally discussed the AOS proposal that Fort Fairfield put together. Andrew commented that if the group couldn't agree on the community goals, then there would be no need to discuss the rest of the proposal. There was a consensus reached regarding "Commitment to exploring financial efficiencies".

Frank McElwain handed out and discussed what an RSU structure would look like.

Charlie Anderson handed out and discussed what a blending of both proposals would look like.

After a lengthy discussion regarding an AOS vs an RSU, there was a 5 minute caucus.

After returning from the caucus, a motion was made to move ahead and start down the road as an RSU. The motion was seconded and agreed to by consensus.

It was suggested that the superintendents and Mary Jane use the templates and work together to bring back options to the subcommittees. The chairperson of each subcommittee will report back to the group. All members of the RSU will be informed of the subcommittee meetings so they can attend if they wish.

6. *Next steps:*

No action was taken.

7. *Close:*

The next meeting date will be decided by email.

The meeting adjourned at 9:00 p.m.

Regionalization Planning Committee #2  
June 19, 2008  
Minutes

1. *Welcome:*

Dan Foster welcomed everyone to the meeting. The meeting was called to order at 7:00 p.m.

2. *Approval of Minutes:*

A motion was made to approve the minutes of June 3, 2008. The motion was seconded and agreed by consensus.

3. *Public Comments:*

Dave McCray commented that it's critical that we work cooperatively to form an RSU or an AOS.

4. *Committee questions/comments:*

None

5. *RSU-AOS Direction*

After a lengthy discussion the committee members from each town voiced their opinion on an RSU vs. an AOS.

There was a brief caucus so the committee members could talk with the members from their town to see what will work best for them.

A motion was made to pursue an RSU. The motion was seconded but failed to reach a consensus.

A motion was made to try to reach a consensus for an AOS. The motion was seconded but failed to reach a consensus.

A motion was made to see if the committee could reach a 2/3's majority vote for an AOS. The motion was seconded. 13 were in favor, 9 opposed and 2 abstained. The motion failed since it did not reach a 2/3's majority vote.

Sam Collins made a statement that the towns now have a choice to go in different directions; that we don't have to continue together. Maybe other arrangements with other communities could be made and that some towns might be a better fit with other communities.

A motion was made to proceed on and start looking at hard figures and facts in both structures in order to persuade members to consider voting differently. The motion was seconded but failed to reach a consensus.

Dan Foster handed out an AOS proposal that Fort Fairfield put together. He suggested that the proposal be reviewed and discussed at the next meeting.

6. *Work time line:*

No action was taken.

7. Close:

The next meeting will be on June 26<sup>th</sup> at 7:00 p.m. at the Woodland school.

The meeting adjourned at 8:45 p.m.

Regionalization Planning Committee #2  
June 3, 2008  
Minutes

1. *Welcome:*

Donna Bernier welcomed everyone to the meeting. The meeting was called to order at 7:00 p.m. Frank McElwain introduced Bob Kautz who attended the meeting in place of Mary Jane McCalmon who was unable to make the meeting.

2. *Approval of Minutes:*

A motion was made to amend the minutes of May 14, 2008. The May 14<sup>th</sup> minutes had that the motion to apply for a \$10,000.00 grant for a facilities study for member districts in RPC 2 was seconded but failed to reach a consensus. The minutes were amended by adding the statement "After further discussion, the motion passed on the second call for consensus."

3. *Public Comments:*

Art Thompson commented that we need to figure out a way to operate more efficiently.

4. *Committee questions/comments:*

Andrew McNeally said he attended the meeting with Commissioner Gendron and the AOS structure was discussed.

5. *Decision making procedures change for RPC:*

It was suggested at the last meeting to consider voting in a couple of different ways. It was suggested that with minor issues it would be more productive to have a simple majority vote and that items written into agreement be voted by consensus. If you can't get to a consensus after trying two times then it would be a 2/3's super majority vote. There was a motion to approve this process. The motion was seconded and approved by consensus.

6. *Four-five top concerns from each community:*

*Limestone's concerns are:*

- \* Provide a good education for our students
- \* Maintain a school in Limestone
- \* Become more efficient
- \* Maintain some local control/involvement in decision making

*Caribou's concerns are:*

- \* Minimize cost shifting
- \* Maintain or enhance the quality education programs and the variety of opportunities that students have
- \* Maintain a K-12 educational system in Caribou
- \* Meet state requirements and be considered for approval by Caribou residents
- \* Utilize the most efficient model that maximizes state and national funding
- \* Centralize administration to maximize efficiencies

*New Sweden's concerns are:*

- \* Education is foremost
- \* Local control
- \* School use
- \* 9-12 school where there is proximity as to where parents work
- \* Maintaining cost

*Caswell's concerns are:*

- \* Caswell will only have a tiny voice. They will be lost and won't have a voice in where their children will be educated. If the children go to Caribou that is 23 miles away.
- \* Want to be sure when decisions are made because of finances that we don't forget the kids.

*Fort Fairfield's concerns are: (the Guiding Principles)*

- \* That a formula is created to minimize cost shifting between partnering communities
- \* That all members of the proposed partnership are committed to a quality educational experience for our students;
- \* That all members of the proposed partnership are committed to exploring financial efficiencies;
- \* That local control of where our students are educated is preserved
- \* That agreed upon elements of the plan that is approved by the voters will be binding upon the new RSU Board of Directors

## **7. *RSU-AOS Comparison***

Mark Gendron, Frank McElwain and John Hedman explained the differences between RSU and an AOS.

Because of the timing, it was decided to discuss as a group, rather than going into the subcommittees, which direction to pursue. After a brief caucus, there was discussion to get a feel for which direction each school system wanted to go in.

8. *Timeline:*

The November 4<sup>th</sup> and January 30<sup>th</sup> timelines for referendum voting was discussed.

8. *Close:*

It was agreed that the next two meetings would be June 19<sup>th</sup> at 7:00 p.m. at the Fort Fairfield Middle Level/High School and June 26<sup>th</sup> at 7:00 p.m. in the New Sweden Elementary School. The meeting adjourned at 9:10 p.m.

Please note: The location of the June 26<sup>th</sup> meeting has been changed and will now be held in Woodland.

Regionalization Planning Committee #2  
May 14, 2008  
Minutes

1. *Welcome:*

John Hedman welcomed everyone to the meeting. The meeting was called to order at 7:00 p.m.

2. *Approval of Minutes:*

A motion was made to approve the minutes of January 10, 2008. The motion was seconded and agreed by consensus.

3. *Public Comments:*

None

4. *LD 2323 – The New Consolidation Law*

Mary Jane discussed the basic elements of the new law. The key provisions are:

- Allows local cost-sharing agreements;
- Allows minimum special education subsidy receivers to remain eligible for minimum subsidy if they join a new RSU;
- Removes the 2 mil minimum requirement;
- Allows an exception for some units of 1,000 to 1,2000 students in isolated rural areas;
- Clarifies the roles and responsibilities of local school committees and the relationship between the two; and
- Includes other technical corrections and clarifications.

The only provision in LD 1932 that was not part of the new bill is that it does not include the one-year delay in the budget validation referendum requirement so all units must use the budget validation referendum process this year.

AOS (Alternative Organizational Structure) was discussed. Mary Jane provided copies of what are “alternative organizational structures”? She also handed out a draft of different scenarios of how the budget process could work.

Mary Jane answered questions from the group.

5. *Consideration of request to DOE for \$10,000 for a facilities study for member districts in RPC 2*

Mary Jane explained that any RPC can apply to the Department of Education for \$10,000 for a facilities study. This service is available to all RPC's. The objectives are:

- Allocation of space;
- Condition of space;
- Student demographic data;
- Cost of annual maintenance and operations;
- Cost of deferred work;
- Cost of future capital renewals;
- Current and possible future debt service;
- Potential savings that may be achieved as a result of reorganization; and
- Opportunities for "cost avoidance."

There was a motion to apply for the money now and have Mike McCormick come to discuss it with the committee. The motion was seconded but failed to reach a consensus.

This item is tabled until the next meeting.

6. *Discussion of future direction of RPC 2 work:*

Mary Jane asked "what direction does the group want to go"? After a lengthy discussion a motion was made to have the Superintendent's, with Mary Jane's help, work to define the differences between an AOS and an RSU. It was seconded and agreed by consensus.

There was a motion to reconsider the way the RPC governs. After some discussion this motion was withdrawn.

7. *Work time line for RPC 2*

It was the consensus of the committee that the next meeting be held after the May 27<sup>th</sup> meeting in Presque Isle with Commissioner Gendron.

8. *Close:*

It was agreed that the next meeting date be June 3, 2008 at 7:00 p.m. at the Caswell Elementary School. The meeting adjourned at 9:00 p.m.

Regionalization Planning Committee #2  
January 10, 2008  
Minutes

1. *Welcome:*

Mary Jane McCalmon welcomed everyone to the meeting and called the meeting to order at 7:00 p.m.

2. *Approval of Minutes:*

A motion was made to approve the minutes of November 29, 2007. The motion was seconded. Voted unanimously.

3. *Public Comments:*

None

4. *General Questions/issues from the committee:*

Jim Rier from the State Department was scheduled to be at this meeting to answer questions that the RPC emailed to him. Since he was unable to attend Mary Jane McCalmon said she had spoken with Jim Rier at length by telephone and had the answers to many of the questions. The questions and answers are as follows:

**Fort Fairfield:**

**1. If local towns choose to raise local funds, how will the approval process work?**

- Currently there is no provision in the law that defines how to do this. It is hoped that a clarification that defines a mechanism to do this will be provided through the legislative process this year. According to Jim Rier, the Ed Committee recognizes this shortcoming in the law and is likely to be addressing this.

**2. If a town purchases a new bus next year, how will the reimbursement a year later, impact the town that purchased it and the new RSU?**

- That money will be part of the allocation in 2010 to the RSU. If there is a prior agreement (in the plan) the SAU/town that purchased the bus could be credited for the appropriate purchase amount. OR the purchase could be made with some

hort-term borrowed money, paid off once the RSU was formed and the allocation was received by the RSU.

#### **New Sweden:**

1. **Is the intent of the law to gain economic efficiencies through school administration consolidation or school system consolidation?**
  - Exact meaning of question not clear. Certainly efficiencies across the spectrum are intended, but NO efficiencies that negatively impact instructional programs are permissible. The efficiencies are not intended to be related only to the staffing of the district office though.
  
2. **How does the State define central administration, and what positions and services are included?**
  - DoE website has detailed list of categories included. Go to "data center" on DoE website. Go to School Finance, and then chart of accounts, then system administration.
  
3. **How will the lack of impact on education quality due to the consolidation be measured?**
  - There is no measure prescribed in the law, so local RSU's will evaluate impact locally as they see fit.
  
4. **What is the formula for calculating the penalty for schools that do not comply? Will the calculation change each year as does the other State reimbursement funds?**
  - FY 2010 will be the first school year penalties apply. System administration will be cut to \$210 per pupil for all, and for those out of compliance it will be cut in half again to \$105 per pupil.
  
  - The local required amount 7.44 mills right now for all will be increased to 7.79, a .35 mill difference for those systems not in compliance. To calculate - take this year's valuation on the 281 X .35 mills.
  
  - Less favorable consideration for any school construction project.

5. **How does the law apply to private/independent schools that are supported in part by municipalities (e.g. Fryeburg Academy)**
  - Little difference. Those schools will still have to receive state approval to receive public funds. They are still subject to the maximum allowable tuition rate, etc.
  
6. **Would the state be willing to consider a plan based on the concept of a rural cooperative that provides ed services?**
  - The law does not allow that. It is fine to form cooperatives, but not in place of the formation of RSU's. RSU's are certainly encouraged to participate in coops to maximize efficiencies. They cannot, however, replace the RSU requirement.

**Caribou:**

1. **How will EPS funding be affected by a consolidated RSU? Specifically, what is the comparison between the current EPS funding levels of the school districts in RSU 2 and a consolidated RSU 2?**
  - The EPS calculations will be done the same way, but by RSU - similar to the way it is done now for SAD's. On an anecdotal basis it seems that the EPS funding levels are similar between current districts and those same systems formed into a consolidated RSU.
  
2. **Is the elimination of cost shifting achievable?**
  - Yes, assuming LD 1932 passes, systems will be allowed to share costs in whatever way works for them. It appears that the simplest way to do that is to carry the current % above EPS from each SAU/town into the RSU and pay that above EPS amount locally.
  
3. **How does the current RSU law preserve local control for decisions like school closings and additional resources for school facilities?**
  - The new law largely maintains the protections in the current SAD law.  
The SAD board of Directors was required to have a majority vote to close a school, and the town would have to have a referendum vote to agree to close the school. In the new law a

2/3 vote of the RSU Board is required while the rest of the process, town referendum etc. remains.

**4. How would a school union model differ from the current RSU design?**

- A union is essentially a small group of school systems each with a separate school board who contract with the same superintendent and central office to administer their business. They have a 'union board" made up of representatives from the respective boards who work with the superintendent and his/her staff.
- An RSU is a unified system with one school board elected from the respective communities who oversee budget and all other matters related to all of the K-12 schools.

**5. Why was the school consolidation proposal from the Mount Desert Island region rejected?**

- Essentially the rejection was based on the plan's failure to assure the provision of a K-12 educational system. The RSU Board in that plan in the end did not preserve enough power/authority for itself to control the whole system.
- The plan passed off K-8 authority to local school boards  
Ex. Budget development  
Hiring & firing  
Raising tax money locally to support the budget; the money then sent to the RSU to manage

**6. Clarify the authority that local school committees can have.**

- That issue is very much up in the air right now. The Ed. Committee is dealing with that issue as we speak. It is likely that within a week or so that issue will be resolved and clearer direction will be available for you.

The best guess right now is that the local committees will be authorized to be mainly advisory.

**7. Does an RSU have to accept all the assets from each school district?**

- Nothing in the law forces RSU's to accept assets. Somewhat unclear as to what is intended in the question.

#### 8. Clarification on allowable voting structures.

- DoE has significant material on the website and Suzan Beaudoin at the Department is the expert in this area. She is available to assist any RPC. Her email address is [suzan.beaudoin@maine.gov](mailto:suzan.beaudoin@maine.gov).

#### 9. Deadlines for plan submittals...

- ~~February 1 is the next deadline.~~ Actually that deadline has now been changed to March 28 for those districts that intend to have a June referendum.

### Limestone Questions

1. If we choose to maintain local school boards, can a representative on the local boards also serve as a representative on the RSU board?
  - The answer to that is unclear at this time, but Jim thought it unlikely that a person could be elected by the public to both boards. We will follow up on this issue for you, however.
2. Can a school union type of school organization serve as an interim step in a long range plan towards school consolidation?
  - No. There is nothing in the law that would allow that to happen.
3. Is our interpretation of Method D voting apportionment valid? (attachment)  
Send to Suzan Beaudoin as per question 8 (page 4 Caribou questions)

### Questions from Caribou

1. In an RSU, how does the law insure that the decision to close a school is made by the local community? Is it different than what exists today?
  - See Caribou questions, #3.
2. Why are schools in unorganized townships (especially Connor which

is in the middle of our RSU) not included in school consolidation?

- The inclusion of the unorganized townships will happen, but in the future, not now. Adding that dimension to the legislation passed last legislative session was just too much to handle. The plan is to have it happen in the future, however.

Mary Jane said she would get the answers to the other questions that were asked during the meeting. They are as follows:

1. Andrew McNeally asked “What happens to property that a town and the new RSU do not want to accept responsibility for? Does the RSU have to accept all property?”
2. The status of Peter Edgecomb’s legislation. (Mary Jane said she would keep the committee informed.)
3. One of the questions that Mary Jane answered was “Why are schools in unorganized townships (especially Conner which is the middle of our RSU) not included in school consolidation?” Mary Jane answered, “it’s coming, but there are complicated factors” and Brenda Felch asked, “what are the complicated factors?”

5. *Discussion of future direction of RPC 2 work:*

Dan Foster stated that this committee is getting frustrated due to lack of progress. He suggested that it may be beneficial for this group to make a statement.

Sam Collins read the USA proposal (Peter Edgecomb’s proposal.).

A motion was made to support the USA proposal. The motion was seconded. Voted unanimously.

6. *Close:*

The meeting adjourned at 9:00 p.m. It was agreed that the next meeting would be held at the Caswell school. It was the consensus of the committee that they are not ready for another meeting at this time so no date has been set.

Regionalization Planning Committee #2  
November 29, 2007  
Minutes

1. *Welcome:*

Since Mary Jane McCalmon was absent due to inclement weather, Sam Collins and Andrew McNeally, the two co-chairs welcomed the attendees and called the meeting to order at 7:00 p.m.

2. *Approval of Minutes:*

A motion was made to approve the minutes of November 8, 2007. The motion was seconded. Voted unanimously.

3. *Public Comments:*

None

4. *General Questions/issues from the committee:*

Bonnie Weatherhead commented that school reorganization has caused negativity in many of the communities because of their fear that it will increase taxes and close schools.

Andrew McNeally commented that the planning committee is putting the process ahead of the plan because the committee has no idea what the goal is. He feels that the committee should be considering where it wants to go first and then decide how it wants to accomplish the goal.

Sam Collins clarified the number of members on the sub committees. There may be up to two representatives on each subcommittee per community; one would be a technical advisor and that it would be up to the planning committee if they want to include participation from the audience. At a minimum there would be 8 (1 from each community) and 16 maximum (two from each community) on the subcommittees.

Sam Collins reported that Washburn School Board met Monday night and decided to explore regionalizing with Mars Hill, Easton and Bridgewater and not to join RSU 2 at this time.

David Strainge asked if anyone had the "Guiding Principles" that were presented by Fort Fairfield at the Presque Isle meeting at NMCC. Andrew McNeally read from his notes, and Dan Foster provided copies to be distributed.

The Guiding Principles are:

- \* That a formula is created to minimize cost shifting between partnering communities
- \* That all members of the proposed partnership are committed to a quality educational experience for our students;
- \* That all members of the proposed partnership are committed to exploring financial efficiencies;
- \* That local control of where our students are educated is preserved
- \* That agreed upon elements of the plan that is approved by the voters will be binding upon the new RSU Board of Directors

5. *Update on submission of RPC #2 Reorganization Plan to DOE:*

The application will be sent to the Commissioner on Friday in order to meet the December 1 deadline. Sam Collins asked for each community to sign the application. Norma Michaud will send Bill Dobbins a signature page to sign and send to the commissioner since he was not at the meeting.

6. *Subcommittee work time:*

Each subcommittee met in different classrooms to discuss their assignments.

7. *Progress Reports from subcommittees:*

The subcommittees reconvened to the cafeteria at 8:40 p.m. for each chairperson to report on their progress. All four recorders will submit their notes to Norma Michaud.

8. *Close:*

The meeting adjourned at 9:00 p.m. with a reminder announcement of the next meeting on December 11, 2007, at Caribou High School Cafeteria. There was some discussion regarding Thursday evenings being better for a majority of the members. The January meeting date(s) will be determined on December 11, 2007.

Fort Fairfield  
Community Planning Committee

## Guiding Principles

That a formula is created to minimize cost shifting between partnering communities;

That all members of the proposed partnership are committed to a quality educational experience for our students;

That all members of the proposed partnership are committed to exploring financial efficiencies;

That local control of where our students are educated is preserved

That agreed upon elements of the plan that is approved by the voters will be binding upon the new RSU Board of Directors

# Regionalization Planning Committee # 2

## November 8, 2007

### Minutes

1. *Welcome:*

Mary Jane McCalmon welcomed the attendees and called the meeting to order at 7:03 p.m.

2. *Approval of minutes:*

A motion was made to approve the minutes of October 18, 2007. The motion was seconded. Motion carried.

3. *Public comments:*

None.

4. *Consideration of chair/co-chairs of the RPC:*

A motion was made and seconded to nominate Sam Collins for co-chair.

A motion was made and seconded to nominate Andrew McNealy for co-chair.

A motion was made and seconded to cease nominations.

A vote was taken on the two nominations and was passed.

5. *Consideration of how the RPC will make decisions (Consensus vs. Voting Procedure):*

Mary Jane McCalmon opened the floor for discussion. After some discussion, a motion was made and seconded to make decisions on a consensus basis. Vote: In Favor: 16  
Opposed: 3. Motion carried.

6. *Formation of Subcommittees:*

Sam Collins recommended that the fourth person of each SAU should be invited to participate in a "voting" manner in the subcommittee group. A vote was taken and passed by consensus to invite the fourth person to participate.

There was also some discussion regarding recorders for the subcommittees. Sam Collins also recommended that the recorder for each subcommittee be apart from the regular participants so the participants can participate without being busy taking notes.

Norma Michaud will be the recorder for the regular RPC meeting and will be the recorder for the Assets and Liabilities subcommittee. Another 3 people are needed. The recorder responsibilities in the other 3 subcommittees will be accommodated by volunteers.

The group formed into four subcommittees and met in different classrooms.

7. *Subcommittee work time:*

Each subcommittee met in different classrooms to discuss their assignments.

8. *Progress Reports from subcommittees:*

The subcommittees reconvened to the cafeteria at 8:53 p.m. for each chairperson to report on their progress. All four recorders will submit their notes to Norma Michaud.

9. *Close:*

The meeting adjourned at 9:00 p.m. with a reminder announcement of the next meeting on November 29<sup>th</sup> at 7:00 p.m. at the New Sweden School.

RPC 2  
REGIONALIZATION PLANNING COMMITTEE  
October 18, 2007

# Minutes

1. Welcome and introductions done by Marc Gendron  
Mary Jane McCalmon was present as facilitator

Purpose of RPC Committee: see attached page 2A

2. Introductions: All RPC members introduced themselves and mentioned unique and positive aspects of their school.
3. Mary Jane mentioned that it would be a good idea to have nametags at next RPC meeting. She reviewed page 2A Purpose of Committee and asked for questions. She also said that Public Comments should be built into future agendas (near beginning of agenda).

General Comments from Floor:

Ed Buckley, Super SAD 45, mentioned that SAD45 has not made a decision. Caribou has voted to include SAD 45 in a new letter of intent.

Request was made to include non-RPC members on committees. Mary Jane said this would be discussed later. Non-RPC members may or may not be voting members.

4. Mary Jane says to be sure to filter as much information as possible to the public. Also make the minutes available to the public.
  - Include copy of participants - sorted by town. This list should also be sent to all superintendents, so when we send out agendas, they will be responsible for further distribution.
  - Minutes should also include list of attending RPC Members and Town affiliation.

Informal vote: To add Public Comments to all agendas

Approved

Mary Jane said everyone should bring Drummond/Woodsum Consolidation II Book to all meetings. She also asked everyone to read this document for the next meeting.

5. Governance Guidelines see attached page 3

6. Missing RPC Members: Westmanland (3)  
Stockholm (1)  
Woodland (2)  
New Sweden (0)

Request was made to add Maine Math and Science person to the RPC - Approved

Next meeting dates: 11/8/07 at 7:00 p.m. in Limestone  
11/29/07 at 7:00 p.m. in New Sweden

Publish Notice of Meeting in the Aroostook Republican, Fort Fairfield Journal and on the County Calendar (WAGM) and any other local outlook.

We will need a recorder for the next meeting as well as badges for the RPC Members.

Meeting adjourned 9:10 p.m.

Submitted 10/24/07

*Marc Gendron*

Marc Gendron

RPC 2 SUBCOMMITTEE ASSIGNMENTS

SUBCOMMITTEE	PLAN ELEMENT(S)	DRUMMOND/WOODSUM BOOK SECTION(S)
Governance Committee	1, 2, 3, 4  13 c & 13 F	Pgs. 2-9 DW Book II  Pgs. 34-36 & Pg 40 DW Book II
Assets & Liabilities Disposition Committee Personnel Committee	5, 6, 8  13 D & 13 E  7 Part of Element 9 (Interim personnel policies)	Pgs. 10-15 & pgs 18-21 DW Book II Pgs. 36-40 DW II  Pgs. 15-18 DW Book II Page 22 DW Book II
Finance & Transition Committee	9 & 12  13A	Pgs. 21-23 pgs 26-27 DW Book II Pgs. 27-30 DW Book II
Cost Sharing Committee	13B	Pgs. 30-34 DW Book II Pgs. 17-24 DW Book I

### *PURPOSE OF COMMITTEE (RPC):*

- Create a comprehensive reorganization plan for the proposed new Regional School Unit to include:
  - *Governance*- size, composition, apportionment of the governing body
  - *Property* - Disposition of real & personal property & school funds
  - *Debt* - Disposition of existing school debt & lease-purchase obligations
  - *Employees* - Assignment of school personnel contracts, collective bargaining agreements, contractual obligations
  - *Transition* - Plan for development of 1st budget and interim personnel policies
  - *Cost Savings* - Estimate of cost savings to be achieved
  
- Submit the proposed plan to the respective school boards of the participating SAU's to be finalized and forwarded to the State Department of Education for review and approval, after which time it goes out to referendum vote in the respective communities.

RSU # 2  
Regional Planning Committee  
September 11, 2008  
Finance and Transition Subcommittee  
Minutes

Participants:

Michael Sandstrom	Stockholm
Michael Stotler	New Sweden
Frank McElwain	Caribou
Gary O'Neal	Limestone
Karla Bell	Caribou
Kendall Shaw	Fort Fairfield
Dave McCrea	Fort Fairfield
Dale Gordon	Caribou
Lewis Cousins	Woodland
Lawrence Zenzius	Caswell

Frank presented an updated draft of the sections of the RSU plan that are the responsibility of the Finance and Transition Subcommittee (sections 9, 10, 11, 12, and 13A)

**Section 9 – A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.**

This section includes mostly “boiler plate” language. *\$100,000* was inserted as the amount authorized to expend to prepare for start-up of the new RSU.

**Section 10 – Documentation of public meetings held to prepare or review the reorganization plan.**

Currently updated. Norma will do final update before plan is submitted.

**Section 11 –An explanation of how communities that approve the reorganization plan will proceed if one or more of the proposed members of the regional school unit fail to approve the plan.**

Participants confirmed setting the target at 59% of the average number of resident pupils with all of the SAUs in the proposed region. We need 1,200 students in our RSU to meet the requirements of the law. 59% would give us 1,532 students and would require Caribou and at least one medium size district or several small districts would have to vote yes for the RSU to form.

It was decided to add the following language to this section. *Communities who vote not to join the RSU may reconsider following a period of at least one year.*

**Section 12 An estimate of the cost savings to be achieved by the formation of the regional school unit and how these savings will be achieved.**

After some clarification of the kinds of transition costs that will be needed for the new RSU to be prepared for July 1, 2009, the committee agreed to change the first year costs to \$100,000. They also agreed that transition costs would be shared in a manner consistent with cost sharing in the RSU. There would be \$0 cost savings in the first year.

\$355,440 in cost savings were identified in year 2 and \$242,454 in cost savings were identified in year 3 for a total cost savings of \$497,894 over the first three years.

**Section 13-A “Plans to reorganize administration, transportation, building and maintenance and special education.”**

No changes were made to this section.

RSU # 2  
Regional Planning Committee  
September 4, 2008  
Finance and Transition Subcommittee  
Minutes

Participants:

Michael Sandstrom	Stockholm
Michael Stotler	New Sweden
Bruce MacDonald	New Sweden
Frank McElwain	Caribou
Gary O'Neal	Limestone
Karla Bell	Caribou
Kendall Shaw	Fort Fairfield
Dave McCrea	Fort Fairfield

Participants discussed section 13-A *“Plans to reorganize administration, transportation, building and maintenance and special education.”*

**Administration**

The committee reviewed possible savings in administration. It was suggested that a larger, regional school district would benefit from having a human resources position.

**Transportation**

In addition to the possible cost savings previously outlined under transportation, members suggested that the RSU should consider contracting for buses.

**Special Education**

Savings associated with having our own programming for special education students was emphasized and the advantage of a larger school district to absorb the expense of a “high-needs” special education student.

**Operation and Maintenance**

In addition to the possible cost savings previously outlined in the draft document, committee members suggested:

- Consolidate the three superintendent offices into one.
- Analyze preventative maintenance schedules to see if they could be reduced.

Some members were concerned that we were not able to identify more savings that could be estimated with a dollar amount. Many of our savings projections are “possibilities”.

### **RSU Benefits (What will be better as an RSU?)**

The committee identified some potential benefits of forming an RSU.

- Offer more specialty courses (AP, Business, Vocational) by sharing staff or combining students.
- Provide additional extracurricular options, e.g. sports, debate team, clubs
- Offer full day kindergarten program to all.
- Expand the use of technology (ATM) to support specialty courses.
- Utilize Caribou's Performing Arts Center and Limestone's auditorium for performing arts and educational programs.
- Share the use of Limestone's pool.
- Create magnet type centers for specialized programming.
- Offer specialized regional programs, e.g. Alternative High School, Alternative Middle School, Multiple Handicap Program, Behavior programs.
- Expand Gifted and Talented opportunities
- Develop a common school calendar.
- Allow more school choice within the RSU.
- Provide regional professional development, especially among specialty teachers.
- Increase employment stability
- Improve ability to attract and keep highly qualified personnel

**RSU #2**  
**Regional Planning Committee**  
**Finance and Transition Subcommittee**

**Minutes**

August 28, 2008  
New Sweden School

Participants: Dale Gordon, Karla Bell, Mike Sandstrom, Larry Zenzius, Mike Stotler, Dave McCrea, Kendall Shaw, Bruce MacDonald, Janet MacDonald, Lewis Cousins, Walt Warner, and Frank McElwain

Mike Stotler chaired the meeting.

Frank noted that many of the plan's Finance and Transitions sections required gathering of information that the superintendents would do.

He reminded everyone that the committee agreed last time to propose that SAUs that represent 59% of the average number of resident pupils in the proposed region must vote in favor for the RSU to organize. (Section 11 "*An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school unit fail to approve the plan.*")

Participants discussed section 13-A "*Plans to reorganize administration, transportation, building and maintenance and special education.*"

**Administration**

The committee reviewed possible savings in administration that totaled \$394,894.

**Transportation**

In addition to the possible cost savings outlined under transportation, members suggested the following.

- Athletic teams sharing transportation
- Consolidate bus maintenance services
- Bulk purchasing of fuel, supplies or parts

The committee will continue to identify savings or cost increases in the four areas at their next meeting.

Finance and Transition Subcommittee Minutes  
August 14, 2008

Participants:

Dale Gordon	Caribou
Frank McElwain	Caribou
Karla Bell	Caribou
Steve Buck	Caribou
Michael Sandstrom	Stockholm
Ernie Easter	New Sweden
Michael Stotler	New Sweden
Janet MacDonald	New Sweden
Bruce MacDonald	New Sweden
Bill Weatherhead	Westmanland
John Hedman	Union #122
Lewis Cousins	Woodland
Art Thompson	Limestone
Gary O'Neal	Limestone
Kendall Shaw	Fort Fairfield

Norma Michaud was the note taker for this subcommittee.

The Finance and Transition Subcommittee had a lengthy discussion on the differences between options A and B.

The committee discussed what the options are for communities who opt out of joining the RSU. Mr. McElwain explained the differences between Option A and Option B. With option A if one or more communities vote no then every community has to go back to the drawing board. With option B if any community votes no, then the remainder can move forward. You need 1200 students to have a legal unit. A motion was made to go with option B and that if the plan is rejected by one or more communities, that at least 59% of the student population would be needed in the proposed region. The motion was seconded and agreed by consensus.

Mr. McElwain gave the committee a draft copy of an analysis of EPS funds compared to amounts spent for Transportation, Administration, Special Education, and Operations & Maintenance. The document also included some projected cost savings in each area.

RSU # 2  
Regional Planning Committee

Finance and Transition Subcommittee

Minutes

November 29, 2007  
New Sweden Elementary School

Participants: Mike Stotler, Louis Cousins, Gary O'Neal, Mike Sandstrom, Kendall Shaw, David McCrea, Karla Bell, Laurie Spooner, and Brenda Felch (substituting for Frank McElwain)

Notes:

- Budgets for different school departments may not include the same elements, i.e. will the Finance Committee need to have budgets for NCLB, GT, etc. including the local budget in order to have data that will be needed for in depth cost analysis?
- Duplication of work (i.e. cost sharing committee may be collecting same information as the finance/transition committee.
- A comparison of salary & benefits for the different school departments within RSU # 2 was distributed. The comparison showed that the salary & benefits may be much closer in range than previously thought.
- Jake Clockedile has given the superintendents a chart that will allow committees to compare/contrast the same data district to district.
- Question - Teacher/administrative contracts will need to be honored until expiration dates – our understanding that once contract (s) expire then new RSU will negotiate new contract.
- To assist with transition efforts – Aroostook Curriculum Coordinators are looking at program comparisons district by district. This information will be compiled by Aroostook DOE representative, Diana Doiron and will be shared with school districts. Some of the information that will be gathered will include how does each district use NCLB resources, what programs are available for struggling readers and writers, and what courses are available within the high school course of study.
- Mike Stotler discussed the possibility of RSU # 2 developing a plan based on the components that the unit already has in place with the idea

that other pieces will be added over time. For example, there are many services that are already shared – could this be a part of the plan?

- Karla Bell indicated that RSU members should remain positive about how we might work together to positively impact the educational opportunities for all students. Expansion of program opportunities will provide options for high school students who might not otherwise have the chance to take some course, i.e. Advance Math, Spanish, AP courses.
- Dave McCrea voiced his concern that the development of this plan be workable and simplified, i.e. our best efforts may fall slightly short of the “law” but our plan may be efficient and meet the intent.
- The committee brainstormed the positive/collaborative pieces that are already in place between districts within RSU # 2. These include:
  - Fort Fairfield/Caribou have a combined Alternative High School (Union # 122 students are eligible because they already attend secondary school in Caribou)
  - Adult Education services are shared between Limestone, Caribou, and Fort Fairfield
  - Nutrition Services are shared between Caribou and Fort Fairfield
  - Gifted & Talented services are shared between Caribou, Limestone, and Union # 122
  - Bussing services are shared between Union # 122 and Caribou
  - Superintendent services are shared between Limestone and Caribou

**RSU #2  
Regional Planning Committee**

**Finance and Transition Subcommittee**

**Minutes**

November 8, 2007  
Limestone Community School

Participants: Dale Gordon, Karla Bell, Gary O'Neal, Mike Sandstrom, Larry Zenzius, Mike Stotler, Dave McCrea, Kendall Shaw, Gail Caldwell, and Frank McElwain

Frank McElwain volunteered to serve as recorder.

Mike Stotler was selected as chairman.

The subcommittee divided into three groups (Elements 9, 12, and 13) to review/discuss the guidelines from Drummond and Woodsum – “How to Create a Reorganization Plan”.

Upon reconvening as a full group, participants discussed each element and worked to clarify future work.

An implementation timeline was requested from Mary Jane to assist members in developing components of the transition plan. The committee also asked Mary Jane for clarification on “Personnel Policies”.

Governance Subcommittee Minutes  
September 18, 2008

The note taker is Leslie Pelletier.

The following were in attendance:

Leslie Pelletier	Limestone
David Strainge	Stockholm
Janet MacDonald	New Sweden
Cindy Noyes	Woodland
Adam Kohler	Limestone
Stev Rogeski	Fort Fairfield
Sharon St. Pierre	Caswell
Pamela Buck	Caribou
Dick Smith	Westmanland
Frank McElwain	Caribou
Marc Gendron	Fort Fairfield

Sharon St. Pierre started the meeting by highlighting the topics needing to be discussed tonight: Size of board to present to RPC committee;

After a lengthy discussion on school board size there was a motion to have a 20 member RSU board. The vote was 6 either in favor or could live with and 2 opposed.

It was discussed and agreed that the subcommittee would follow the RPC's voting method, a second vote was taken with same results: 6 either in favor or could live with and 2 opposed.

The third vote passed with a 2/3 majority in favor of a 20 member RSU board.

The second topic discussed was the Veto Vote. The subcommittee had open discussion on how capital improvement votes of the school board members could be handled so that one or two towns are not approving large or outrageous projects.

After a lengthy discussion it was decided upon to submit the following wording for constituting a veto power: Any significant project that has benefits, for only one municipality, and whose cost is greater than .5% of the total RSU budget, would require a super majority of 71%.

Governance Subcommittee Minutes  
September 11, 2008

The note taker is Norma Michaud.

The following were in attendance:

Andrew McNeally	New Sweden
Cindy Noyes	Woodland
Jim Savage	Caribou
Pamela Buck	Caribou
Scott Willey	Caribou
Katherine Anderson	Caribou
Patrick Bennett	Caribou
Marc Gendron	Fort Fairfield
Steve Rogeski	Fort Fairfield
Leslie Pelletier	Limestone
Wade McLaughin	Limestone
Dick Smith	Westmanland
Sharon St. Pierre	Caswell

Sharon St.Pierre started the meeting by stating that there are 4 major areas to be discussed and hopefully voted on. They are board size, method of voting, length of school board terms and whether or not to have local school boards.

After a lengthy discussion on school board size there was a motion to have a maximum of 20 member RSU board but lower if acceptable to all towns. There was a second and 7 were in favor and 1 absent. (Stockholm was not represented.)

There was a motion that the method of voting of the governing body would be as stated in the plan – method B weighted voting. There was a second and 7 in favor and 1 absent.

There was motion that the RSU board terms will be staggered terms for school board members. The motion was seconded 7 in favor and 1 absent.

There was a motion that there be no local school boards. The motion was seconded and 7 in favor and 1 absent.

The subcommittee had open discussion on how capital improvement votes of the school board members could be handled so that one or two towns are not approving large or outrageous projects.

Governance Subcommittee Minutes  
September 4, 2008

The note taker is Norma Michaud.

The following were in attendance:

Andrew McNeally	New Sweden
Janet McDonald	New Sweden
Cindy Noyes	Woodland
Jim Savage	Caribou
Pamela Buck	Caribou
Marc Gendron	Fort Fairfield
Steve Rogeski	Fort Fairfield
Leslie Pelletier	Limestone
Adam Kohler	Limestone
Dick Smith	Westmanland
David Strainge	Stockholm
Sharon St. Pierre	Caswell

The two major topics to be discussed are board size and local boards. It was suggested that the subcommittee members voice their opinion on the two topics.

Andrew McNeally - board size and local boards go hand-n-hand. If every town has a voice then there wouldn't be any need for an elected board because the communities are allowed to have appointed school committees to support their RSU..

Steve Rogeski - Fort Fairfield wants a real board with real powers.

Jim Savage -- we need to keep in mind that the more streamlined and efficient we are the more we are able to deliver a quality school. He would support a 19 or 20 member board if we can do without local school committees. Have to have trust in your school committee members.

Cindy Noyes -- doesn't want to have to rely on trust.

There was a lengthy discussion on the budget process, additional expenditures and the referendum voting process.

Leslie Pelletier asked if the decision making process used for the RPC Board pertained to the subcommittees. Discussion followed and the general opinion was the RPC decision making process should apply to all subcommittees.

Cindy Noyes asked “what can local boards do?”

Marc Gendron explained the powers and duties that the local school committees could have which are on page 5 of the RCU template.

A motion was made to have a 19 member RSU board and no local school boards. The motion was seconded. After discussion, the motion and second were withdrawn.

A motion was made to have a 20 member RSU board and no local school boards.. The motion was seconded. 5 were in agreement and 3 were opposed. No consensus reached.

Governance Subcommittee Minutes  
August 28, 2008

The note taker is Norma Michaud.

The following were in attendance:

Andrew McNeally	New Sweden
Cindy Noyes	Woodland
Jim Savage	Caribou
Katherine Anderson	Caribou
Pamela Buck	Caribou
Marc Gendron	Fort Fairfield
Jeannette Condon	Fort Fairfield
Steve Rogeski	Fort Fairfield
Leslie Pelletier	Limestone
Adam Kohler	Limestone
Jean Kohler	Limestone
Dick Smith	Westmanland
David Strainge	Stockholm
Sharon St. Pierre	Caswell

A motion was made to approve the Governance subcommittee minutes of August 14, 2008. The motion was seconded and agreed by consensus.

The following questions were answered by Mary Jane:

- \* Can local towns appoint advisory boards to help support their RSU voting member?

The local towns can do that but this RPC cannot tell them to do that. The RPC does not have any authority to tell a town to appoint an advisory board so the plan really doesn't have any authority over the municipalities at all. They do over the RSU board but not over the select people. On their own, any town can do anything they want so it isn't that that can't happen it's just that this plan written by this group sets up the constitution for a new school system but they cannot tell the town to do that. The RSU board, once constituted, has the authority to appoint any advisory board they want.

- \* Can a group of towns get together to form one local board? For example, could all or part of new board stay together to represent multiple towns?

No, they cannot. The law specifically says that the local school committees are municipally based so a municipality equals a local school committee so they may not get together and have one school committee representing all the towns.

- \* If local towns choose to have local boards, are they able to each choose their own allowable powers and duties?

Yes, they can. There's nothing in the law that says all those assigned duties and powers have to be the same if you have more than one local school committee.

A motion was made to have a 20 person board. The motion was seconded. After a lengthy discussion, the motion and second were withdrawn.

A motion was made to have local school boards. The motion was seconded. 4 were in agreement and 4 were opposed. No consensus reached.

A motion was made to have a 20 person board. The motion was seconded. 7 were in agreement and 1 was opposed. No consensus reached.

RPC Meeting Notes  
Governance  
August 14, 2008

Caswell - Opinion – likes board option 15 and 20  
Caribou - 15 Board would be workable  
Westmanland - no comment, not ready at the moment

Comments:

Personally 15 member board would work  
13 and 15 is a big board Fort Fairfield – smaller the better – could go with 15 or 13  
May be hard to find members  
Caswell – could # of members be changed later? Who would do it town or RSU?  
Marc will check and e-mail result later.

Do we want to vote now?

No, need more time. That's OK. We talked about process for better communications.

Deadlines are coming! We have to meet much more frequently!

Informal straw vote 13 to 15 seems popular

Moving on to local school committees:

New Sweden – leaning to simplicity – no local boards

Can we have some level of local control – in a few years it maybe less important

Westmanland and Fort seem to be leaning towards local boards

Many local boards harder to administrate – some boards are working together now. (I hope future board will work like that.)

Local boards have to be elected. Superintendent or Asst. Super has to attend all meetings.

Advisory board not part of plan.

How about a committee that advises the RPC board members.

Could boards meet less often than a monthly? Consensus seems to think that would be possible.

Could we try to make local boards have same duties?

Do four things for next meeting:

1. Ready to vote on Board size
2. Does your unit want local board – yes or no
3. If yes - what duties

The note taker was Marc Gendron

Governance Sub Committee  
Meeting Notes  
November 29, 2007

Chairperson, Sharon St.Pierre, was absent. Andrew McNeally chaired this meeting. Attendees went around the table to introduce themselves. The note taker for this evening is Carla Cote from Limestone.

The following were in attendance:

Cindy Noyes	Woodland	Union 122 School Board
Pat Anderson	Westmanland	Union 122
Stev Rogeski	Fort Fairfield	SAD 20
Dave Straine	Stockholm	Stockholm 122 School Board
Marc Gendron	Fort Fairfield	Superintendent, SAD 20
Andrew McNeally	New Sweden	Citizen
Kent Forbes	Caribou	Caribou School Board
Mark Goughan	Caribou	Caribou City Council
Ken Murchison	Caribou	Caribou City Council
Leslie Pelletier	Limestone	Limestone School Board

The following were absent:

Jeannette Condon	Fort Fairfield	MSAD # 20
Sharon St.Pierre	Caswell	Caswell School Board
Jim Savage	Caribou	Citizen
Katherine Anderson	Caribou	Caribou School Board
Adam Kohler	Limestone	Limestone Citizen

Andrew McNeally asked everyone to refer to the Drummond Woodsum book.

**Page 34, Item 13c. "Election of Initial Board of Directors"**

It was mentioned that this item is straight forward and will fall into place.

**Page 40, Item 13f. "Vote to Approve Plan"**

Marc Gendron, SAD 20, clarified that at the Drummond Woodsum meeting, they were told to change the description of item 13 f. from "Vote to *Approve* Plan" to "Vote to *Submit* Plan" therefore indicating that the plan would be submitted before the referendum vote, not approved.

General comments were that this committee needs to devise what we feel will work for us as a group. There are exceptions for every town. The laws and exceptions will continue to change. A set of non-binding by-laws needs to be created.

Referring back to:

**Page 34, Item 13c. "Election of Initial Board of Directors":**

This committee has to be cautious of any 45 day provisions or other time limitations for the referendum voting. Town officials should be asked to let us know when the deadline is for submitting items for the referendum votes.

June 10<sup>th</sup> is the special election date.

Andrew McNeally said this committee has not yet discussed # 4 on page 7.

**Page 7, item 4 "The composition, powers and duties of any local school committees to be created":**

Option A and B were discussed. Someone pointed out that an alternative option would be to have no local control beyond the RSU.

This committee needs to take their time with this item as it is very important for all communities to be comfortable with their individual representation. Representatives here need to go back to their towns and ask what their concerns are and address the issues.

A mission statement should be put together.

The process is very similar to how a Union currently operates. Each school handles their own costs and they share the administrative portion. The majority agreed that Option A, to have local school boards in place, would be the preferred method. Ultimately, this decision should be left up to the individual towns.

This committee should decide how much power the RSU should have. Local committees should have the control and hand up specific duties to the RSU to co-manage.

It was suggested that the schools continue with the status quo of current boards except for the few pieces that will be delegated to the RSU.

Each town (board) needs to look at all of the duties they currently have and decide which duties they want to keep and which ones they want to pass on to the RSU.

Marc Gendron threw out a thought. Could we set up like the Congress? The "Senate" could have one non-voting member from each town and the "House" could be the voting members. He asked everyone to think about that process before the next meeting.

Other comments:

We need to figure out how to build the big board based on the duties that they have. It's also very important that we work with the cost sharing committee before our plans are committed. Some of their plans may change ours and vice versa.

The sub-committee meeting adjourned at 8:35 p.m. to reconvene with the Planning Committee.

Minutes from Governance Committee Meeting  
November 8, 2007

Andrew McNeally was selected as temporary chair for the committee

A list was passed around to committee members in order for them to record their name, SAU and email address.

Everyone to check to see if the list is complete

Sharon St. Pierre volunteered to serve as chairperson, Jeannette Condon seconded the motion. There was a suggestion to review chairmanship every three months. There was another suggestion to have Superintendents do the job. The committee agreed to have Sharon St. Pierre elected as Chair for as long as she wanted the job. No one could not live with it.

Marc Gendron passed out a summary:

1. Fort Fairfield, Caswell, New Sweden, Stockholm, Limestone, Caribou, Westmanland, Woodland, and perhaps, SAD 45.

Discussion was held about:

- a. How long we wait for SAD 45 to decide
- b. They are part of our current letters of intent
- c. Do we want to ask how long it will take Washburn to decide?

It was decided that we should move on and wait for Washburn.

Marc passed out proposed spreadsheet of options:

The committee discussed options to ask superintendents about unique voting options in State. Marc will report next meeting on the average number of Board members.

Options were discussed about new words, "redistricting".

A discussion was held on how School Unions work: four stand alone units work to benefit everyone. Perhaps there is a way to vote where one man – one vote can be supplemented by a new system.

RPC

Governance Committee

<b>Name</b>	<b>SAU</b>	<b>Email Address</b>
Marc Gendron	MSAD #20	<a href="mailto:mgendron@msad20.org">mgendron@msad20.org</a>
Jeannette Condon	MSAD #20	<a href="mailto:jcondon@msn.net">jcondon@msn.net</a>
Cindy Noyes	Woodland	<a href="mailto:noyesflower@verizon.net">noyesflower@verizon.net</a>
Pat Anderson	Westmanland	<a href="mailto:patanderson@nehemri.com">patanderson@nehemri.com</a>
Sharon St. Pierre	Caswell	<a href="mailto:sharonstpierre@psa-me.com">sharonstpierre@psa-me.com</a>
Stev Rogeski	Fort Fairfield	<a href="mailto:suburbanelectric@hotmail.com">suburbanelectric@hotmail.com</a>
Mark Goughan	Caribou	<a href="mailto:markgoughan@wmconnect.com">markgoughan@wmconnect.com</a>
Jim Savage	Caribou	<a href="mailto:eyesavage@aol.com">eyesavage@aol.com</a>
Katherine Anderson	Caribou	<a href="mailto:kanderson.phn@aol.com">kanderson.phn@aol.com</a>
Adam F. Kohler	Limestone	<a href="mailto:adam12kohler@yahoo.com">adam12kohler@yahoo.com</a>
Andrew McNeally	New Sweden	<a href="mailto:amcneally@mainepublicservice.com">amcneally@mainepublicservice.com</a>
Dave Strainig	Stockholm	<a href="mailto:dstrainig@mfx.net">dstrainig@mfx.net</a>

# GOVERNANCE GUIDELINES

(How will we organize/manage ourselves to get our work done?)

## 1. Chair? Co-Chairs?

Have Superintendents as chairs and advisors.

This item should be on agenda for next meeting.

## 2. Recorder:

We need to hire someone for the job. The recorder will be responsible for keeping minutes as well all records for the RPC. Monies to pay recorder will come from the state.

Superintendents, please bring recommendations to our next meeting.

## 3. Committee meeting dates/times/location:

## 4. How agenda is developed:

## 5. Internal decision making process:

How will the voting work using 24 RPC Members: 1 member, 1 vote?

1 SAD/Town, 1 vote?

This item (decision on voting) should be on agenda for next meeting.

## 6. Ground rules:

## 7. Subcommittee structure w/guidelines:

Large group meets, breaks into subcommittees, subcommittees report out to large group.

## 8. Method of filling vacancies

## ORGANIZATION OF SUBCOMMITTEE WORK

1. Define membership composition (# involved, balance of reps from 3 SAU's) Towns can select additional members, 1 to a committee to serve as a non-voting member.

#1 was the only item from this sheet discussed at meeting

2. Develop an official "Charge" to the group
  - RSU plan components we are to produce
  - Guiding ideas (what we want)
  - limitations (what we do not want)
3. Establish a clear timeline for report backs to the whole committee
4. Each subcommittee organize basic roles:
  - Notetaker/archive keeper
  - Chair
  - Reporter

**Minutes**  
**Assets & Liabilities Subcommittee Meeting**  
**September 18, 2008**

The meeting was called to order by Chairperson, Scott Willey.

The following people were in attendance:

Mike Stotler	New Sweden
Jamie Stephens	Woodland
Debbie Eustis-Grandy	New Sweden
Michelle Albert	Limestone School Board member
Scott Willey	Caribou School Board member
Patrick Bennett	Caribou
John Swanberg	Caribou
Bill Dobbins	Caswell Superintendent
Kendall Shaw	Fort Fairfield (sitting in for Jay Edgecomb)

Scott Willey turned the meeting over to Bill Dobbins. He was going to clarify a few things for us and if anyone has any questions Bill can take it from there.

Bill referred to the e-mail he sent out to everyone last week. At the last meeting he was asked to put together what we had so far. Meanwhile he got an e-mail from Michelle that Limestone wants to do something a little bit different. He also got a follow up call from Frank McElwain, Limestone Superintendent. Basically, Limestone supports turning over their current school property except for about 35 acres of agricultural property formerly known as the "land lab" acquired in 1985 for use of the school agricultural program. The land is no longer being utilized for educational/agricultural purposes. This will be an exception to the plan. Michelle indicated that the acreage may increase a little bit because she just learned something today that some of the land is under a separate deed so it may increase a little bit. Bill made a recommendation that the Limestone School Board should work on a Quit Claim deed to put into the plan that would include the exception of up to 35 plus or minus acres.

Debbie Eustis-Grandy mentioned that New Sweden's position had not changed. They still wish to retain ownership.

Bill said, "If New Sweden will retain ownership of the building then we have to incorporate a document into the plan." Debbie Eustis-Grandy replied, "Our Superintendent has been in contact with Maine School Management and their read of this is that there would be no additional cost to New Sweden. There is going to be one insurance policy, and it really doesn't matter whether they were retaining ownership or

not. In terms of the insurance it is not going to cost them any more.” Bill said, “The school would not cost any more but the town itself would cost more.” Debbie said, “MSMA said there would be no additional cost. It’s sort of like in their current school union. There is one insurance bill and there are two buildings and it gets prorated out to the various schools. According to MSMA that’s how the new RSU would function as well. There would be one bill and by some magic formula a portion of that bill would come out of each school.” Bill said, “I understand that and what she’s saying is correct but it should be but out on the table. If the ownership belongs to the town wouldn’t the town pick up some sort of liability coverage?” Debbie said MSMA said there would already be liability on the policy and that would cover the town as well.

John Swanberg commented that there are two types of exposure. One is the owner of the building and the other is operator of the building. The RSU is going to insure itself. But since the RSU doesn’t own the building he didn’t think its policy would cover any incidentals that happened as a result of ownership. But operations would be covered.

Mike Stotler said from a municipality standpoint that they would carry some type of policy on the ownership of that facility. Kendall Shaw said they talked in length about this on Tuesday night in Fort Fairfield because they thought they would go that way. They have chosen to maintain the ownership of their buildings. Their Superintendent, Marc Gendron, has checked into it and they figure it’s going to cost Fort Fairfield about \$13,000 over what the RSU is going to cover.

John Swanberg indicated that we should do a head count in terms of what communities are putting into the RSU and what communities want to retain ownership.

Jamie Stephens said, “I met with my school board and there is a strong feeling that if several other schools are now going to retain ownership that it would probably be better for Woodland if they retained ownership too and I say that because I think it would be easier to get a yes vote in the community for the RSU if they maintained ownership. The thought is in Woodland, if New Sweden is going to maintain ownership and Fort Fairfield is going to maintain ownership then there’s going to be a tendency to vote no instantaneously. So based on two other communities maintaining their school I would say that Woodland would want to maintain theirs also. And if everybody wants to give up ownership then I think we could sell it that way too.”

Bill wondered if it could be a potential conflict down the road when you have an RSU board saying we need to use the school for this and Fort Fairfield saying no you can’t use this.

Kendall Shaw said, “I wouldn’t really know the answer to that. Their answer was they would lease their buildings to the RSU for \$1. At least there would be parameters so they could use that building.” Bill wondered if there was anything put into writing so we could take a look at it. Kendall said, “No. It’s just discussion that went around the table on Tuesday night because originally when the conversation started they were willing to go with the rest of the committee to throw their buildings in with the option of buying

back when the buildings were not being used anymore. That started the conversation and the more people threw arguments out the more the arguments came back and when we left that night the feeling was that we preferred to keep our buildings under the Town of Fort Fairfield. And Mark had taken the time to find out the additional cost to keep our buildings.” Bill asked who was going to pay the additional cost? Kendall replied, “The owner has to pay the insurance so we would send you a bill to reimburse us for the cost of the comprehensive insurance. That’s the way they left it.”

Mike Stotler said “I know that the template has it all spelled out that if nothing’s said, or nothing’s annotated then it’s all going to go under RSU control. And I think all of you probably all talked about this. I’m hearing everything from the folks that want to keep and maintain their facilities. What are the benefits or the track for the ones that want to give everything to the RSU? What are their thoughts on that? What’s the importance of the RSU maintaining controls of the schools?” Bill responded, “If the RSU maintains the buildings, then they are putting all of the assets into this marriage without keeping some out. So it’s not kind of just jumping half way in. They are jumping all the way into this marriage is one way of looking at it.”

John Swanberg asked about Fort Fairfield’s debt. “For example Fort Fairfield’s debt on their buildings. Would the debt still go to the RSU or since they are retaining their buildings would the debt stay with them?” Bill replied that their debt is what is called approved debt. In other words, they had to go the state to get it approved. The approved debt comes back through the GPA. Their local match will go into the RSU unless you change that. So we will be sharing part of the debt. So we won’t own the buildings but we will own the debt.

Scott Willey asked since New Sweden is going to keep ownership, will they have to pay for their own maintenance and also have to pay toward the RSU maintenance? Bill said that he doesn’t think that Fort is talking that way. They want to have ownership but all of the maintenance and upkeep and everything else goes through the RSU board. Debbie Eustis-Grandy said that they are retaining the title to the building. She said they realized if they wanted to do additional maintenance they know they have to go to the town for additional money.

Michelle Albert said one of the things she doesn’t understand is since there is no extra cost to the town that’s going to maintain their ownership, then why aren’t we all keeping our own buildings, since there’s no extra cost?

Pat Bennett said, “Caribou’s perspective is that we want to see this RSU go forward and the idea is to get beyond community specific schooling and realize it’s going to be one district wide district. There has to be some faith in this RSU board. The people who are sitting there are going to be making decisions based not regionally but what’s best for the group as a whole, the best thing for our kids. If we don’t have our faith in that board then what’s the sense of going forward with the whole thing? Because we’re all putting our faith in those people.”

Scott says, "We only have 5 minutes. It sounds like Kendall was the messenger." Kendall said, "I can tell you what drove this message. The biggest thing, I would say at least 70% of it is emotions. There's a lot of heart attached to these buildings. With the committee that was in there Tuesday night, that's what it all boiled down to was emotions." Jamie Stephens commented that maybe the best option was for everyone to give up ownership. Mike Stotler said, "The problem is that we have to have some faith and we need to work together whether it's a 15 member board or a 20 member board. I think we need to understand that these people are going to be empowered. But the point I want to make is the template that we have allows the ability for town's to put in if they want their property withheld. Forgive me, but is that something we need to hash out forever or if the decisions are made should be annotated and that's what should be brought forward. Why would we want to continue to go back and forth over the same old thing over and over again?"

Scott said, "The issue is that we've been pretty consistent at every meeting that everyone except New Sweden wanted to put their property in. Now Fort Fairfield wants to maintain ownership." Deb said, "There's nothing in the law that requires every town must be doing the same thing." Pat Bennett said, "I think it is just philosophy, how much do you buy into this idea? Yesterday we had a meeting with the Caribou local RPC people. And any way that we get into the cost shifting, Caribou was going to pay a little bit more no matter how it works out. They discussed how they were going to sell this to the townspeople. They are going to be upset because this is going to be more expensive for them. It really came down to a discussion about how you can't let just a year or two down the road. You've got to buy into the idea that this is a fundamental shift in how we're going to do business in our schools and our towns because we're taking away from our towns. That's how we've got to sell it to our people is to say, this is something different, this is something Augusta is really pushing for us to do. They are the pay masters. We ought to do it this way, we all buy in and we all work hard and make this thing work and every body would be better off, and it's better than whatever penalty they are going to have for us in the future if we don't. That's just sort of a process we developed yesterday with the cost shifting and I think that could be applied to the property ownership as well. I think it shows a degree of commitment, by all putting in rather than doing it by partial measures".

John Swanberg asked Bill, "If everyone throws the buildings in then it's sort of equitable because everybody has provided everything that they had. If you're going to keep something out, even if we move forward and everyone is agreeable to leave some of the buildings out, is it going to have to be appropriate to be fair and equitable that there is going to be some sort of price tag for the ownership of the building? Pat talks about cost shifting, is there going to have to be a dollars and cents attributed to each of the buildings to make it fair to the other communities that did put their buildings in?" Bill replied that it would be a complicated mix. John said, "But from an equitable standpoint should there be a price tag applied to it in all fairness to everybody else that's throwing their building in to make it so it's palpable for the people that voted on it?"

Michelle asked Mary Jane, "We were just talking about how some of the towns are going to be keeping their building. I would assume that there's extra cost if that town decides to keep their building correct?" Mary Jane replied yes. Michelle continued, "because if there wasn't 2 or 3 put in to the RSU, and 2 or 3 keep them. That town that keeps them must have an extra cost for that because if not, then why don't we all keep our own buildings. New Sweden is thinking of keeping their building, and so on and so forth, and they kind of checked and thought they might not have to have extra liability insurance or anything like that. I mean, they also must have maintenance or upkeep or anything, would they have to maintain that if they are maintaining their building? The RSU is not going to pay that correct?" Mary Jane replied that we as the subcommittee would have to figure that out. "If there's a community that wants to maintain their building we have to figure out, well, what is the agreement? Is the maintenance, capital improvement, etc. etc. is all that going to be in the hands of the RSU, the user of the building. I would think it would be because the money comes from the state for that they are not going to go to the town for that." Bill interjected, "At this point, you could point out that if the ownership stays with the town and you have to go for a major capital improvement through the state you're not going to be able to be funded are you Mary Jane?" Mary Jane answered, "No, because that ownership is not with the RSU."

Mary Jane said, "I couldn't imagine a town maintaining ownership of their building and not having liability insurance. I would think they would have to. You know whatever happens in that building if somebody sues and they are going to go for all the deep pockets they can find. You just can't prevent people from that. If you don't have insurance you're really exposing the community to the cost of the lawsuit."

Michelle said, "so you're saying that it's up to us, so like if New Sweden wants to keep their school, then we put it in the plan that, ok, they are going to keep their school *but*, they're also going to maintain their school and pay their own operational cost." Mary Jane said she wouldn't do that. She indicated that we were just asking her opinion. She thinks that it would be very difficult to oversee, manage. If we were in there every day and you know what their educational program needs are and you're around there. It seems to make more sense for the RSU to have the maintenance cost and things like that in the RSU budget. Michelle said, "So they still get to keep their building but the RSU pays for everything." Mary Jane said, "It's kind of like a shell game, it's not like the building is going anywhere. It's not like the building is transferred to the RSU and the RSU can dispose of it any way they want to they can't. If they determine at any point in time that the building is not needed for educational purposes, and I'm quoting the law, then the first thing you have to do once you make that determination is offer it to the town. It goes right to the town and only if the town chooses not to take the building back can it go anywhere else. And that's all in law."

Bill commented that those agreements have to be put in there too and how it's going to work or it will be kicked back from the state. Deb said "yes, but that's not something that won't necessarily have to be done tonight because we have to be done in a couple of minutes." Pat Bennett said "that's not going to be an easy agreement to draft. I think there's a lot that's going to go into those things. Things we can't even conceive of now".

Jamie Stephens said "I will say one more time; I think we should all put our property in but if everyone is not going to do it then I don't think Woodland is going to do it either". Scott said, "It might not be possible, but I'd like to see us come back with a recommendation. I thought we were going down a pretty good path." Deb said, "Well, there's nothing in the law that requires every town to do it the same way." Jamie Stephens said, "If some town is going to hold back their property, is the full board going to be okay with that?" Pat Bennett said, "I think what we need to report tonight is which towns will put in and which won't and have the full board discuss." Deb said, "Once it goes in the plan the big board won't go through and say no, you can't do that." Scott said, "Yes, they can. We're just making a recommendation to the large board. That's what we're doing and they are going to decide from there."

Pat Bennett said he thinks we should have to kick it back to the big board for them to vote.

Again, they went over the status of each town: Caribou in, Caswell in, Limestone in (except for approximately 35 to 45 acres), Fort Fairfield, out, Woodland out, New Sweden, out.

The committee reviewed the rest of the items in the template and agreed that how it's written is fine.

They also discussed the outstanding debts. Fort Fairfield has an approved debt of which approximately 80% comes from the state through the GPA. The remaining 20% is under local additional cost. That portion will be shared throughout the RSU in the cost sharing formula.

The meeting concluded with the recommendation of the subcommittee to accept everything else in the plan with minor corrections. Item 5A is the only item we don't agree on.

Assets & Liabilities Subcommittee  
Meeting Notes  
September 4, 2008

Chairperson, Scott Willey, opened the meeting at 7:07 p.m. and asked for introductions. The note taker for this evening is Carla Cote.

The following were in attendance:

Scott Willey	Caribou
John Swanberg	Caribou
Bill Dobbins	Caswell
Jay Edgecomb	Fort Fairfield
Deb Eustis-Grandy	New Sweden
Michelle Albert	Limestone
Wade McLaughlin	Limestone (visitor)
Jamie Stephens	Woodland
Patrick Bennett	Caribou

The following items were discussed:

1. Bill Dobbins presented information on questions from the last meeting.
2. One question was if there was anything in other RSU's language about retaining ownership of property. He noted that in every other RSU in the area, the schools have all turned their property over to the RSU. Therefore, no language exists to use as a template.
3. At the last meeting the chairperson asked Bill Dobbins to make a list of what he thought the pros and cons were for schools passing ownership over to the RSU vs. retaining individual ownership. Bill passed out a list and there was discussion, questions and answers on the items listed.
4. They discussed how the budget would work if one school were to retain ownership. The answer presented was that if the school retained individual ownership, they would have to pay to maintain their own buildings and for liability insurance. Also, they would also have to pay their share of both to the RSU.
5. At this point, there is one town that does not want to turn their property over to the RSU. The representative from that town will go back to the people with the information above to determine if this will change their previous decision. She wanted to know what their town's share of the maintenance would be. Bill Dobbins replied that the cost-sharing

committee is working on the formula now, but even then, they will only have a percentage available, not a real number until the new budget is built. Some other towns are very concerned about language that should be put into the plan to protect their building use so it would remain the same as it is currently. Maybe some type of umbrella policy?

6. The committee discussed the next meeting date and determined that this subcommittee would not meet on the 11<sup>th</sup> because several of the members had prior commitments. In the meantime, Bill Dobbins would work on putting clarifications/language into the plan regarding building usage. He will e-mail the revised plan to the members. The next meeting for the Assets & Liabilities group will be September 18<sup>th</sup>.

**Assets & Liabilities Subcommittee**  
**Meeting Notes**  
**August 28, 2008**

Chairperson, Scott Willey opened the meeting with a welcome back and Michelle Albert – Limestone informed everyone that Carla Cote was not able to make the meeting so she will take notes.

The following were in attendance:

Scott Willey	Caribou
Michelle Albert	Limestone – Note Taker
John Swanberg	Caribou
Bill Dobbins	Caswell
John Herold	Fort Fairfield
Jay Edgecomb	Fort Fairfield
Deb Eustis-Grandy	New Sweden
Jamie Stephens	Woodland
Patrick Bennett	Caribou
Ruel Flannery	Fort Fairfield

The following items were discussed:

--- Much discussion went around in reference to the insecurity of letting go of the school into the RSU. Fort Fairfield and New Sweden want better answers in reference to what will be allowed and what will not be allowed if their school was to go into the RSU. They stated that they want things to stay the same because their schools are their community center and at this time they allow others to come in for community use. They don't want this to change. Both asked if Bill Dobbins could get a sample of other plans that are in place at this time on how they did things. They would like to see a plan with schools that kept their building and plans with schools that put their building into an RSU. Bill stated he will check to see what they have and report back next week.

--- Talk about the previous questions with answers went around the room. Everyone was given a copy of those questions with answers. See attached

--- Scott Willey brought up something for everyone to think about. He stated that everyone should be thinking about this guideline that he thought of. We need to think of ways to be efficient, be fair for all, and be manageable. Most agreed.

--- Patrick Bennett made a good comment of thinking what could happen to the relationship of the RSU if a town decided to keep their building. Liabilities was also brought up by Patrick but Bill Dobbins stated that this is something we don't need to worry about because there are only 2 small workmen comp claims and nothing more.

Patrick did also state that if a town decides to keep their building then some liability problems could lie against the town and not the RSU. Bill Dobbins did state that if a town keeps the building then they would also have to carry insurance for that building.

--- John Herold stated that he does not want the RSU board to override how a community uses it's school and with that comment most agreed.

--- Bill Dobbins did state that one school that he knows of had extra land and they decided to keep that land out of the RSU plan. This is something that we could do if any of us has extra property.

Scott Willey stated that it was time to adjourn at 8:50 p.m. and return he will let the larger group know that some are still uncertain of giving up their buildings and Bill will find out some answers to more questions that the group had.

Assets & Liabilities Subcommittee  
Meeting Notes  
August 14, 2008

Chairperson, Scott Willey, opened the meeting and asked for introductions. The note taker for this evening is Carla Cote.

The following were in attendance:

Scott Willey	Caribou
John Swanberg	Caribou
Donna Bernier	Caswell
Bill Dobbins	Caswell
Dan Foster	Fort Fairfield
John Herold	Fort Fairfield
Jay Edgecomb	Fort Fairfield
Deb Eustis-Grandy	New Sweden
Michelle Albert	Limestone

The following items were discussed:

- Each school system has to make a decision about the conversion of property to the RSU or to retain for individual ownership. Some schools have already made their decision. For those that have not made the decision they were asked to discuss this with their local school boards and report back as soon as possible.
- Bill Dobbins would look for wording to put in the plan for school units to retain their mobile fixtures for at least 2 years.
- Questions arose on who is responsible for maintenance of buildings if each school unit transferred to the RSU and if they did not transfer to the RSU. The subcommittee will research for the correct answers before the next meeting.
- This subcommittee meeting had no representation from Union 122. It is imperative to have representation, especially from Woodland because they own property.

The subcommittee meeting adjourned at 8:23 p.m.

Assets & Liabilities Subcommittee  
Meeting Notes  
November 29, 2007  
New Sweden Elementary School

Participants:

Michelle Albert	Limestone
Donna Bernier	Caswell
John Herald	Fort Fairfield
Jay Edgecomb	Fort Fairfield
Dick Smith	Westmanland
Doug Morrell	Caribou
John Swanberg	Caribou
Deb Eustis-Grandy	New Sweden

Norma Michaud was the recorder for this subcommittee.

Absent was the Chairperson, Scott Willey, Bill Dobbins who represents Caswell and Kelly Blaisdell who is on the Fort Fairfield School Board.

Bill Dobbins has been gathering information on the disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes. Since he and the Chairperson were both absent the subcommittee spent their time discussing, at length, the necessity to have a list of assets and liabilities from each district before they can proceed any further so that the committee knows what they are dealing with.

John Herald said it was his interpretation that the committee needs to come up with the exclusions first and that everything else will fall into place.

It was agreed by the committee that Michelle Albert would call Bill Dobbins and ask him to get from each town, a list of the assets and liabilities, and have them emailed to the subcommittee before the next meeting.

There was also discussion regarding whether or not the subcommittee is going to be in charge of school personnel contracts, school collective bargaining agreements and other school contractual obligations. If that is the case, then the subcommittee would also like a list of personnel emailed to them before the next meeting. (Michelle is going to check with Bill Dobbins regarding this matter).

The meeting adjourned at 8:30 and reconvened with the Regionalization Planning Committee to report on their progress.

Assets & Liabilities Subcommittee  
Meeting Notes  
November 8, 2007

Bill Dobbins, Superintendent of Caswell School, introduced himself. He noted that he is also the Superintendent in Danforth and has been through this process with Houlton region already. Therefore, he will assist the group by providing the templates necessary to complete the work the subcommittee need to complete. He will be our resource person and liaison between other Superintendents.

Bill Dobbins asked for a volunteer to Chair the subcommittee. Scott Willey from Caribou volunteered to be the chairperson. Carla Cote is the note taker for this evening.

Participants:

Bill Dobbins	Superintendent of Schools, Caswell
Donna Bernier	Representative for Caswell
Scott Willey	Caribou School Committee Vice Chairperson
Michelle Albert	Limestone School Committee Chairperson
Kelly Blaisdell	Fort Fairfield School Board
Jay Edgecomb	Fort Fairfield School Board
John Herold	Fort Fairfield Town Councilor

Observers:

John Swanberg	Caribou Citizen
Patrick Bennett	Caribou Citizen

There were no representatives from Union 122 present.

Bill Dobbins discussed the assignments as addressed in the Drummond Woodsum School Reorganization Handbook; Part II.

**Assets & Liabilities Committee**

**Page 10, Item 5. The Disposition of real and personal school property.**

*Discussion:*

- A: Real Properties & Fixtures: Put in exclusions – anything a school does not want to go into the RSU or something jointly owned by the school and the town.
- B: Personal Properties: Is there any personal property the school wants to exclude from the RSU? Examples: 1) Caswell School also houses the town office.

2) Baseball/softball and Little League fields may be jointly owned by the town and school. 3) Computer systems that are networked between town & school.

**Page 12, Item 6: The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.**

*Discussion:*

- We need to know each school system's debts, bonds, notes, and purchase agreements.
- Need to determine the items the RSU will assume and will not assume.
- Indicate any capital projects.

**Page 18, Item 8: The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.**

*Discussion:*

Subcommittee must be aware of teacher contract balances when their contracts are not final paid at the end of June.

Remaining balances – Capital - goes back to be credited to the individual school unit for the first year.

Reserve Funds: Could be used as a credit to each individual school but only in the first year.

Scholarships: If designated for Limestone students it will stay with Limestone.

Trust Funds: Make sure the language is correct.

**Disposition Committee**

**Page 36, Item 13D: Tuition Contracts and School Choice:**

*Discussion:*

1. Tuition Contracts: Be sure tuition contracts are covered. Example: Limestone/Caswell tuition contract is for 3 years and it will not create a problem because it is in the same RSU.

2. School Choice: Decide whether or not there are issues if a student goes to school in a town not in the same RSU. Some schools participate in school choice and some do not.

**Page 38, Item 13E: Claims and Insurance:**

*Discussion:*

Issues of pending claims for individual schools and who will receive the claim reimbursements. Ask whose attorney's will cover the costs of claims. Discuss liability insurance for the RSU.

## **Personnel Committee**

**Page 15, Item 7: The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.**

*Discussion:*

This topic was not discussed and will be addressed at the next meeting.

Meeting adjourned at 8:40 p.m. and reconvened with the Regionalization Planning Committee in the cafeteria to make a report on the progress.

*Carla Cote*

Minutes  
9/18/08  
Cost-Sharing Subcommittee

The note taker is John Hedman

Two Cost-Sharing Proposals were distributed as Drafts A and B.

Draft A. contained information that establishes a static municipal tax mil rate applied as a determination for a local amount committed to support education.

Draft B has information that uses a community base rate to determine each town's educational commitment from taxes.

Questions were raised about how current revenues, reserves or other school funds would be addressed in the RSU's new first year budget. Discussion ensued that left unanswered questions whether this issue is in the cost-sharing portion of the plan, or in assets and liabilities.

A nearly unanimous decision was made to support the Draft A, mil rate proposition. This was to be presented to the full RPC, as the Cost-Sharing Subcommittee recommendation.

Cost-sharing Sub-Committee Minutes  
Sept. 11, 2008  
Caswell

The note taker is John Hedman

Three cost-sharing proposals were shared by Charles Anderson, Dan Foster and Steve Buck. Discussion ensued on each, with many questions asked for clarification.

The committee did not reach agreement on any of the three but agreed that Mr. Buck be given time to further present next week in Fort Fairfield.

The cost-sharing sub-committee will work to present the options to the full RPC at the next meeting, recognizing that submission of the plan is expected by September 27.

Minutes  
Cost Sharing Subcommittee  
9/04/08

The note taker is John Hedman.

Spreadsheets were distributed to show total budgets, local/state shares, additional local, sources of revenue outside of EPS and amounts expected from revenue expected to be used to pay 08-09 expenses.

Once clarification of the columns on the spreadsheet was completed, discussion began on possible cost-sharing formulas and what factors might be used for that final determination. No final agreement was reached but much of the discussion focused on the possibilities of a frozen mil rate, use of property valuations and actual budget expenditures as elements to be used to determine final individual town shares in a new RSU budget.

What was at least generally agreed upon was that in the first three years of the new RSU, local tax commitments to support education be as close to what they are for the 2008-2009 school year.

Additional information was requested of the four superintendents on actual 07-08 school expenditures. This information will be presented at the 9/11 meeting.

Cost Sharing Subcommittee Minutes  
August 28, 2008

The note taker is John Hedman.

Discussion began with specific elements of the cost-sharing spreadsheets presented by Mr. Cockedile. Items were clarified for understanding.

Dan Foster facilitated and took questions that he would bring to Jake and Mary-Jane who would seek answers from DOE.

The "Safety Net" issue was discussed and many in the group wondered if this issue could be specifically re-tweaked to lessen the initial cost-sharing impact.

More discussion took place about whether or not property valuation should be the sole factor for final cost-sharing determination or whether or not student population should also be given annual consideration.

No final positions were established by the group, but it was understood that in the next RPC session, it would be imperative to get closer to a final cost-sharing proposal from the subcommittee.

**From:** John Hedman [jhedman@mfx.net]  
**Sent:** Friday, December 07, 2007 1:16 PM  
**To:** norma@eagles.lcs.k12.me.us  
**Subject:** minutes  
November 29, 2007  
Cost-Sharing Subcommittee

Attendance:

Steve Buck- Caribou  
Ruel Flannery- Fort Fairfield  
Susan levasseur- Fort Fairfield  
Sam Collins- Caribou  
Charlie Anderson- Stockholm  
Art Thompson- Limestone  
Patrick St. Peter- Limestone  
Bonnie Weatherhead- Westmanland  
Ann Jepson- Woodland  
Ernie Easter- New Sweden  
Walt Warner- MSSM  
Dan Foster- Fort Fairfield  
Nancy Hudak- New Sweden  
John Hedman- Union #122

Minutes

Chair Dan Foster opened the session. It was agreed by the group that Art Thompson will act as Co-Chair. Chair Foster passed proposed legislation to LD 1932 that originated from DOE. Discussion ensued. It was noted that proposed legislation may provide more opportunity for members in the RSU to negotiate its own cost-sharing structure which would be a change from the existing legislation that prescribes what and how the cost-sharing would be.

Chair Foster presented some ideas about what a set of "Core Beliefs" might be as a means to establish some common goals and end products that all members could agree on. In the "Core Beliefs" were ideas about preservation of quality education and programs already developed in each district. Sharing of "best practices" between districts would be encouraged. Establishment of parameters that included minimal cost-shifting, local control of schools and flexible governance were discussed. A round-table dialogue ensued about how the group could come to agreement about the most important issues shared by all districts before specific details of cost-sharing would be determined.

Subsequently more discussion took place after Steve Buck passed around a hand-out spreadsheet with per pupil cost information. Elementary and secondary costs were delineated in the hand-out, cost shifts were identified, net and percentages of net costs were also identified. As time ran out Mr. Anderson expressed views that final local costs to individual communities' taxpayers would be a critical issue relative to final decisions regarding whether or not individual communities chose to join the RSU.

## Norma Michaud

**From:** John Hedman [jhedman@mfx.net]  
**Sent:** Friday, November 16, 2007 3:00 PM  
**To:** norma@eagles.lcs.K12.me.us  
**Subject:** Minutes of Cost-sharing Subcommittee

Motion by Sam C. for Dan Foster as Chair

Motion by Pat St. Peter that nominations cease

Foster elected as Chair by unanimous vote

Established that Subcommittee work under the "consensus" model discussed in the full RPC session

Question posed to group from Chair Foster on individual thoughts on cost-sharing ideas, individuals then shared in a round-table:

Mike M. SAD#45- Believes that cost-sharing will be difficult to be resolved by consensus

Charles A. Stockholm- Believes that issues of cost-shifting will be difficult to resolve as long as the state model that uses State property valuations and enrollments is used. Feels that there is a risk that short-term, ever-changing formulas will lead to unpredictable fluctuations from year to year.

Art T. Limestone- Doesn't feel that financial templates provided from DOE will be good working models.

Steve B. Caribou- Sees a need for the group to develop its own cost-sharing models as state models do not incorporate individual community needs.

Ernie E. New Sweden- Wants to see cost-sharing models that leaves final costs to taxpayers close to current costs.

Pam B. Caribou- Sees current cost-sharing models as not being equal...unfair distribution of final costs to some communities.

Ann J. Woodland- Wants a better understanding of the financial models...needs more information to determine fairness of final costs.

As a group, there was much concern about a final financial model. Some feelings that schools/communities be allowed to develop their own cost-sharing approach through a negotiations process.

Chair Foster passed out DOE financial templates, some questions were raised and discussion ensued.

It was agreed by the group that requests would be made to each district for local, accurate data to enhance a more precise explanation of the data from the financial templates. Also, requests for per pupil costs for K-8 and 9-12 would be requested from each district.

Strong feelings that a final analysis that represented "cost-shifting" would not be acceptable.

Individuals asked to share and think of their own philosophies relative to cost-sharing approaches.

John Hedman- Recorder

**Norma Michaud**

**From:** John Hedman [jhedman@mfx.net]  
**Sent:** Friday, November 16, 2007 2:24 PM  
**To:** norma@eagles.lcs.K12.me.us  
**Subject:** Minutes from RPC Cost-Sharing Subcommittee

Cost-Sharing Subcommittee Minutes, November 8, 2007 at Limestone Community School:

Attendance:

Sam Collins      Caribou      Community Rep.  
Dan Foster      Fort Fairfield      Community Rep.  
Patrick St. Peter      Limestone      Community Rep.  
Art Thompson      Limestone      Community Rep.  
Charles Anderson      Stockholm      Community Rep.  
Walt Warner      MSSM      Executive Director  
Ernie Easter      New Sweden      SAU Rep.  
Ann Jepson      Woodland      Community Rep.  
Steven R. Buck      Caribou      Community Rep.  
Bonnie Weatherhead      Westmanland      Community Rep.

Pamela D. Buck      Caribou Sch Bd.      Public  
Mike McIntosh      SAD#45 Wade      Public (observer)

John Hedman      Union #122      Recorder

**REGIONALIZATION PLANNING COMMITTEE #2**

**October 2, 2008**

**Woodland**

**7:00 p.m.**

**AGENDA**

1. **Welcome**
2. **Approval of previous meeting minutes**
3. **Public comment welcomed**
4. **Presentation of pros and cons of community ownership of school unit's buildings and infrastructure—Mary-Jane**
5. **Questions, Discussion and Vote**
6. **Review of Draft RSU Plan**
7. **Next steps—Mary-Jane**
8. **Adjournment**

REGIONALIZATION PLANNING COMMITTEE #2

September 18, 2008

Fort Fairfield Middle/High School

7:00 p.m.

AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed
4. Committee questions/comments
5. Subcommittee meeting time
6. Subcommittee reports w/opportunity for feedback from RPC
7. Close - next meeting dates

**REGIONALIZATION PLANNING COMMITTEE #2**

**September 4, 2008**

**Caribou High School**

**7:00 p.m.**

**AGENDA**

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed
4. Committee questions/comments
5. Subcommittee meeting time
6. Subcommittee reports w/opportunity for feedback from RPC
7. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

August 28, 2008

New Sweden Elementary School

7:00 p.m.

AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comments welcomed
4. Committee questions/comments
5. Draft RSU plan
  - Presentation by Superintendent John Hedman on Cost Sharing
  - Subcommittee meetings to further discuss parts of the plan
6. Subcommittee reports
7. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

August 14, 2008

Limestone School Cafeteria

7:00 p.m.

AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed - structure for comments
4. Committee questions/comments
5. Draft RSU plan - Superintendents
  - Presentation by superintendents
  - Questions of clarity from group
  - Subcommittee meetings to further discuss parts of the plan
6. Subcommittee reports
7. Close - next meeting dates

## REGIONALIZATION PLANNING COMMITTEE #2

June 26, 2008

7:00 p.m.

### AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed - structure for comments
4. Committee questions/comments
5. RSU-AOS Direction
  - Discussion of draft AOS and RSU concept papers
6. Next steps
7. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

June 19, 2008

Fort Fairfield

7:00 p.m.

AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed - structure for comments
4. Committee questions/comments
5. RSU-AOS Direction
  - Statements of current thinking from each town/SAU
  - Decision on which direction to pursue
6. Work time line for RPC 2
7. Close - next meeting dates

## REGIONALIZATION PLANNING COMMITTEE #2

June 3, 2008

Caswell School

7:00 p.m.

### AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed - structure for comments
4. Committee questions/comments
5. Decision-making procedures change for RPC
6. Four-five top concerns from each community
7. RSU-AOS comparison
  - Presentation by Superintendents
  - Large group questions/answers
  - Subcommittee discussions
  - Report out from subcommitteesDecision on which direction to pursue
8. Work time line for RPC 2
9. Close - next meeting dates

## REGIONALIZATION PLANNING COMMITTEE #2

May 14, 2008

Woodland School

7:00 p.m.

### AGENDA

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed
4. LD 2323 - the new consolidation law
  - Basic elements of the new law
  - Questions from the group
5. Consideration of request to DoE for \$10,000 for a facilities study for member districts in RPC 2
6. Discussion of future direction of RPC 2 work
7. Work time line for RPC 2
8. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

January 10, 2008

AGENDA

7:00 P.M.

Caribou High School Cafeteria

1. Welcome
2. Approval of previous meeting minutes
3. Public comment welcomed
4. Any general questions/issues from the committee
  - DOE Questions
5. Discussion of future direction of RPC 2 work
6. Development of a Vision
7. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

November 29, 2007

New Sweden

AGENDA

1. Welcome
2. Approval of November 8, 2007 minutes
3. Public comment welcomed
4. Any general questions/issues from the committee
5. Update on submission of RPC 2 Reorganization Plan to DoE
6. Subcommittee work time (after review of organization of subcommittees)
7. Progress Reports from subcommittees
8. Close - next meeting dates

REGIONALIZATION PLANNING COMMITTEE #2

November 8, 2007

Limestone

AGENDA

1. Welcome
2. Approval of October 18 2007 minutes  
Recorder recommendation?
3. Public comment welcomed
4. Consideration of chair/cochairs of the RPC
5. Consideration of how the RPC will make decisions  
(Consensus? Voting procedure?)
6. Formation of subcommittees
7. Subcommittee work time
8. Progress Reports from subcommittees
9. Close - next meeting 11/29/07 in New Sweden

## Collaborative Agreements

Central Aroostook Council on Education

Alternative Ed Agreement Between Caribou and SAD 20

Food Service Management Agreement Between Caribou and SAD 20

School Bus Maintenance Between Caribou and Caswell

School Bus Maintenance Between Caribou and Union 122

School Bus Maintenance Between Caribou and Connor

Adult Ed Agreement Between Caribou and Fort Fairfield

Adult Ed Agreement Between Caribou and Limestone

Building Use Agreement Between Limestone and Parks and Recreation

Building Use Agreement Between Limestone, Maine School of Science and Mathematics and the Parks and Recreation for Use of the Residence Hall

Building Use Agreement Between Limestone and the Maine School of Science and Mathematics

Cafeteria Contract Between the Maine School of Science and Mathematics and Limestone Community School

Transportation and Custodial Services Agreement Between Limestone and MSAD 1

Social Worker Agreement Between Limestone and Caswell

Facilities Manager Agreement Between Limestone and the Maine School of Science and Mathematics

Special Ed Director Services Agreement Between Caribou and Limestone Community School

Librarian Services Agreement Between Limestone and the Maine School of Science and Mathematics

Superintendent Services Agreement Between Caribou and Limestone

## **Central Aroostook Council on Education CACE**

The Central Aroostook Council on Education (CACE) is a PK-16 partnership consisting of MSAD #1, MSAD #20, MSAD #32, MSAD #42, Caribou, Easton, Limestone and the University of Maine Presque Isle. CACE has been in existence for over fifteen years and evolved from an earlier collaboration (ATLAS) between the superintendents in Presque Isle, Fort Fairfield, Mars Hill and Caribou. Realizing the benefits of a PK-16 partnership, CACE was organized by expanding the original partnership to include the University of Maine Presque Isle and additional schools in geographic proximity, Easton and Limestone.

The leadership for CACE originates with the Executive Committee consisting of superintendents from each of the public school districts, UMPI President, UMPI Education Chair and a full time Executive Director. The mission of CACE is to:

- Provide high quality professional development
- Save money by purchasing products and services in bulk
- Strengthen the pre-service teacher education program
- Develop a collegial relationship PK-16

Providing timely, affordable and relevant professional development is a top priority among the CACE membership. Valuable input for professional development activities can originate directly from the Executive Committee, which meets monthly. In addition, the CACE In-Service Committee, consisting of representatives from each of the member school districts, meets on a regular basis throughout the year to discuss professional development needs. These curriculum coordinators, principals, UMPI faculty and Ed Chair select topics and formats for ongoing workshops and professional development activities based on district and teacher needs. They also organize a fall workshop day that is attended by over 500 teachers. A common calendar day is built into each district's calendar to accommodate this tradition. By pooling financial resources, CACE has been able engage nationally recognized guest speakers and consultants. In addition to a keynote presenter, these one day events often include a wide variety of breakout sessions.

Additional input for professional development comes directly from the front line educators who are consistently asked to provide ideas for future workshops on the evaluation forms completed at each CACE sponsored activity.

Some recent professional development topics include: Assessment, Character Education, Promising Futures, College Ready, Wellness, Classroom Management, Technology, Education Technician Series, Autism, Bullying, Developmental Assets, Aspirations, Generational Poverty, Content Literacy, School Law, Drug Testing, Technology, RTI, Legal Issues and Singapore Math.

CACE has also assisted both UM and USM in delivering masters programs to the local schools. CACE has recently completed an agreement with UM to offer an Ed Leadership Masters Program in the County. The CACE leadership is also providing support to the University System and the tri-campus consortium and they organize a rural masters program for area educators.

This winter, CACE worked closely with the UMPI College of Education to create and implement a formal professional development school pilot project at one of the local elementary schools. The program places UMPI student interns in the school setting one day per week for the entire school year. Their presence in the school on a dependable schedule provides teachers with additional support for high need children. Organizers hope to expand the program to other CACE schools in the future.

Another “quiet” accomplishment of CACE is the organization of yearly bids or bulk purchases such as: paper products, office supplies, petroleum products, milk, juice, bread and other hot lunch items, facilities assessment, asbestos inspection, breathilizers and hazardous waste removal. Over time, bulk purchasing has provided significant cost savings to member schools.

The importance of the University of Maine at Presque Isle participation in this partnership should not be understated. UMPI faculty and students attend professional development activities with the PK-12 educators. Many of the public school teachers and administrators serve as adjunct faculty for the university. This “cross pollination” benefits all stakeholders as they work collaboratively to provide an affordable high

quality education for youth and adults in the Central Aroostook area. The local schools have welcomed pre-service students into their schools for observations, student teaching and other field experiences.

Funding for CACE activities comes from per pupil fees paid by the public school members, a large contribution from the University including office space and a variety of grant sources. As funding from the Department of Education has disappeared, securing grant funding has become more urgent. Over the years CACE has collaborated with other state organizations such as Maine Support Network, Maine Math and Science Alliance, Regional Teacher Development Center and Department of Education and many others.

In summary, over the past fifteen years CACE has provided cost effective, continuous, ongoing and high quality professional development opportunities to the membership schools. CACE has shown that collaboration and honest conversations between Pk-12 schools and the University can assure strength and stability in an ever changing educational climate.

# **The Learning Center's Alternative High School**

## **Cooperative Agreement**

The Learning Center's Alternative High School is a joint project of the Caribou and Fort Fairfield school systems. The purpose of this educational program is to meet the needs of students seeking an alternative pathway to the traditional structure of the public high schools from our three communities. This cooperative agreement is intended to articulate the responsibilities of each school system in this partnership.

### **Location:**

The Learning Center's Alternative High School will be located at the Caribou Learning Center on Bennett Drive in Caribou, Maine. Program facilities will include three (3) classrooms, a staff area, part time use of a computer lab, gymnasium and office facilities.

### **Staffing:**

Three teachers and one educational technician will staff the program. The Learning Center Director will provide day-to-day administration. Supervision of staff on a day-to-day and routine basis will be provided by the Learning Center Director and will include formal and informal classroom observations. The Learning Center Director will provide input from these observations to the school system of the contracted employee for the employee's annual evaluation.

### **Enrollment:**

Program enrollment is based on the ratios of nine (9) students per teacher and three (3) students per educational technician, e.g. 30 students with proposed staffing levels.

**Costs:** The costs for each district will be calculated by dividing the total program costs by program enrollment capacity and multiplying by the number of slots assigned to each district. Program costs include: teacher and educational technician salary and benefits and a portion of the Learning Center's administrative and facilities expenses. The student rate for 2007 – 2008 is \$8,305 per student slot. For the 2007 – 2008 school year, student slots will be dedicated as follows:

Caribou – 25  
SAD 20 – 5

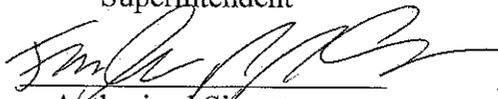
Each partner guarantees to pay for the number of slots dedicated to their school system. A school system may request to use an unused slot from another school system and will compensate for its use by paying a prorated value or agreeing to trade the use of a future slot.

### **Superintendent's Agreements:**

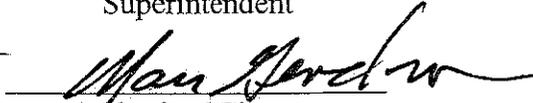
It understood that this agreement will be in effect from July 1<sup>st</sup> to June 30<sup>th</sup> of each school year. Revision and renewal will be determined by the Superintendents on or before March 1<sup>st</sup> of the previous school year in order to budget accordingly. Significant staffing and program changes will occur as a result of Superintendent and School Board decisions per past practice.

IN Witness Whereof, the Caribou School Department and School Administrative District 20, by their representatives duly authorized, have executed this agreement in duplicate.

Caribou School Department  
Franklin R. McElwain  
Superintendent

  
Authorized Signature

SAD # 20  
Marc Gendron  
Superintendent

  
Authorized Signature

## CARIBOU SCHOOL DEPARTMENT FOOD SERVICE MANAGEMENT PROPOSAL

The Caribou School Department is proud to offer top quality food service management services. Our School Nutrition Program is a very efficient and cost effective program under the direction of Louise Bray. Louise has been employed with the Caribou School Department since the fall of 1989 and is a Certified Dietary Manager, Certified Food Protection Professional and a Certified Member of the American School Food Service Association. Louise is a Past President of the Maine School Food Service Association and has served two terms as President of the Maine Dietary Manager's Association.

Contracted management services with the Caribou School Department would include the following:

1. Supervision of kitchens and staff to produce high quality, nutritious, cost effective meals that appeal to students in accordance with all Federal, State and Local regulations:
  - a) Weekly visits of 2 to 3 times a week for a minimum of 2 hours per visit for the first month of school.
  - b) Twice weekly visits for a minimum of 2 hours per visit for the remainder of the school year.
  - c) Louise will be available by phone on school days during kitchen work hours.
2. Coordinate food and supplies ordering with head cooks according to established procedures.
3. Coordinate menu planning and nutritional analysis of menus with head cooks, including theme days, student participation, specialty bars (pasta, soup, salad or potato, e.g.).
4. Prepare DOE agreements to participate in National School Lunch Program, School Breakfast Program, Summer Food Service Program and monthly Claim forms for SAD# 20 Superintendent's signature.
5. Order and coordinate use of USDA Commodities.
6. Provide head cooks with management training:
  - a) Nutrition analysis menu planning training session before school opens in August.
  - b) Professional management training, including but not limited to: attitude, appearance, speed, efficiency, food quality, merchandising.

7. Coordinate and/or provide in-service training for kitchen staff on a variety of topics, including but not limited to: food prep, safety, sanitation and ware washing.
8. Maintain records as required for yearly financial audit.

The Caribou School Department agrees to provide the above services for a fee of \$12,365 for school year 2008-2009. This amount is to be paid in 10 monthly installments within 30 days of invoice. This contract may be terminated by either party with a 60-day written notice.



MSAD# 20

8/28/08

Date



Caribou School Department

8-19-08

Date

**SERVICE AGREEMENT  
BETWEEN  
CARIBOU SCHOOL DEPARTMENT & CASWELL SCHOOL DEPARTMENT  
FOR SCHOOL BUS MAINTENANCE**

**Parties:**

This is an Agreement between Caribou School Department and Caswell School Department.

**Purpose:**

The purpose of this Agreement is to consolidate the provision of bus maintenance in order to improve efficiency, quality and cost-effectiveness of these services in a manner that benefits both parties.

**Authority:**

This Agreement is made pursuant to the authority granted to the parties by 30A M.S.R.A., Chapter 115, which governs agreements for inter-local cooperation.

**Services:**

Caribou School Department shall provide to Caswell School Department the following:

1. Maintenance of buses in accordance with all applicable federal, state and local safety and operation standards by the Caribou School Department bus maintenance staff.
2. Annual maintenance service check ("*Summer Service*") – "*bumper to bumper*" inspection and repairs of all systems as needed. Estimated service time at 10 hours/bus, plus additional time for repairs.
3. "*1,500 Mile Service*" – complete bus safety inspection, lubrication and grease. Estimated service at 1.5 hours/bus.
4. "*8,000 Mile Service*" – oil and filter change, air filter service. Estimated service at 2 hours/bus.
5. Emergency repair as needed – All repair work can be completed utilizing in stock parts and/or "*next day delivery*" of individual repair

items. Mechanics would perform all repair work in-house when most cost effective to do so.

6. Close communication with the bus driver to insure the proper maintenance of each vehicle. Minor maintenance procedures normally performed by a district's own driver/custodial staff can continue as best meets their needs.

**Fee for Service:**

Caswell School Department shall pay Caribou School Department **\$29.00** per hour, plus costs for parts. The superintendent of schools for Caswell School Department will be notified of any one-time repairs, i.e., motor or transmission jobs that exceed \$750 or service covered under warrantee.

**Term of Agreement:**

This Agreement shall commence on July 1, 2008 and terminate on June 30, 2009. This contract may be renewed by agreement of both parties.

**Termination:**

Either party may terminate this agreement with a 30-day written notice to the other party.

Dated: 8-24-08

Caswell School Department

By: [Signature]  
Superintendent of Schools

Dated: 8-19-08

Caribou School Department

By: [Signature]  
Superintendent of Schools

**SERVICE AGREEMENT  
BETWEEN  
CARIBOU SCHOOL DEPARTMENT & SCHOOL UNION #122  
FOR SCHOOL BUS MAINTENANCE**

**Parties:**

This is an Agreement between Caribou School Department and School Union #122.

**Purpose:**

The purpose of this Agreement is to consolidate the provision of bus maintenance in order to improve efficiency, quality and cost-effectiveness of these services in a manner that benefits both parties.

**Authority:**

This Agreement is made pursuant to the authority granted to the parties by 30A M.S.R.A., Chapter 115, which governs agreements for inter-local cooperation.

**Services:**

Caribou School Department shall provide to School Union #122 the following:

1. Maintenance of buses in accordance with all applicable federal, state and local safety and operation standards by the Caribou School Department bus maintenance staff.
2. Annual maintenance service check ("*Summer Service*") – "*bumper to bumper*" inspection and repairs of all systems as needed. Estimated service time at 10 hours/bus, plus additional time for repairs.
3. "*1,500 Mile Service*" – complete bus safety inspection, lubrication and grease. Estimated service at 1.5 hours/bus.
4. "*8,000 Mile Service*" – oil and filter change, air filter service. Estimated service at 2 hours/bus.
5. Emergency repair as needed – All repair work can be completed utilizing in stock parts and/or "*next day delivery*" of individual repair

items. Mechanics would perform all repair work in-house when most cost effective to do so.

6. Close communication with the bus driver to insure the proper maintenance of each vehicle. Minor maintenance procedures normally performed by a district's own driver/custodial staff can continue as best meets their needs.

**Fee for Service:**

School Union #122 shall pay Caribou School Department **\$29.00** per hour, plus costs for parts. The superintendent of schools for School Union #122 will be notified of any one-time repairs, i.e., motor or transmission jobs that exceed \$750 or service covered under warrantee.

**Term of Agreement:**

This Agreement shall commence on July 1, 2008 and terminate on June 30, 2009. This contract may be renewed by agreement of both parties.

**Termination:**

Either party may terminate this agreement with a 30-day written notice to the other party.

Dated: 8-30-08

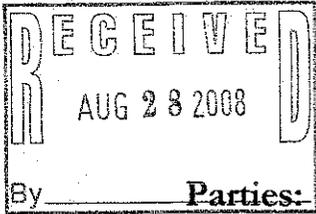
School Union #122  
By: John E. Herman  
Superintendent of Schools

Dated: 8-19-08

**Caribou School Department**  
By: [Signature]  
Superintendent of Schools

**SERVICE AGREEMENT  
BETWEEN**

**CARIBOU SCHOOL DEPARTMENT & CONNOR SCHOOL  
FOR SCHOOL BUS MAINTENANCE**



This is an Agreement between Caribou School Department and Connor School.

**Purpose:**

The purpose of this Agreement is to consolidate the provision of bus maintenance in order to improve efficiency, quality and cost-effectiveness of these services in a manner that benefits both parties.

**Authority:**

This Agreement is made pursuant to the authority granted to the parties by 30A M.S.R.A., Chapter 115, which governs agreements for inter-local cooperation.

**Services:**

Caribou School Department shall provide to Connor School the following:

1. Maintenance of buses in accordance with all applicable federal, state and local safety and operation standards by the Caribou School Department bus maintenance staff.
2. Annual maintenance service check ("*Summer Service*") – "*bumper to bumper*" inspection and repairs of all systems as needed. Estimated service time at 10 hours/bus, plus additional time for repairs.
3. "*1,500 Mile Service*" – complete bus safety inspection, lubrication and grease. Estimated service at 1.5 hours/bus.
4. "*8,000 Mile Service*" – oil and filter change, air filter service. Estimated service at 2 hours/bus.
5. Emergency repair as needed – All repair work can be completed utilizing in stock parts and/or "*next day delivery*" of individual repair

items. Mechanics would perform all repair work in-house when most cost effective to do so.

6. Close communication with the bus driver to insure the proper maintenance of each vehicle. Minor maintenance procedures normally performed by a district's own driver/custodial staff can continue as best meets their needs.

**Fee for Service:**

Connor School shall pay Caribou School Department \$29.00 per hour, plus costs for parts. The superintendent of schools for Connor School will be notified of any one-time repairs, i.e., motor or transmission jobs that exceed \$750 or service covered under warrantee.

**Term of Agreement:**

This Agreement shall commence on July 1, 2008 and terminate on June 30, 2009. This contract may be renewed by agreement of both parties.

**Termination:**

Either party may terminate this agreement with a 30-day written notice to the other party.

Dated: 9/4/08

Connor School

By: Shelley Lane  
Director, Unorganized Terr.

Dated: 9-19-08

Caribou School Department

By: [Signature]  
Superintendent of Schools

**MEMORADUM OF AGREEMENT  
BETWEEN  
CARIBOU SCHOOL DEPARTMENT AND MSAD 20  
(FORT FAIRFIELD)  
SCHOOL YEAR 2007/08**

This agreement begins an expansion of an Adult Education and Family Literacy Program (AEFLA) between the municipalities of Caribou and Fort Fairfield. This partnership is the first step in consolidation of services in the two towns and later agreements may include all adult education services including Vocational, Contract, and Enrichment offerings. The consolidation seeks to avoid duplication of services, foster a combined program identity, and encourage participation of residents across district boundaries. The success of program operation is dependant upon an ongoing process of communication and sharing of resources between school officials of both districts.

**I. Terms and Conditions**

**A. MSAD 20 will:**

1. Raise 20% of the AEFLA Grant amount allocated to services provided to MSAD 20 by the Caribou Adult Education Department. This project seeks to serve 25 learners in the Educational Functioning Level (EFL), of 1-4 at a foundation cost of \$8,000, and 15 learners in the EFL of 5-6 at a foundation cost of \$1200. Total cost: \$9200. MSAD 20 will contribute 20% or \$1,840 toward this effort.
2. Provide space at Fort Fairfield High School for intake, registration, and classroom areas for Adult basic, GED Prep, and High School Diploma Courses.
3. Assist in the promotion of AEFLA offerings by mailings, distributing flyers and brochures, encouragement and referrals of residents of MSAD 20 to attend course offerings that increase individual and family literacy basic skills.

**B. Caribou School Department will:**

1. Submit and manage a consolidated State of Maine Adult Education and Family Literacy Grant that will provide the revenue needed to serve both school districts.
2. Coordinate program planning, publicity, registration services, collection of fees, staff development activities, and a reporting process that will include the residence tracking of adults attending at each program location.
3. Provide a consolidated student service program to include intake, counseling, maintenance of records, individual transcripts, and data collection in accordance with the Maine Adult Education Management Information System (MAEMIS) reporting
4. Plan and conduct a consolidated graduation ceremony for Adult education graduates of both districts.
5. Plan and administer Staff Development activities.
6. Maintain an ongoing system of communication with MSAD 20 staff and administration in an effort to assure an ample level of adult basic education services.

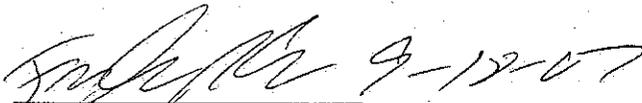
**II. Staffing and Instructional Services**

- A. A day and evening learning center will be held two days and two evenings of the Fall and Spring semesters at Fort Fairfield High School to accommodate Adult Basic Education, Pre GED and Adult High School Students.
- B. Caribou Adult Education will maintain a level of Administrative and Instructional support for AEFLA activities conducted at MSAD 20. Specifically, administration, instruction, and support staff providing services at MSAD 20 will be hired and employed by Caribou Adult Education.

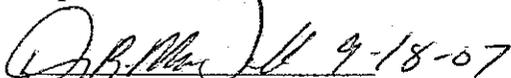
This MOA shall be reviewed each year by representatives of each school district where recommendations and modifications are to be recommended to local superintendents for approval.

By signing this agreement, is the intent of both school districts to support the successful implementation of this initiative leading to a long-term partnership.

In witness thereof, we duly authorized school officials set our hands.

  
Frank McElwain      Date  
Superintendent, Caribou School Department

  
Marc Gendron      Date  
Superintendent, MSAD 20

  
Dan MacDonald      Date  
Director, Caribou Adult Education

**MEMORADUM OF AGREEMENT  
BETWEEN  
CARIBOU SCHOOL DEPARTMENT AND  
LIMESTONE SCHOOL DEPARTMENT  
SCHOOL YEAR 2007/08**

This agreement begins an expansion of an Adult Education and Family Literacy Program (AEFLA) between the municipalities of Caribou and Limestone. This partnership is the first step in consolidation of services in the two towns and later agreements may include all adult education services including Vocational, Contract, and Enrichment offerings. The consolidation seeks to avoid duplication of services, foster a combined program identity, and encourage participation of residents across district boundaries. The success of program operation is dependant upon an ongoing process of communication and sharing of resources between school officials of both districts.

**I. Terms and Conditions**

**A. Limestone School Department will:**

1. Raise 20% of the AEFLA Grant amount allocated to services provided to Limestone by the Caribou Adult Education Department. This project seeks to serve 20 learners in the Educational Functioning Level (EFL), of 1-4 at a foundation cost of \$6400, and 10 learners in the EFL of 5-6 at a foundation cost of \$800. Total cost: \$7200. Limestone will contribute 20% or \$1440 toward this effort.
2. Provide space at Limestone Community School for intake, registration, and classroom areas for Adult basic, GED Prep, and High School Diploma Courses.
3. Assist in the promotion of AEFLA offerings by mailings, distributing flyers and brochures, encouragement and referrals of residents of Limestone to attend course offerings that increase individual and family literacy basic skills.

**B. Caribou School Department will:**

1. Submit and manage a consolidated State of Maine Adult Education and Family Literacy Grant that will provide the revenue needed to serve both school districts.
2. Coordinate program planning, publicity, registration services, collection of fees, staff development activities, and a reporting process that will include the residence tracking of adults attending at each program location.
3. Provide a consolidated student service program to include intake, counseling, maintenance of records, individual transcripts, and data collection in accordance with the Maine Adult Education Management Information System (MAEMIS) reporting
4. Plan and conduct a consolidated graduation ceremony for Adult education graduates of both districts.
5. Plan and administer Staff Development activities.
6. Maintain an ongoing system of communication with Limestone School Department staff and administration in an effort to assure an ample level of adult basic education services.

**II. Staffing and Instructional Services**

- A. A day and evening learning center will be held two days and two evenings of the Fall and Spring semesters at Limestone Community School to accommodate Adult Basic Education, Pre GED and Adult High School Students.
- B. Caribou Adult Education will maintain a level of Administrative and Instructional support for AEFLA activities conducted at Limestone School Department. Specifically, administration, instruction, and support staff providing services at Limestone will be hired and employed by Caribou Adult Education.

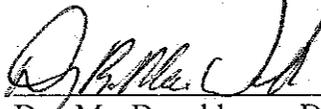
This MOA shall be reviewed each year by representatives of each school district where recommendations and modifications are to be recommended to local superintendents for approval.

By signing this agreement, is the intent of both school districts to support the successful implementation of this initiative leading to a long-term partnership.

In witness thereof, we duly authorized school officials set our hands.

 9-18-07

Frank McElwain      Date  
Superintendent, Limestone School Department

 9-18-07

Dan MacDonald      Date  
Director, Caribou Adult Education

**BUILDING USE AGREEMENT BETWEEN  
THE LIMESTONE SCHOOL DEPARTMENT  
AND TOWN OF LIMESTONE PARKS AND RECREATION  
DEPARTMENT**

**PERTAINING TO THE RECREATION CENTER**

This is an agreement between the Limestone School Department (Limestone) and the Town of Limestone Parks and Recreation Department (LPRD) concerning the use of the former Ag Science area, now referred to as the "Rec Center Area."

In consideration of the mutual agreement set forth below, the parties agree as follows:

1. The LPRD will make no structural alterations without the prior approval of the Limestone School Committee except alterations that cost \$1,000.00 or less may be approved by the Limestone Superintendent.
2. Should capital expenditures become necessary during the term of this agreement, the LPRD will be responsible for paying the costs.
3. The LPRD will be responsible for the cleaning of the used area and any other used area after every activity.
4. The LPRD will be responsible for the initial renovations as necessary, to include installing sound proofing and portable/moveable walls.
5. The LPRD will be responsible for security of the Rec Center as well as the rest of Limestone Community School when the building is used for a Rec activity. This will include activating the security system.
6. the LPRD will be responsible for any damage/vandalism to the school property while the building is being used directly associated with the Rec Department.

The LPRD director, LCS principal, Superintendent and Town Manager shall meet regularly, at mutually convenient times, to consider the following:

1. Review program schedules involving the use of the building and special areas.
2. Address and resolve any problems related to shared areas.
3. Maintain a written record of significant problems addressed and their resolutions.
4. In the unlikely event that a dispute cannot be resolved, the Superintendent and the Town Manager will meet to discuss and decide on a mutually acceptable solution.
5. In the event a resolution cannot be reached, two members of each respective board will discuss the dispute and decide on a mutually acceptable solution. This ruling will be final.

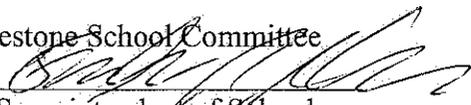
This agreement shall remain in effect until June 30, 2008. This agreement is subject to annual review unless terminated as otherwise provided herein or as required by law.

Either party may terminate this agreement at any time upon 12 months written notice to the other party.

The parties understand that each agency has important interests to insure. During the length of this agreement, all parties will insure they have the appropriate insurance coverage.

The parties shall meet no later than May 1 to discuss and agree upon modifications and additions to this agreement based upon the experience of the previous school year. Input from the LCS principal, LPRD director along with other available information shall be used in the development of any modifications. These must be approved by both parties.

DATE: 6-19-07

Limestone School Committee  
By:   
Its: Superintendent of Schools

DATE: 06/19/07

Limestone Selectmen  
By:   
Its: Town Manager

**BUILDING USE AGREEMENT BETWEEN  
THE LIMESTONE SCHOOL DEPARTMENT,  
THE MAINE SCHOOL OF SCIENCE AND MATHEMATICS AND  
TOWN OF LIMESTONE PARKS AND RECREATION DEPARTMENT**

**PERTAINING TO THE RESIDENCE HALL**

This is an Agreement between the Limestone School Department (“Limestone”) and the Maine School of Science and Mathematics (“MSSM”) and the Town of Limestone Parks and Recreation Department (LPRD) concerning use of the former Limestone Elementary School which was renovated to become the MSSM Residence Hall.

WHEREAS, the Maine Legislature has established the MSSM as a public, residential school to be located in Limestone;

WHEREAS, it was the intention of the Legislature and the developers of the MSSM that the former elementary school be used as a residential facility;

WHEREAS, Limestone has a former elementary school building which was converted to a residence hall for MSSM students;

WHEREAS, one portion of the former elementary school was the Veterans’ Memorial Gymnasium to be shared by the Limestone Community School, Limestone Parks and Recreation Department and the MSSM for athletic, recreational, and other civic programs;

WHEREAS, it will be mutually beneficial for the Limestone Community School, Limestone Parks and Recreation Department, and the Maine School of Science and Mathematics to share the Veterans’ Memorial Gymnasium, locker rooms, stage, and meeting rooms of this facility and;

WHEREAS, the parties realize that shared use of the gym area presents unique issues and opportunities;

NOW, THEREFORE, in consideration of the mutual agreements set forth below, the parties agree as follows:

1. Residential Area. The residential area of this building is totally off limits to all people or persons unless they are MSSM students, instructors, residential life staff members, MSSM administrative personnel or staff members. **ANYONE NOT AUTHORIZED BY MSSM ADMINISTRATION TO BE IN THIS AREA WILL BE ESCORTED OUT BY THE PROPER MSSM STAFF.**
2. Gymnasium Area. The gymnasium and the rooms within will be shared on a pre-scheduled basis, coordinated by all the administrative officers of all parties. Mutual agreement of the principal of the Limestone Community School and the director of the Maine School of Science and Mathematics may make exceptions to or changes in the schedule.
3. General Intent. The parties agree that their shared use of the gymnasium area is a unique and innovative concept. With the benefit of experience, this agreement is developed in more detail than the initial agreement. This agreement should be reviewed annually and revised if needed.
4. MSSM Use. The Town of Limestone grants to the MSSM exclusive use of the residential areas of this building. All entrances to the residential facility are controlled by a carded key system and a security alarm system

is installed throughout the building insuring only authorized personnel can enter the residential area.

5. Shared Facilities. The MSSM, LCS and LPRD shall have shared use of the gymnasium area, locker rooms, stage and meeting rooms on a pre-scheduled basis. Exceptions to or changes in the schedule may be made by mutual agreement with the Principal of Limestone Community School, Limestone Parks and Recreation Director, and the Director of the Maine School of Science and Mathematics.
6. Consideration. In consideration for use of the gymnasium and residential facility, the MSSM shall:
  - a. Pay the annual operating costs and minor/major repairs of the residence hall and pay the operating costs of the gymnasium area. Operating costs are defined as electricity, water, sewer, and heating.
  - b. Be responsible for day to day cleaning and maintenance of the areas to include residential and gymnasium areas.
7. Building Use Committee. The parties agree to establish a Building Use Committee composed of the following persons: The Principal of Limestone Community School, one Limestone faculty member appointed by the Principal, the Executive Director of the MSSM and one MSSM staff member appointed by the Executive Director, the Town Recreation Director and one Recreation Board Member. The Committee shall meet regularly at mutually convenient times and its functions shall include the following:

- A. Review programs scheduled involving the use of the gym and gym area to insure everyone has correct and current information.
  - B. Address and resolve any problems related to shared use areas.
  - C. Maintain a written record of significant problems addressed and their resolutions.
  - D. Submit a written report to the Superintendent of MSSM and LCS by June 1. The report should summarize the work of the committee during the past school year and make recommendations concerning future shared use of the gym and gym area of the residence hall.
8. Modification to Agreement. The parties shall, not later than August 1, discuss and agree upon modifications and additions to this Agreement based upon the experience of the previous school year, the recommendations of the Building Use Committee and other available information should be used in development of modifications.
9. Duration. This Agreement shall remain in effect until June 30, 2009. This Agreement is subject to annual review as provided in Section 7 above, unless terminated as otherwise provided herein or as required by law.
10. Termination. Either party may terminate this Agreement at any time upon 12 months written notice to the other parties.
11. Dispute Resolution. In the unlikely event that the Building Use Committee cannot resolve a dispute in the inter-school agreement, the following steps shall occur:

- a. The two superintendents shall meet to discuss the dispute and decide on a mutually acceptable solution.
  - b. In the event that the Superintendents cannot resolve the issue, two members of each respective board will discuss the dispute and decide on a mutually acceptable solution.
  - c. In the event that the Board members cannot agree, the Superintendents will request the Commissioner of Education to examine both sides in the dispute and issue a ruling. This ruling will be final.
12. Structural Alterations. The MSSM shall make no structural alterations in the residential hall without the prior approval of the Limestone School Committee, except that alterations of space exclusively used by the MSSM that cost five thousand dollars (\$5,000.00) or less may be performed with the approval of the Limestone Superintendent.
13. Capital Expenditures and Major/Minor Repairs.
- A. Should capital expenditures, major or minor repairs, with respect to the Veterans' Memorial Gymnasium become necessary during the term of this Agreement, the parties shall negotiate and attempt to reach agreement concerning allocation of the costs.
  - B. Should capital expenditures, major or minor repairs, with respect to the Residence Hall become necessary during the term of the Agreement, the MSSM will be responsible for paying the costs.

14. Insurance. The parties understand that each agency has important interests to insure. The Limestone School Committee has the legal owner of the Veterans' Gymnasium/Residence Hall has an interest in protecting the building and any contents owned by the school system. The MSSM has equipment, building mortgage obligations and other content interests to be appropriately covered. During the length of this agreement both agencies will work with their respective legal counselor and insurance agents to insure the appropriate coverage of their mutual interests.
15. EDA Considerations.
  - A. This lease is subordinate, junior and inferior to EDA's first mortgage interest in the residence hall which was executed March 4, 1997, and recorded on March 20, 1997, in Houlton, Deed Book #2994, page 225.
  - B. The Lessee acknowledges that the premises were improved, in part, with funding from the United States Economic Development Administration, Project # 01-49-03518, and agrees to use the premises in a manner consistence with the authorized general and special purpose of the EDA Grant for the entire term of the lease.
  - C. The Sub-lessee agrees to comply with the EDA's non-relocation regulation as set forth in 13 CRF 316.4.
  - D. The Lessee agrees to provide services without discrimination to all persons without regard to their age, race, color, religion, sex, handicap, or national origin.

DATE: \_\_\_\_\_

LIMESTONE COMMUNITY SCHOOL

By [Signature]

Its

DATE: 9/4/08

MAINE SCHOOL OF SCIENCE AND

MATHEMATICS

By [Signature]

Its Executive Director

DATE: Sept. 5, 2008

TOWN OF LIMESTONE

By [Signature]

Its TOWN MANAGER

**Agreement Between**  
**The**  
**Limestone School Department**  
**And the**  
**Maine School of Science and Mathematics**

This is an Agreement between the Limestone School Department (“Limestone”) and the Maine School of Science and Mathematics (“MSSM”) concerning use of portions of the Limestone Educational Complex (“the school building”) by MSSM.

WHEREAS, the Maine Legislature has established MSSM as a public, residential school to be located in Limestone;

WHEREAS, Limestone has excess space available in the school building;

WHEREAS, it was the intention of the Legislature and the developers of the MSSM that the MSSM would use a portion of the school building for its educational programs;

WHEREAS, it will be mutually beneficial for Limestone and the MSSM for the MSSM to use a portion of the school building; and

WHEREAS, the parties realize that their shared use of the school building presents unique issues and opportunities, and that the details of this relationship must necessarily evolve.

NOW, THEREFORE, in consideration of the mutual agreements set forth below, the parties agree as follows:

1. General Intent. The parties agree that the shared use of the school building is a unique and innovative concept, and that it is never possible to

foresee either all the opportunities the shared use presents nor the problems that may result. Therefore, the parties have intentionally kept the terms very general, however, with the benefit of experience of shared use, a more detailed and functional agreement, than the initial agreement, has been developed. This agreement shall be reviewed annually and revised if necessary.

2. MSSM USE. Limestone grants to the MSSM, for one dollar (\$1.00) and other considerations, the exclusive use of the indicated classrooms and other rooms in the school building: (Appendix A). The MSSM shall have unlimited use of these areas for MSSM educational purposes as defined by applicable law.
3. Shared Facilities. The MSSM shall have shared use, with Limestone, of the indicated areas of the school building: (Appendix A). Exceptions to or changes in the schedule may be made by mutual agreement of the principal of the Limestone Community School (LCS) and the director of MSSM.
4. Consideration
  - A. In consideration for its use of the school building, the MSSM shall pay to Limestone one-half of the annual operating costs and one-half of the minor repairs of the school building. Operating costs include, but are not limited to, electricity, water, sewer and heating.

- B. The MSSM shall be responsible for day to day cleaning and maintenance of the areas identified in Section 2 of this Agreement, including the hallways adjacent to the rooms (Appendix A).
  - C. Limestone shall continue to clean and maintain all areas of the school building other than those identified in Section 3 above. In further consideration for its use of school building facilities, the MSSM shall share in the cleaning and maintenance of the common areas defined in Section 3 above.
  - D. Limestone shall bill the MSSM in a timely fashion for all amounts due under this Agreement.
5. Building Use Committee. The parties agree to establish a Building Use Committee composed of the following persons: The Principal of Limestone Community School, one Limestone faculty member appointed by the Principal, the Director of the MSSM and one MSSM faculty member appointed by the Director. The Committee shall meet regularly at mutually convenient times and its functions shall include the following:
- A. Consider ways to improve the conditions of shared use of the school building;
  - B. Address and resolve problems related to shared use;
  - C. Maintain a written record of significant problems raised and their resolutions;
  - D. Make appropriate recommendations to the Limestone and MSSM Superintendents; and

- E. Submit a written report to the Limestone and MSSM Superintendents by June 1, summarizing the work of the Committee during the previous school year and stating general and specific recommendations concerning future shared use of the school building.
6. Modifications to Agreement. The parties shall, not later than August 1 of each year, discuss and agree upon modifications and additions to this Agreement based upon the experience of the previous school year, the recommendations of the Building Use Committee and other documented information.
7. Duration. This Agreement, as modified and supplemented by August 1 shall remain in effect until June 30, 2009. This Agreement is subject to annual review as provided in Section 1 above, unless terminated as otherwise provided herein or as required by law.
8. Termination. Either party may terminate this Agreement at any time upon 12 months written notice to the other party. If the MSSM fails to pay any amounts due under this Agreement within 30 days after the due date, Limestone may terminate this Agreement on the next occurring June 30 following service of written notice of termination upon the Chairperson of the MSSM Board of Trustees. The termination shall be effective on that date unless the MSSM has brought its account current.

9. Dispute Resolution. In the unlikely event that the Building Use Committee cannot resolve a dispute in the inter-school agreement, the following steps shall occur:
  - A. The two superintendents shall meet to discuss the dispute and decide on a mutually acceptable solution.
  - B. In the event that the superintendents cannot resolve the issue, two members of each respective board will discuss the dispute and decide on a mutually acceptable solution.
  - C. In the event that the Board members cannot agree, the superintendents will request the Commissioner of Education to examine both sides in the dispute and issue a ruling. This ruling will be final.
10. Structural Alterations. The MSSM shall make no structural alterations in the school building without the prior approval of the Limestone School Committee, except that alterations of space exclusively used by the MSSM that cost five thousand dollars (\$5,000.00) or less may be performed with the approval of the Limestone Superintendent.
11. Capital Expenditures and Major Repairs: Should capital expenditures or major repairs with respect to the Building become necessary during the term of this Agreement, the parties shall negotiate and attempt to reach agreement concerning allocation of the costs.
  - A. Insurance. The parties understand that each agency has important interests to insure. The Limestone School Department as the legal

owner of the Limestone Educational Complex has an interest in protecting the building and any contents owned by the school system. The MSSM has equipment and other content interests to be appropriately covered. During the length of this agreement both agencies will work with their respective legal counselor and insurance agents to insure the appropriate coverage of their mutual interests.

DATE: \_\_\_\_\_

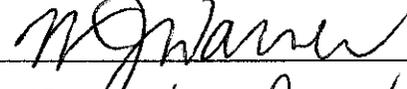
LIMESTONE SCHOOL COMMITTEE

By 

Its

DATE: 9/4/08

MAINE SCHOOL OF SCIENCE AND  
MATHEMATICS

By 

Its Executive Director

## APPENDIX A

### Exclusive Room List (Blue)

B105	B106	B107	B108	B109	B110
B111	B112	B113	B202	B205	B207
B208	B209	B210	B211	B213	B216
B218	D700	D701	D702		

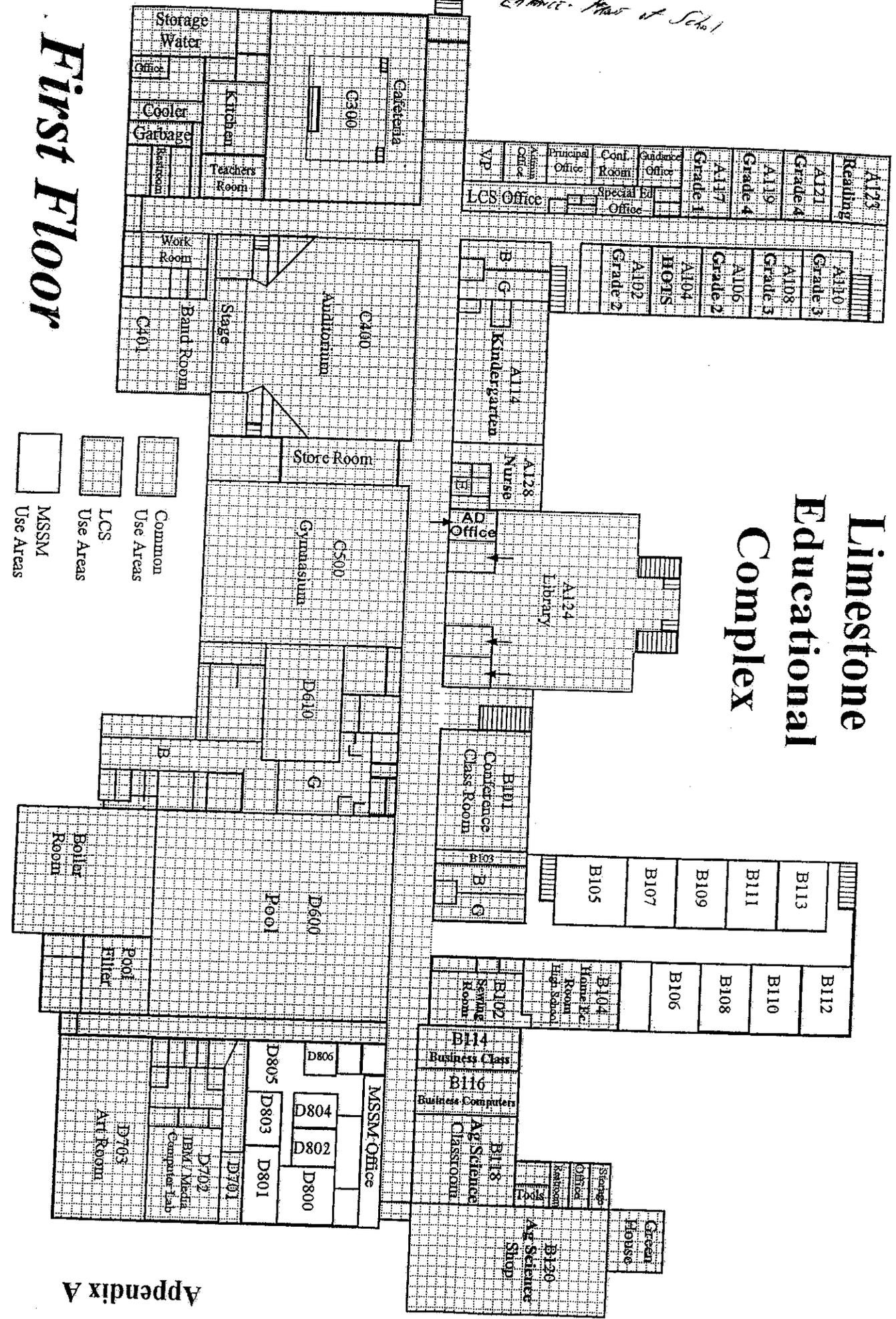
### Shared Room List ( Yellow)

B101	A122	C500	D600	C400	C300
C401					

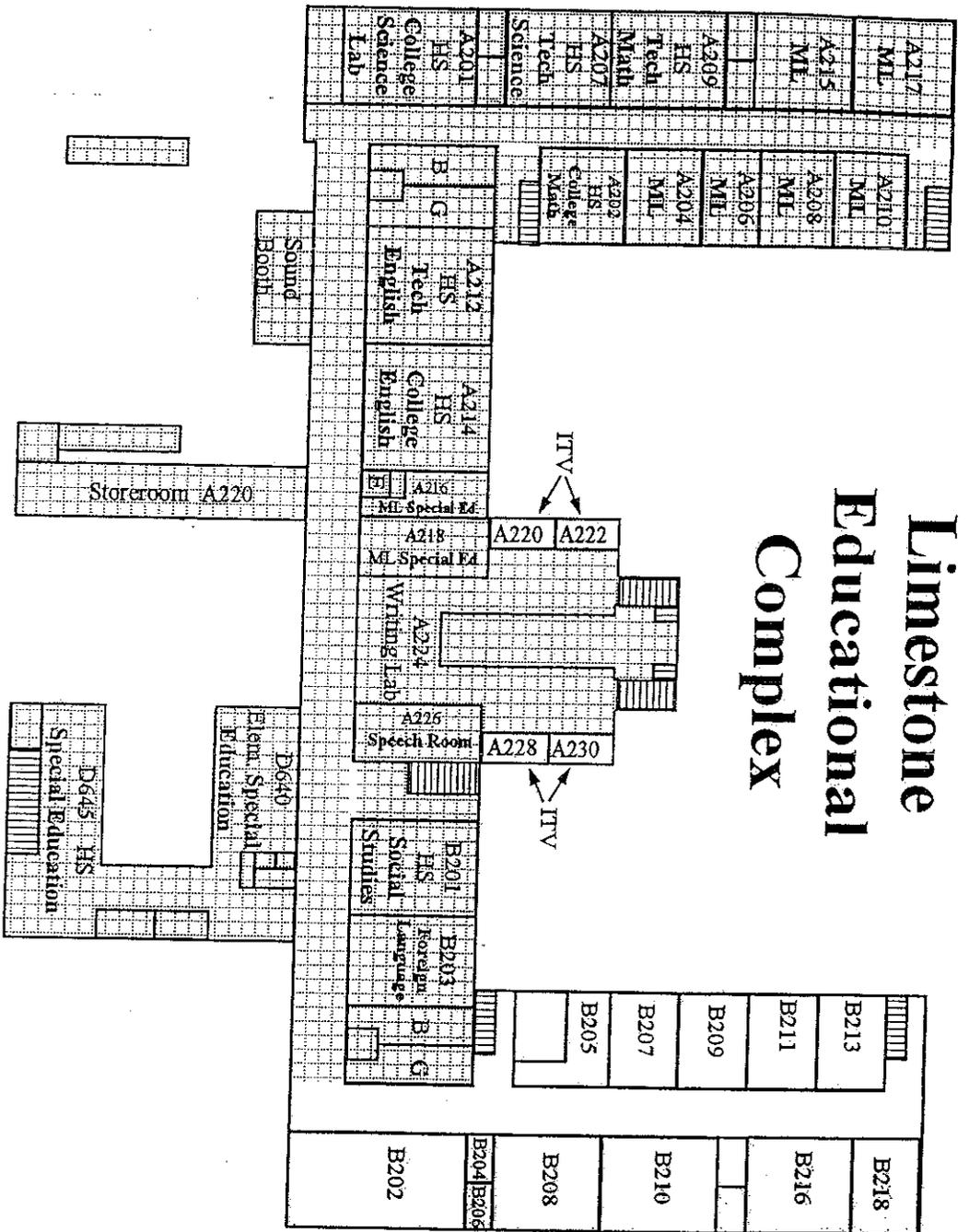
- Entrance - Front of School

# Limestone Educational Complex

## First Floor



# Limestone Educational Complex



-  Common Use Areas
-  LCS Use Areas
-  MSSM Use Areas

## Second Floor

MSSM/LCS CONTRACT FOR FOOD SERVICES FOR  
AUGUST 2008 – JUNE 2009

From August 12, 2008 through June 18, 2009 the Limestone School Department will purchase breakfast and lunch meals from the Maine School of Science and Mathematics

I. FOOD PRICES

A. Breakfast

1. The cost of breakfast for each student will be \$2.00.
2. The cost of breakfast for each adult (LCS employee) served will be \$2.50.
3. The cost of breakfast for any non-LCS student or employee will be at a rate established by the MSSM.
4. Students will be expected to pay individually for seconds or extra servings at the time of purchase. (The prices will be posted).

B. Lunch

1. The cost of lunch for each student will be \$2.50.
2. The cost of lunch for each adult (LCS employee) served will be \$3.50.
3. The cost of lunch for any non-LCS student or employee will be set at a rate established by the MSSM.
4. Students will be expected to pay individually for seconds or extra servings at the time of purchase. (The prices will be posted).

C. Payments made by LCS students and staff

All payments for meals made by LCS students and staff will be credited to Limestone's account. Such payments will be reflected in the monthly invoice received by Limestone School Department.

D. Monthly Reports to State Department of Education

Limestone will be responsible for completion and submission of monthly breakfast and lunch state reports related to only Limestone students. These reports are required by the Maine State Department of Education. The Limestone School Department will complete their own paperwork for state reports, applications, reimbursements, and any other state requirements.

II. UTILITIES

Limestone School Department and the Maine School of Science and Mathematics will continue to split the cost of utilities 50/50. Utilities included in this agreement are propane, electricity, extermination, water and sewer.

### III. CLEANING/TRASH REMOVAL

- A. Limestone School Department will continue to be responsible for cleaning the dining room following breakfast and lunch and MSSM will continue to be responsible for cleaning the dining room following evening and weekend meals.
- B. The Maine School of Science and Mathematics agrees to reimburse Limestone for one-half (1/2) the cost of trash removal for the cafeteria.
- C. Sponsors of special events will be responsible for cleaning of the dining room immediately following the special event.

### IV. VENDING MACHINES

Limestone will continue to be responsible for and receive all proceeds of the vending machines located within the cafeteria. If Limestone chooses to not provide this service, then such services will be converted to the responsibility of FLIK.

### V. EQUIPMENT MAINTENANCE

The cost of maintenance, repair and replacement of equipment will be shared 50/50 between MSSM and LCS. In the event of the need to purchase new equipment the schools will work together to be certain that appropriate, affordable equipment is purchased.

### VI. SPECIAL EVENTS/ACTIVITIES

MSSM, LCS and FLIK will work together relative to the planning, organization and implementation of special events or activities such as: sports banquets, graduation banquets and receptions, school dances and other events which may arise. Dates for such events should be confirmed with the cafeteria staff before planning and publicity. Each school or organization will be billed for its respective special event or activity.

### VII. PAYMENT ON ACCOUNT

The cost of the above food program will be billed to Limestone on a monthly basis with a breakdown of number of meals consumed. Limestone should pay all invoices to the MSSM within two weeks of receipt. The Limestone School Department will not pay any interest payments to contractors or vendors.

VIII. LEASING OF KITCHEN AREA

The Maine School of Science and Mathematics agrees to pay an annual \$1.00 leasing fee to the Limestone School Department for use of the kitchen area, storage areas, work areas, and equipment.

IX. EQUIPMENT INVENTORY AND USE

At the end of this partnership the premise and all equipment listed in the inventory furnished by Limestone School Department will be returned in the same condition as when originally made available, excepting for reasonable wear and tear, fire and other casualty loss.

X. USDA COMMODITIES

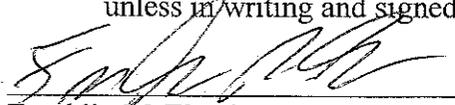
- A. Credit will be given to each school for the receipt of commodities. The amount of each credit will be determined based upon the percentages of students from each school who qualify under the free and reduced lunch programs.
- B. The Maine School of Science and Mathematics accepts liability for any negligence on its part that results in loss, improper use of, damage of USDA foods.
- C. Any USDA foods received by the Maine School of Science and Mathematics for the Limestone School Department will accrue only to benefit nonprofit food service program and MSSM will utilize USDA commodities therein.

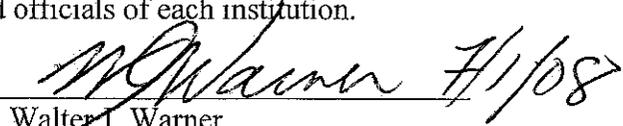
XI. TERMINATION NOTICE

A 60 day termination notice will be required if cause is found to terminate the contract. This may be proposed by either party.

XII. ENTIRE AGREEMENT

This agreement constitutes the entire agreement between the two parties with respect to the provisions of Food Service for August 12, 2008 – June 18, 2009. No variation or modification of this Agreement or attachments shall be valid unless in writing and signed by authorized officials of each institution.

  
\_\_\_\_\_  
Franklin McElwain  
Superintendent  
Limestone School Department

  
\_\_\_\_\_  
Walter J. Warner  
Executive Director  
Maine School of Science and Mathematics

**SERVICE PROVIDER AGREEMENT**

**7/1/08 – 6/30/09**

WHEREAS, Limestone School Department (the "Receiving School Unit") is in need of non-instructional services in order to provide educational services to the students of the Receiving School Unit;

WHEREAS, the Receiving School Unit desires to contract with Maine School Administrative District No. 1 ("M.S.A.D. No. 1") for non-instructional services;

WHEREAS, M.S.A.D. No. 1 is able to provide non-instructional services to local school units;

WHEREAS, M.S.A.D. No. 1 and the Receiving School Unit agree to actively explore mutually beneficial ways to reduce non-instructional costs and make the most efficient use of existing resources;

NOW THEREFORE, the parties therefore agree as follows:

M.S.A.D. No. 1 agrees to provide non-instructional services to the Receiving School Unit.

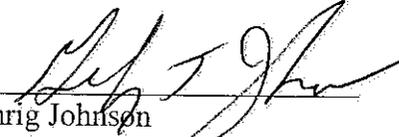
The Receiving School Unit agrees to pay M.S.A.D. No. 1 an annual provider fee of \$30,000.00 for the non-instructional services provided. This fee will be in addition to the actual cost of the specific services that M.S.A.D. No. 1 provides to the Receiving School Unit and will be paid in 12 equal monthly payments of \$2,500.00.

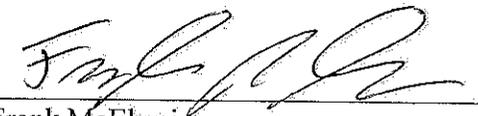
The parties agree that non-instructional services may include but shall not be limited to the following services: school unit administration, special education services including services provided by the special education director, business office services including services customarily provided by a business manager; busing services, maintenance services, and other services determined by the Superintendent of Schools and as agreed upon by the Receiving School Unit.

Any specific services that M.S.A.D. No. 1 provides to any Receiving School Unit will be governed by a separate contract that is acceptable to the Board of Directors of the Receiving School Unit and approved by the Superintendent of Schools.

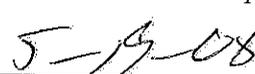
Either party may terminate this agreement on sixty (60) days written notice to the other party.

Both parties will carry general liability and professional liability insurance coverage.

  
\_\_\_\_\_  
Gehrig Johnson  
Superintendent of Schools  
MSAD #1

  
\_\_\_\_\_  
Frank McElwain  
Superintendent of Schools  
Limestone School department

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Date

**SCHEDULE AND AGREEMENT FOR NON-INSTRUCTIONAL SERVICES  
TO BE PROVIDED TO LIMESTONE SCHOOL DEPARTMENT  
7/1/08 – 6/30/09**

**1. TRANSPORTATION**

- a) MSAD #1 shall provide drivers employed by MSAD #1 to operate school buses transporting Limestone students to and from school for all grades from Pre-K to Grade 12, for vocational students, and for all extra-curricular activities.
- b) All drivers furnished by MSAD #1 shall meet all licensing and qualification standards established by federal and state law and by MSAD #1 for drivers transporting MSAD #1 students.
- c) Buses shall be furnished and housed by Limestone and shall be used only to transport Limestone students.
- d) Buses shall be maintained in accordance with all applicable federal, state and local safety/operational standards by MSAD #1 at its maintenance facility. Communication with drivers on the road will be done for employee purposes by MSAD #1 and for student purposes by Limestone.
- e) All items necessary to keep buses operational by state inspection standards (grease, oil, filters, light replacement, windshield wipers, batteries, tires, exhaust systems, seat cover replacements, etc.) will be included under this agreement
- f) Any one-time major repairs (motor/transmission repair or replacement) that exceed \$750 are not included under this agreement, and all costs associated with such repair/replacement will be borne by Limestone.

**2. CUSTODIAL SERVICES**

- a) MSAD #1 will provide all custodial services at the Limestone Community School and Superintendent's Office with the exception of the pool area.
- b) Limestone will be responsible for the purchase of all cleaning products and equipment used by the custodians.
- c) Limestone shall continue to be responsible for all building maintenance, mowing and maintenance of its grounds and athletic fields, and maintenance of its indoor pool.

**3. FEE FOR SERVICES PROVIDED**

- a) Limestone shall pay MSAD #1 \$280,400 for the services explained in 1. and 2. above. Billing will be done on a monthly basis.

**4. EMPLOYMENT**

- a) All services furnished under this agreement shall be performed by employees of MSAD #1
- b) MSAD #1 shall be the employer of MSAD #1 employees for all purposes including, but not limited to, compensation, benefits, supervision, workers compensation, unemployment compensation, and all federal and state laws governing employment.
- c) MSAD #1 shall be responsible for hiring, training, supervision, and termination (if and when necessary) of all employees providing services to Limestone in compliance with all applicable laws and in accordance with the same standards and procedures MSAD #1 applies with respect to all of its drivers and custodians.

**5. INSURANCE**

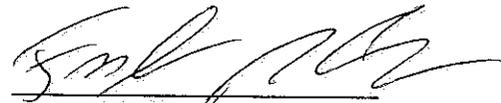
- a) MSAD #1 shall maintain insurance for the acts and omissions of its employees who provide services to Limestone under this agreement to the same extent it maintains insurance for the acts and omissions of its other employees.
- b) Limestone shall also maintain insurance for the acts and omissions of MSAD #1 employees in the course of providing services to Limestone. Limestone shall maintain vehicle property and liability insurance for all its buses.

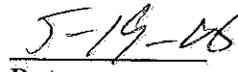
**6. TERMINATION**

Either party may terminate this agreement with a 60-day written notice.

  
\_\_\_\_\_  
Gehrig Johnson  
Superintendent of Schools  
MSAD #1

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Frank McElwain  
Superintendent of Schools  
Limestone School Department

  
\_\_\_\_\_  
Date

Contractual Agreement  
Facilities Manager

This agreement is made between the Maine School of Science and Mathematics and the Limestone School Department for Facilities Manager.

**Description of Services**

- \* Supervise all custodians and maintenance staff
- \* Maintains safety standards according to all state requirements and insurance regulations.
- \* Performs monthly inspections of all facilities.
- \* Implements a system of maintenance and repair needs identification from inspections and work order requests.
- \* Establishes and administers schedules and procedures for the regular ongoing custodial care of all facilities, including the Limestone Community School, MSSM Dormitory, MSSM faculty housing, MSSM administrative offices, MSSM/LCS grounds and athletic facilities.
- \* Identifies the custodial supplies and equipment needed and maintains an inventory of them.
- \* Establishes and supervises summer cleaning programs and schedules.
- \* Confers with administration regarding maintenance and custodial work.
- \* Evaluates all custodial and maintenance personnel on job performance annually.
- \* Backup technology for MSSM technology staff.

**Compensation**

MSSM agrees to compensate the Limestone School Department \$819.24 per month. Payments of \$2,457.72 are to be made on September 1, 2008, December 1, 2008, March 1, 2009 and June 1, 2009.

**Length of Agreement**

This agreement is for the period beginning July 1, 2008 and ending June 30, 2009 and is renewable upon agreement by both parties.

In witness whereof, the parties hereto agree to the above terms.

9/4/08

  
\_\_\_\_\_  
Walter Warner  
Director of MSSM

  
\_\_\_\_\_  
Franklin McElwain  
Limestone Superintendent of Schools

**CONTRACTUAL AGREEMENT**  
**SPECIAL EDUCATION SERVICES**

This agreement is made between the Limestone School Department and the Caribou School Department for Special Education Services to be provided to Limestone on a part-time basis.

Description of Services:

Caribou agrees to provide the following special education services:

- Serve as a Consultant for special education services planning and programming.
- Be responsible for the special services record keeping system to meet the requirements of State and Federal regulations.
- Assist in the completion of state and federal special education reports.
- Assist and develop in-service education for classroom teachers and the special education staff.
- Provide ongoing evaluation of special education programs and make recommendations for changes.
- Serve as a resource for all teachers in the implementation of special education programs.
- Be involved in the recruitment, selection and retention of special education staff as requested.
- Serve as a liaison and disseminate information concerning the special education program.
- Assist the school committee in policy development.
- Attend school committee meetings and other public forums as requested.
- Attend and/or chair Pupil Evaluation Team meetings as needed or requested.
- Meet periodically with special education staff to share information and discuss programming.
- Maintain communication with the Limestone special education administrative assistant, lead teacher and building principal.

Length of Agreement:

This agreement is for the period beginning July 1, 2008 and ending June 30, 2009 and is renewable upon agreement of both parties.

Compensation:

Limestone School Department agrees to compensate the Caribou School Department \$7,880 on or before December 1, 2008 and June 1, 2009 for a total of \$15,760.

Either party upon 30 days written notice may cancel this agreement.

In witness whereof, the parties hereto agree to the above terms:

Scott M. Willey  
Caribou Board of Education, Chairperson  
(Scott Willey)

George Obar  
Limestone School Committee, Chairperson  
(George Obar)

Date: 9/3/08

Date: 9-8-08

Maine School of Science & Mathematics

Maine School of Science & Mathematics and the Limestone School Department enter into this service agreement which will be effective for the school year 2008/09 terminating June 30, 2009.

In exchange for the services outlined below and in return for the fees outlined below, Walter Warner, Maine School of Science & Mathematics, Executive Director and Frank McElwain, Limestone Superintendent of Schools, agree to the following conditions:

1. Services

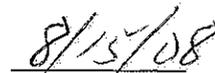
Maine School of Science & Mathematics shall provide a librarian 20 hours per week to the Limestone School Department.

2. Terms

The Limestone School Department will pay Maine School of Science & Mathematics \$30,000 for services 20 hours per week beginning on August 15, 2008 and terminating no later than June 30, 2009.

Payment Schedule: \$7,500 per quarter  
July-September  
Oct. – December  
Jan. – March  
April- June

  
Signature of MSSM Executive  
Director Walter J. Warner

  
Date

  
Signature of LCS Superintendent  
Frank McElwain

  
Date

## Contractual Agreement Superintendent Services

This agreement is made between the Limestone School Department and the Caribou School Department for Superintendent Services to be provided to Limestone on a part time basis.

### Description of Services

Caribou agrees to provide the following superintendent services:

- Make preparations for and participate in one School Committee meeting per month.
- Develop and recommend educational and operating policies for consideration and action by the School Committee.
- Approve/certify reports as required.
- Provide advice to administration, business office and the School Committee to meet the educational objectives of the school system.
- Be available in person, by phone or by e-mail to provide advice/make decisions on a daily basis.
- Represent Limestone along with Caribou at regional and state meeting.
- Represent the School Committee in labor negotiations.
- Guide the development, approval and administration of the annual school budget.
- Oversee the management of personnel.
- Direct, administer and coordinate through administration and administrative staff, the continued development and coordination of curriculum, the operation of the school, and the maintenance of the plant.

### Length of Agreement

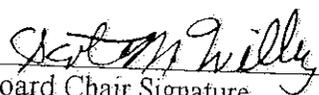
This agreement is for the period beginning July 1, 2008 and ending June 30, 2009, and is renewable upon agreement of both parties.

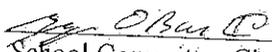
### Compensation

Limestone School Department agrees to compensate the Caribou School Department at the rate of **\$2,652 per month**. Payments to be made on December 1, 2008 and June 1, 2009.

This agreement is contingent on the approval of Susan A. Gendron, Maine Commissioner of Education for Franklin R. McElwain, to provide superintendent services to the Limestone School Department in addition to his full-time superintendent responsibilities with the Caribou School Department.

In witness whereof, the parties hereto agree to the above terms:

  
\_\_\_\_\_  
Board Chair Signature  
Scott Willey  
Caribou Board of Education Chair

  
\_\_\_\_\_  
School Committee Chair Signature  
George Obar  
Limestone School Committee Chair

Date: 9/2/08

Date: 9-8-08

# Limestone School Department

97 High Street  
Limestone, Maine 04750



*"Building Tomorrow's Future on Today's Dreams"*

Franklin McElwain  
Superintendent of Schools

Telephone: 325-4888  
Fax Phone: 325-4969

July 7, 2008

The Caswell School Department agrees to pay the Limestone School Department for social worker services for two, 1/2 days during the months of September through May for the 2008-09 school year.

Caswell will pay \$130.00 for each half-day worked. The Limestone School Department will pay the social worker. Caswell will pay mileage directly to the social worker.

Franklin McElwain, Superintendent  
Limestone School Department

Date

William Dobbins, Superintendent  
Caswell School Department

Date