

# Maine School Administrative District #11

150 Highland Ave.  
Gardiner, ME 04345  
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Paul D. Knowles, Ed. D  
Superintendent

Howard Tuttle  
Director of Curriculum and Instruction

March 21, 2008

Susan A. Gendron  
Commissioner of Education  
State of Maine Department of Education  
23 State House Station  
Augusta, ME 04333-0023

Commissioner Gendron:

This letter and accompanying materials are to serve as MSAD #11's compliance requirement to provide the Department of Education with additional materials to complete its Alternative Plan.

At this time, MSAD #11 is facing a \$1.6 million dollar budget shortfall for FY 2008/09 due to approximately a \$611,000 projected reduction in GPA and a District Budget increase of \$712,000. The MSAD #11 School Board and Administration are still conducting pointed and difficult budget workshops, determining how to reduce the budget and minimally impact the teaching and learning opportunities of our children.

Because of these constraints, MSAD #11, at this time, is unable to provide the Department of Education with the projected expenditures in FY 2008/09 for system administration, transportation, special education, and facilities and maintenance.

As soon as the State Budget is finalized, and the MSAD #11 School Board has completed its budget deliberations and set its FY 2008/09 District Budget, MSAD #11 will provide the Department of Education with the updated and required material.

If you have further questions and/or concerns, please contact me.

Yours In Education,

*Paul D. Knowles*  
Paul D. Knowles, Ed.D  
Superintendent

# ALTERNATIVE PLAN SUBMITTAL SHEET

School Administrative Unit Submitting Alternative Plan:

- MSAD #11

Contact Information:

Name: Dr. Paul D. Knowles  
Address: !50 Highland Avenue  
Gardiner, Maine 04345  
  
Telephone: (207) 582-5346  
email: pknowles@msad11.org

Date Plan Submitted by SAU: Updated 3/21/08

**The intent to submit an alternative plan has been approved by the Commissioner in the approval of the Notice of Intent?**

YES       NO

(If NO, please explain.)

**Alternative Plan Cover Sheet**  
(Please attach Alternative Plan as Exhibit A)

Plan Requirements				
Item	Complete	In Progress	Not Yet Started	Need Assistance <sup>1</sup>
Plan addresses how the SAU will reorganize administrative functions, duties and noninstructional personnel so that projected expenditures of RSU in fiscal 2008-2009 for the following areas will not have an adverse impact on the instructional program.				
<b>system administration</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>transportation</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>special education</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>facilities and maintenance</b>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan addresses how cost savings will be achieved in fiscal 2008-2009 for the above four areas.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parameters for Plan Development				
Enrollment meets requirements (2,500 except where circumstances justify an exception)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Includes at least one publicly supported high school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent with policies set forth in section 1451	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No displacement of teachers	<input checked="" 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"/>
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"/>
Collaborative Agreements				
			Yes	No
Does your plan currently include information/documentation on collaborative agreements? <i>(not required, but encouraged)</i>			<input checked="" type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on the next page.





STATE OF MAINE  
 DEPARTMENT OF EDUCATION  
 23 STATE HOUSE STATION  
 AUGUSTA, MAINE  
 04333-0023

RECEIVED

DEC 18 2007

SUSAN A. GENDRON

MSAD #11

COMMISSIONER

JOHN ELIAS BALDACCI

GOVERNOR

December 14, 2007

Paul Knowles, Superintendent  
 MSAD 11  
 150 Highland Avenue  
 Gardiner, ME 04345

Dear Superintendent Knowles:

Thank you for the Alternative Plan that you submitted on behalf of MSAD 11 on November 20, 2007 for Department review for compliance with the school reorganization law, P.L. 2007, chapter 240, Part XXXX.

I recognize how much time, effort and thoughtful work is required to complete an alternative plan and appreciate the efforts made, to date, by all those involved.

Members of my staff and I have reviewed the submission and offer the comments and notes listed below to assist you in completing the plan. If you make any substantive change(s) to any part of the plan beyond those listed below, please be sure to note those on the Updated Alternative Plan Cover Sheet Checklist, along with notation of those items that have changed per the notes contained in this response.

**General Documentation (Submittal Sheet)**

- All information submitted as required.
- The actual number of students for which the proposed RSU was fiscally responsible as of October 1, 2006 was 2,223. I am making you aware of this as this is the enrollment number that will be used in determining Essential Programs and Services funding.

**Checklist/Plan Text Items**

Items Checked "Complete"

With respect to the items you checked as "complete", please note the following:

*\* Required Items*

Each alternative plan must provide projected expenditures in FY 2008-2009 for system administration, transportation, special education, and facilities and maintenance in accordance with P.L. 2007, chapter 240, Part XXXX-36(6)(F). Please provide these projected expenditures in each of the four categories; and please consider using the guidance offered in the Drummond Woodsum workshop materials.

In Exhibit A, we have included a comparison of (A) the 2007-08 EPS allocations for the four categories of system administration, transportation, special education, and facilities and maintenance and (B) your unit's 2007-08 budget information (if available) for these four categories. Also included are estimated 2008-09 EPS allocations for system administration, transportation, and facilities and maintenance. I encourage you to review this information. NOTE: If the 2007-08 budget information is missing then it is likely that your unit has not submitted this information to the MEDMS Financial System; please see Administrative Letter # 20, dated 2/13/2007 for instructions.

A model for budgeting for system administration is available at [www.maine.gov/education/supportingschools/planning.html](http://www.maine.gov/education/supportingschools/planning.html).

The Department of Education will be issuing an RFP to procure routing software to be available statewide. It is the Department's intent to issue the RFP early in 2008 and have a contract signed with a vendor as soon thereafter as possible so that the software will be available to RSUs and municipalities as soon as possible. SAUs may begin to work with the system in FY 2008-2009 but will not be able to budget any cost savings until FY 2009-2010.

We will review all items on the checklist again, upon your completion of the plan.

**SUBMISSION OF REVISIONS:**

Please provide the additional materials to complete your plan by February 1, 2008. Please include:

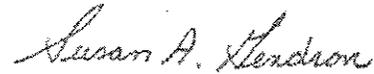
- Any additional data required
- An updated Submittal Page
- An updated Cover Sheet Checklist
- A copy of this Response from the Commissioner.

I will respond no more than 14 days after the revisions/additional materials are refiled with the Department. As you are the contact person identified on the Submittal Sheet, this response is addressed to you but with the understanding that you will share it with your school administrative unit board members.

Finally, what I am reviewing for approval is a plan (or a submission, if the plan is incomplete) which is by its very nature prospective, with steps yet to be taken or finalized; and any review comments or approval given are in relation to the elements required under P.L. 2007, chapter 240, Part XXXX but not the legality of all the activities proposed. Thus, I strongly recommend that you have your own legal advisor(s) review the details of any particular transaction proposed in your plan (particularly with respect to the disposition of property, to debt, and to employee contracts/relations) as you proceed, to ensure the legality of the steps you'll be taking to implement the plan. If that review leads to any substantive changes in any parts of your plan, please be sure to submit an amended plan to the Department for our review and our file.

Again, my sincere thanks for your efforts.

Sincerely,

A handwritten signature in cursive script that reads "Susan A. Gendron".

Susan A. Gendron  
Commissioner of Education

Enc.

Exhibit A

Maine Department of Education  
Alternative Plan Financial Review

School Administrative Unit: MSAD 11

1. 100% Essential Programs and Services

10/1/2006 Enrollment	Required Local	Additional Local	ED 281 Line 60 Subsidy	Taxes and Subsidy	100% EPS	Amount Over (Under) EPS	Percent Over (Under) EPS
2450.91	\$ 4,834,140	\$ 1,319,449	\$ 13,034,810	\$ 19,188,398	\$ 18,659,961	\$ 528,438	2.83%

2. System Administration

FY '08 Budget*	K - 8	Assessment 9 - 12	Total	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 857,016	\$ 612,856	\$ 264,789	\$ 877,645	\$ -	\$ (20,629)	-2.35%

Estimated 2008-09 100% EPS Allocation based on student counts used for 2007-08 funding = \$ 499,986

3. Operations and Maintenance of Facilities

FY '08 Budget*	K - 8	Assessment 9 - 12	Total	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 2,734,281	\$ 1,632,007	\$ 844,945	\$ 2,476,952	\$ -	\$ 257,329	10.39%

Estimated 2008-09 100% EPS Allocation based on student counts used for 2007-08 funding = \$ 2,429,117

4. Special Education

FY '08 Budget*	Assessment	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 2,389,887	\$ 1,815,414	\$ 561,000	\$ 13,472	0.74%

Estimated 2008-09 100% EPS Allocation based on student counts used for 2007-08 funding = Not Available

5. Transportation

FY '08 Budget*	Assessment	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 1,227,523	\$ 988,450	\$ -	\$ 239,073	24.19%

Estimated 2008-09 100% EPS Allocation based on student counts used for 2007-08 funding = \$ 939,027

\*FY '08 Budget information from MEDMS Financial Reporting.