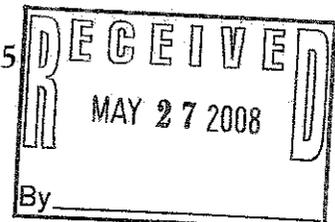


Maine School Administrative District No. 75

50 Republic Avenue  
TOPSHAM, MAINE 04086  
TEL (207) 729-9961 FAX (207) 725-9354  
[www.link75.org](http://www.link75.org)



J. MICHAEL WILHELM, Ed.D.  
Superintendent

SALLY LOUGHLIN  
Assistant Superintendent

PETER H. GRAY  
Business Manager



PATRICK F. MOORE, Ph.D.  
Director of Special Services  
(207) 729-1557

DIANA L.S. McCAIN  
Director of Adult and  
Community Education  
(207) 729-7323

May 23, 2008

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

Dear Commissioner Gendron:

*In response to your letter of May 7, 2008, requesting additional information regarding our application for Alternative Plan statuses, please find enclosed information.*

*If this is not as you requested, please let us know in a timely manner so that we can present this appropriately. Please also note that since the last submission of this plan, two collaborative agreements have been struck – one with Brunswick Public Schools and one with Maine Vocational Region Ten. In the first, Brunswick Public Schools will contract with M.S.A.D. No. 75 to provide administrative oversight for its Food Service Program. In the other, Maine Vocational Region Ten will contract with M.S.A.D. No. 75 for business office management. In the first case, savings accrue to both Brunswick Public Schools and M.S.A.D. No. 75. In the second case, some savings accrue to MVR 10 in 2008-2009. However, in FY 2009-2010, it is projected that the three sending school systems will see savings, as the budget of the Vocational School will be reduced by the cost of the position of bookkeeper, which is being eliminated.*

Sincerely,

A handwritten signature in black ink, appearing to read "J. Michael Wilhelm".

J. Michael Wilhelm, Ed. D.  
Superintendent of Schools

**Enclosures**

Maine Department of Education  
 Alternative Plan Financial Review  
 M.S.A.D. No. 75

	FY08 Budget	FY09 Proposed Budget	Variance from FY08 to FY09	FY09 100% EPS	Amount Over(Under) EPS	Percent Over(Under) EPS
System Administration	\$1,362,843	\$774,228	(\$588,615)	\$656,451	\$117,777	17.94%
Operations and Maintenance of Facilities	\$3,515,184	\$3,425,200	(\$89,984)	\$3,195,848	\$229,352	7.18%
Special Education	\$6,494,411	\$5,661,767	(\$832,644)	\$4,666,493	\$995,274	21.33%
Transportation	\$2,184,442	\$2,070,404	(\$114,038)	\$1,631,934	\$438,470	26.87%
	\$13,556,880	\$11,931,599	(\$1,625,281)			

**M.S.A.D. No.75**  
**FY09 Summary**  
**District Administration Budget Summary**

	<u>FY08</u>	<u>FY09</u>	<u>Difference</u>
Administrator Salaries	\$458,206	\$311,866	-\$146,340
Board of Directors Stipends	\$5,600	\$5,600	\$0
District Office Staff Salaries	\$214,913	\$113,252	-\$101,661
Employee Benefits	\$176,860	\$81,558	-\$95,302
Staff Development	\$18,790	\$14,675	-\$4,115
Contracted Services - Administration	\$139,167	\$78,800	-\$60,367
Legal Fees	\$35,000	\$25,000	-\$10,000
Repair & Maintenance - Equipment	\$6,500	\$5,700	-\$800
Software Licenses	\$70,554	\$11,000	-\$59,554
Insurance - Liability	\$48,377	\$44,196	-\$4,181
Postage	\$10,750	\$9,500	-\$1,250
Telephone Service & Repairs	\$4,854	\$3,850	-\$1,004
Advertising	\$15,300	\$11,500	-\$3,800
Printing	\$25,400	\$22,580	-\$2,820
Travel	\$6,406	\$5,750	-\$656
Supplies, General	\$12,860	\$12,500	-\$360
Books, Professional	\$1,875	\$1,875	\$0
Software Purchases	\$77,450	\$1,800	-\$75,650
Dues & Fees	\$33,981	\$13,226	-\$20,755
 Total Budget	 \$1,362,843	 \$774,228	 (\$588,615)

M.S.A.D. No.75  
 FY09 Summary  
 Operation of Maintenance and Facilities Budget

	<u>FY08</u>	<u>FY09</u>	<u>Difference</u>
Administrator Salaries	\$73,332	\$74,123	\$791
Secretary salaries	\$28,708	\$30,335	\$1,627
Groundskeeper Salaries	\$139,110	\$148,863	\$9,753
Maintenance Salaries	\$47,417	\$45,068	(\$2,349)
Custodian Salaries	\$945,291	\$1,019,598	\$74,307
Employee Benefits	\$455,544	\$293,190	(\$162,354)
Staff Development	\$9,000	\$7,000	(\$2,000)
Water/Sewage	\$55,223	\$50,900	(\$4,323)
Rubbish Disposal	\$39,906	\$44,000	\$4,094
Repair & Maintenance - Buildings & Grounds	\$285,800	\$119,600	(\$166,200)
Repair & Maintenance - Equipment	\$15,000	\$16,000	\$1,000
Repair & Maintenance - Roofs	\$23,500	\$20,500	(\$3,000)
Contracted Property Services	\$73,638	\$70,550	(\$3,088)
Snowplowing & Sanding	\$38,980	\$35,000	(\$3,980)
Leases - Facilities	\$43,163	\$39,875	(\$3,288)
Leases - Equipment	\$14,365	\$22,894	\$8,529
Leases - Vehicles	\$10,641	\$20,848	\$10,207
Capital Improvements	\$131,372	\$93,984	(\$37,388)
Insurance - Property	\$36,051	\$63,025	\$26,974
Telephone Service & Repairs	\$3,700	\$3,200	(\$500)
Travel (Mileage Reimbursement)	\$0	\$2,000	\$2,000
Supplies, Grounds	\$3,200	\$2,500	(\$700)
Supplies, General	\$1,000	\$1,450	\$450
Supplies, Custodial	\$104,501	\$100,380	(\$4,121)
Supplies, Heating Fuel - Natural Gas	\$204,392	\$220,239	\$15,847
Supplies, Electricity	\$606,665	\$698,082	\$91,417
Supplies, Heating Fuel - Oil & K-1	\$106,185	\$147,996	\$41,811
Motor Fuel - Facilities Vehicles	\$0	\$5,250	\$5,250
Parts & Tires - Facilities Vehicles	\$0	\$6,000	\$6,000
Equipment - Buildings & Grounds	\$19,500	\$22,750	\$3,250
Total Budget	\$3,515,184	\$3,425,200	(\$89,984)

**M.S.A.D. No.75  
 FY09 Summary  
 Special Education Budget**

	<u>FY08</u>	<u>FY09</u>	<u>Difference</u>
Teacher Salaries	\$2,022,822	\$2,129,089	\$106,267
Psychologists	\$109,388	\$115,664	\$6,276
Speech & Other Therapists	\$561,352	\$564,186	\$2,834
Social Workers	\$442,112	\$408,559	(\$33,553)
Consultants	\$37,684	\$39,170	\$1,486
Transportation Aides	\$58,925	\$77,646	\$18,721
Educational Technician Wages	\$1,097,697	\$734,971	(\$362,726)
Administrators	\$332,401	\$305,012	(\$27,389)
Secretaries	\$62,126	\$64,915	\$2,789
Substitutes/Additional Salaries/Stipends	\$127,142	\$82,559	(\$44,583)
Employee Benefits	\$1,373,296	\$999,995	(\$373,301)
Staff Development	\$50,391	\$9,000	(\$41,391)
Contracted Services	\$67,000	\$38,900	(\$28,100)
Legal Fees	\$5,000	\$3,000	(\$2,000)
Telephone Service (Special Services Office)	\$750	\$1,000	\$250
Tuition for Out-of-District Placement	\$120,000	\$60,000	(\$60,000)
Travel	\$15,500	\$15,500	\$0
Supplies, Administration	\$5,000	\$5,000	\$0
Supplies, Student & Student Support	\$5,500	\$5,501	\$1
Books, Student	\$325	\$2,100	\$1,775
Totals	\$6,494,411	\$5,661,767	(\$832,644)

**M.S.A.D. No.75**  
**FY09 Summary**  
**Transportation Budget Summary**

	<u>FY08</u>	<u>FY09</u>	<u>Difference</u>
Bus Aides	\$5,191	\$0	(\$5,191)
Administrator Salaries	\$48,128	\$50,985	\$2,857
Secretary Salaries	\$41,604	\$41,888	\$284
Bus Driver Salaries	\$819,633	\$820,584	\$951
Mechanic Salaries	\$128,642	\$112,907	(\$15,735)
Courier Salaries	\$6,278	\$6,564	\$286
Substitute/Additional Salaries	\$63,112	\$60,133	(\$2,979)
Employee Benefits	\$424,571	\$294,072	(\$130,499)
Staff Development	\$5,000	\$5,000	\$0
Contracted Services - Other	\$7,150	\$17,150	\$10,000
Water/Sewage	\$920	\$1,500	\$580
Repair & Maintenance - Equipment	\$8,000	\$8,000	\$0
Software Licenses	\$3,600	\$4,195	\$595
Leases - Facilities	\$31,634	\$31,634	\$0
Co-curricular Transportation	\$6,999	\$6,999	\$0
Out-of-District Transportation	\$28,000	\$14,000	(\$14,000)
Insurance - Fleet Liability	\$25,301	\$17,228	(\$8,073)
Telephone Service & Repairs	\$3,352	<u>\$3,200</u>	(\$152)
Supplies	\$1,800	\$1,800	\$0
Supplies, Electricity	\$12,956	\$14,662	\$1,706
Supplies, Heating Fuel - Oil	\$1,505	\$2,054	\$549
Supplies, Motor Fuel	\$198,897	\$290,500	\$91,603
Vehicle Parts & Tires	\$146,232	\$129,000	(\$17,232)
Equipment - Other	\$6,950	\$9,000	\$2,050
Equipment Replacement - Student Transportation	\$155,596	\$123,958	(\$31,638)
Misc Trip Expenses	\$3,391	\$3,391	\$0
<b>Total Budget</b>	<b>\$2,184,442</b>	<b>\$2,070,404</b>	<b>(\$114,038)</b>

# ALTERNATIVE PLAN SUBMITTAL SHEET

School Administrative Unit Submitting Alternative Plan:

• M.S.A.D. No. 75

Contact Information:

Name: J. Michael Wilhelm, Ed. D.  
Address: M.S.A.D. No. 75  
50 Republic Avenue  
Topsham, ME 04086  
Telephone: 729-9961  
email: wilhelm@link75.org

Date Plan Submitted by SAU: March 21, 2008

**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 checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>transportation</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>special education</b>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>facilities and maintenance</b>	<input checked="" type="checkbox"/>	<input 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 checked="" type="checkbox"/>	<input 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? (not required, but encouraged)	<input checked="" type="checkbox"/>		<input 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

JOHN ELIAS BALDACCI  
GOVERNOR

SUSAN A. GENDRON  
COMMISSIONER

May 7, 2008

Michael Wilhelm, Superintendent  
MSAD 75  
50 Republic Avenue  
Topsham, ME 04086

Dear Superintendent Wilhelm:

Thank you for your letter dated March 21, 2008 in which you provided an update on the events of the MSAD 75 Board of Directors meeting on March 20. I was sorry to hear that the board voted not to submit the reorganization plan with Lisbon School Department.

As you pointed out, MSAD 75 does have an approved Notice of Intent to file an Alternative Plan. Therefore, I am in agreement that you may continue your work to file an Alternative Plan under P.L. 2007, chapter 240, Part XXXX-36(2)(B).

Members of my staff and I have completed the review of the Alternative Plan you submitted with your letter on March 21, 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.

**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 detailed projected expenditures and cost savings 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). When providing these projected expenditures and cost savings, you may want to consider using the guidance offered in the Drummond Woodsum workshop materials. If you have questions concerning this requirement, please email Karla Miller or Suzan Beaudoin at [karla.miller@maine.gov](mailto:karla.miller@maine.gov) or [suzan.beaudoin@maine.gov](mailto:suzan.beaudoin@maine.gov) for assistance.

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 as reported to the MDOE MEDMS Financials for these four categories. Also included are the actual allocations for FY 09. I encourage you to review this information.

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 June 13, 2008. Please include:

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

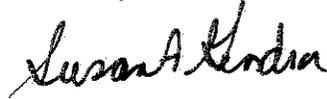
I will respond no more than 14 days after the revisions/additional materials are refiled with the Department. As you are the contact person identified on the Submittal Sheet, this response is addressed to you but with the understanding that you will share it with your school administrative unit board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

If you have questions or concerns, I encourage you to contact Ray Poulin and Norm Higgins of our Reorganization Team for more information. They may be reached at 624-6802.

Again, my sincere thanks for your efforts thus far.

Sincerely,

A handwritten signature in black ink that reads "Susan A. Gendron". The signature is written in a cursive style with a large initial 'S'.

Susan A. Gendron  
Commissioner of Education

Enc.

**MSAD #75 School Department - FY '09**

**Resident Pupils**

	<u>K - 8</u>	<u>9 - 12</u>	<u>Total</u>
Apr 2005	2099	1065	3164
Oct 2005	2032	1035	3067
Apr 2006	2033	1017	3050
Oct 2006	1965	1007	2972
Apr 2007	1968	977	2945
Oct 2007	1959	977	2936
<u>2006 Avg</u>	<u>1963.5</u>	<u>977</u>	<u>2940.5</u>
<u>Total Avg</u>	<u>2009.333333</u>	<u>1013</u>	<u>3022.333333</u>

	<u>K - 8</u>	<u>9 - 12</u>	<u>Total</u>
Basic	1963.5	977	2940.5
Declining Enrollment	45.83	36	81.83
Adult Ed		4.9	4.9
Equiv Instruction	0.625	0.375	1

**Weighted Counts**

Disadvantaged:	77.13	38.385	115.515
LEP	4.5	6.5	11

**Targeted Funds**

K - 2 Pupils	63.15		63.15
--------------	-------	--	-------

<b>Total Pupils</b>	<b>2154.735</b>	<b>1063.16</b>	<b>3217.895</b>
---------------------	-----------------	----------------	-----------------

System Admin Allowance	204	204	
<b>System Admin EPS Allocation</b>	<b>\$ 439,565.94</b>	<b>\$ 216,884.64</b>	<b>\$ 656,450.58</b>
Op & Maint Allowance	935	1111	
<b>Op &amp; Maint EPS Allocation</b>	<b>\$ 2,014,677.23</b>	<b>\$ 1,181,170.76</b>	<b>\$ 3,195,847.99</b>

Differences would be in relation to rounding the enrollment up.

Exhibit A

Maine Department of Education  
Alternative Plan Financial Review

School Administrative Unit: MSAD #75

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
3326.79	\$ 13,607,770	\$ 4,612,471	\$ 16,549,661	\$ 34,769,901	\$ 31,205,975	\$ 3,563,927	11.42%

2008-09 100% EPS Allocation from the FY '09 ED279 = \$ 24,235,583

2. System Administration

FY '08 Budget*	K - 8	Assessment 9 - 12	Total	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 1,362,843	\$ 797,955	\$ 393,049	\$ 1,191,004	\$ -	\$ 171,839	14.43%

2008-09 100% EPS Allocation from the FY '09 ED279 = \$ 656,451

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
\$ 3,515,184	\$ 2,124,916	\$ 1,254,224	\$ 3,379,139	\$ 14,000	\$ 122,045	3.61%

2008-09 100% EPS Allocation from the FY '09 ED279 = \$ 3,195,848

4. Special Education

FY '08 Budget*	Assessment	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 6,494,411	\$ 5,239,240	\$ 349,650	\$ 905,521	17.28%

2008-09 100% EPS Allocation from the FY '09 ED279 = \$ 4,666,493

5. Transportation

FY '08 Budget*	Assessment	Less Revenues	Amount Over (Under) Assessment	Percent Over (Under) Assessment
\$ 2,184,442	\$ 1,550,954	\$ 74,500	\$ 558,988	36.04%

2008-09 100% EPS Allocation from the FY '09 ED279 = \$ 1,631,934

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

PROPOSED ACCOUNTING OVERSIGHT AND CONSULTATION TO  
MAINE VOCATIONAL REGION TEN

M.S.A.D. No. 75 proposes to provide the following to MVR10:

- Prepare monthly financial statements and assist in annual audit reports.
- Reconcile all accounts to include but not limited to checking accounts.
- Develop policies and procedures to insure the accurate recording of all revenue and expenditures.
- Provide bill paying (accounts payable services) including a purchase order requisition system.
- Provide payroll services through ADP.
- Assist in budget development.
- Submit required state reports.
- Assess the internal controls and other potential weaknesses and make recommendations to management in accordance with generally accepted accounting principles.
- Other responsibilities as agreed upon between M.S.A.D. No. 75 and MVR10.

MVR10 agrees to implement recommended policies and practices in order to mitigate potential issues that may arise at the 2008-2009 financial audit. MVR10 will provide M.S.A.D. No. 75 with reconciled and auditable beginning balances for each department and account as of June 30, 2007. If these balances are not available, M.S.A.D. No.75 will require additional funds and/or assistance to determine these amounts.

DRAFT

PROPOSED BUDGET FOR MVR10 CONSULTING AGREEMENT

Exhibit 6.7  
May 22, 2008  
Board of Directors

In order for M.S.A.D. No. 75 Business Office to assume financial oversight of MVR10, M.S.A.D. No 75 will require the following changes/upgrades in order to provide additional staff time:

PAYROLL

Upgrade of existing ADP software to allow for electronic timesheet submittal (ezLabor). This will reduce the amount of time spent inputting manual timesheets.

Total Cost - \$21,530

ACCOUNTS PAYABLE

Upgrade of Great Plains Software to allow processing of electronic purchase requisitions. This will reduce the amount of time spent inputting manual purchase requisitions.

Total Cost - \$6,000

PERSONNEL

Due to the additional role and responsibilities, upgrade the following personnel job classifications:

Payroll Specialist - to \$40,000 year (\$2,040 increase)

Accounts Payable Specialist - to \$38,000 year (\$2,557 increase)

Accountant - to \$45,000 year (\$4,998 increase)

Total Cost (including taxes, etc.) - \$10,238

TOTAL COST FOR PROPOSAL - \$37,768

**PROPOSED ACCOUNTING OVERSIGHT AND CONSULTATION TO  
MAINE VOCATIONAL REGION TEN**

M.S.A.D. No. 75 proposes to provide the following to MVR10:

- Prepare monthly financial statements and assist in annual audit reports.
- Reconcile all accounts to include but not limited to checking accounts.
- Develop policies and procedures to insure the accurate recording of all revenue and expenditures.
- Provide bill paying (accounts payable services) including a purchase order requisition system.
- Provide payroll services through ADP.
- Assist in budget development.
- Submit required state reports.
- Assess the internal controls and other potential weaknesses and make recommendations to management in accordance with generally accepted accounting principles.
- Other responsibilities as agreed upon between M.S.A.D. No. 75 and MVR10.

MVR10 agrees to implement recommended policies and practices in order to mitigate potential issues that may arise at the 2008-2009 financial audit. MVR10 will provide M.S.A.D. No. 75 with reconciled and auditable beginning balances for each department and account as of June 30, 2007. If these balances are not available, M.S.A.D. No. 75 will require additional funds and/or assistance to determine these amounts.

DRAFT

PROPOSED BUDGET FOR MVR10 CONSULTING AGREEMENT

*Exhibit 6.7  
May 22, 2008  
Board of Directors*

In order for M.S.A.D. No. 75 Business Office to assume financial oversight of MVR10, M.S.A.D. No 75 will require the following changes/upgrades in order to provide additional staff time:

PAYROLL

Upgrade of existing ADP software to allow for electronic timesheet submittal (ezLabor). This will reduce the amount of time spent inputting manual timesheets.

**Total Cost - \$21,530**

ACCOUNTS PAYABLE

Upgrade of Great Plains Software to allow processing of electronic purchase requisitions. This will reduce the amount of time spent inputting manual purchase requisitions.

**Total Cost - \$6,000**

PERSONNEL

Due to the additional role and responsibilities, upgrade the following personnel job classifications:

Payroll Specialist – to \$40,000 year (\$2,040 increase)  
Accounts Payable Specialist – to \$38,000 year (\$2,557 increase)  
Accountant – to \$45,000 year (\$4,998 increase)

**Total Cost (including taxes, etc.) - \$10,238**

**TOTAL COST FOR PROPOSAL - \$37,768**

Maine School Administrative District No. 75

50 Republic Avenue

TOPSHAM, MAINE 04086

TEL (207) 729-9961 FAX (207) 725-9354

[www.link75.org](http://www.link75.org)

J. MICHAEL WILHELM, Ed.D.  
Superintendent

SALLY LOUGHLIN  
Assistant Superintendent

PETER H. GRAY  
Business Manager



PATRICIA .D.

**Exhibit 5.1**  
**May 22, 2008**  
**Board of Directors**  
**DUPLEX PRINTED BOTH SIDES**

L.S. McCAIN  
Director of Adult and  
Community Education  
(207) 729-7323

CONSULTING CONTRACT

This contract is made by and between Maine School Administrative District No. 75 (hereinafter referred to as "MSAD #75") and the Brunswick School Department (hereinafter referred to as "Brunswick") to provide Food Service consultation and oversight to the Brunswick Food Service Program.

MSAD #75 agrees to provide Food Services consultation to Brunswick to include but not limited to the following:

1. Create, on a monthly basis, a reimbursable breakfast and lunch menu and an a la carte breakfast and lunch menu.
2. To oversee and complete all paperwork in accordance with the free and reduced meal program in compliance with federal regulations and guidelines.
3. Oversee the purchase of supplies (food, etc.) and certify invoices for payment.
4. Oversee the distribution and production of all meals for Brunswick School system.
5. Provide supervision of all food service personnel and make recommendations to the Brunswick school administration as it relates to personnel issues.
6. Complete all required state reports in a timely manner.
7. Interpret and administer local, state and federal regulations, guidelines and policies.
8. Other duties so agreed upon between MSAD #75 and Brunswick.
9. Ensure that cash collections are deposited in the bank daily and forward deposit receipts to the Brunswick Business Office promptly.
10. Maintain the accounting integrity of the debit program and notify parents as necessary.
11. Prepare and submit time cards to the Brunswick Business Office in accordance with the Food Service compensation plan.

During the course of this contract, MSAD#75 agrees to explore and determine possible efficiencies and make recommendations to the Brunswick School administration as it relates to:

1. Staffing
2. Food preparation
3. Food distribution and delivery

For consideration of the above, Brunswick agrees to pay MSAD #75 the amount of Thirty Six Thousand, Five Hundred and Sixty Dollars (\$36,576). MSAD#75 will bill Brunswick on the first day of each month the prorated amount and Brunswick agrees to make payment no later than the fifteenth (15<sup>th</sup>) of said month.

This contract will commence July 1, 2008 and will terminate on June 30, 2009. This contract may be terminated by either party by providing sixty (60) days notice in writing to the other party.

---

J. Michael Wilhelm, Ed.D.  
Superintendent  
M.S.A.D. No. 75

---

David Wallace  
Superintendent  
Brunswick School Department

---

Date

---

Date