

# Checklist of Activities for the Addition of a School Administrative Unit to an Existing Regional School Unit

- Submit a completed and fully signed **Notice of Intent to Join an Existing RSU** to the Maine Department of Education (DOE) commissioner. Only one Notice of Intent is required; it is not necessary to submit one for each SAU that is involved.

## **Upon acceptance of the Notice of Intent by the Maine DOE**

- Form a Reorganization Planning Committee that includes all SAUs listed in the Notice of Intent to Join an Existing RSU
- Hold one or more public meetings to understand the affected communities' sentiments
- Draft a reorganization plan (link to a page that has the essential components and example plans)
- Submit completed reorganization plan to the Maine DOE commissioner

## **Upon approval of the reorganization plan by the Maine DOE**

- Each municipality that is a member of an SAU planning to join the existing RSU shall place a warrant on the ballot of the municipal referendum in accordance with its local referendum procedures. [Title 20-A, §1465: Addition of a school administrative unit to an existing regional school unit](#)
- Each municipality that is a member of an SAU planning to join the existing RSU shall report the results of the referendum to the Maine DOE

## **Upon approval of the potential new member SAU(s)**

- Existing RSU conducts an RSU referendum. [Title 20-A, §1465: Addition of a school administrative unit to an existing regional school unit](#)
- Existing RSU shall report the results of the referendum to the Maine DOE