




EDUCATION SERVICE CENTER
IMPLEMENTATION CHECKLIST

	TASK	NOTES
Approval Conditions		
	ESC Part I Application for Concept Approval, Submitted and Approved	
	ESC Concept Approval Determination Letter	
	Draft Interlocal Agreement (ILA)	Title 30-A, chapter 115. §2203(1) See separate ILA checklist for ESCs.
	Interlocal Agreement approved and signed by member school boards	
	ESC Part II Application Submitted with school board signed Interlocal Agreement	
	School Boards Vote to approve formation of an ESC. <i>Formation of the ESC takes a minimum of voters in two SAUs positively affirming joining the RSC.</i>	
	RSU #	
	RSU #	
	<i>Insert SAU name here</i>	
	SAU School Board votes to petition the ESC to join ESC as New Member. <i>After ESC formation SAUs can join the newly formed ESC by an affirmative vote by the school board.</i>	
	<i>Insert SAU name that in joining by petition the ESC as a new member after formation.</i>	Depending on the ILA terms new members typically need to execute agreement between the new member and the ESC stating terms of membership.
Governance		
	Elect officers: Board of Directors elects President, Vice-President, Treasurer, Secretary, and any other officers it deems useful and necessary	

	ESC Board Hires Executive Director	ED and ESC Board create and execute an employment contract based on the ILA – Send signed copy to DOE.
	ESC Board Hires A Fiscal Agent or Administrative Personnel for financial responsibilities (can be the ED)	Fiscal Agent and ESC Board create and execute a contract based on the ILA – Send signed copy to DOE.
	Establish procedure and policies	
Organization; Tax and Accounting; Employment		
	Interlocal Agreement filed with Town Clerks of member municipalities and Secretary of State	 Misc_Filing_Interlocal Agreement_CoverLetter (Per 30-A M.R.S. § 2204)
	Secure federal tax ID number (EIN) from the IRS	<i>The ESC must apply to the IRS for a federal tax ID number online at:</i> https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online . For the type of entity, select “state/local government.” For reason for applying select “hired employees.” For principal activity, select “other” and type in  fss4.pdf “administrative services.”
	File State sales tax exemption application	<i>The ESC qualifies for sales tax exemption on its purchases as a political subdivision of the State.</i>  MaineRevenueSalesTaxExemptApp.pdf
	Set up bank account(s)	
	Purchase general liability, Board legal liability, fire and other casualty (if holding real estate), and Workers’ Compensation (if ESC is the employer).	
	Request a state vendor code (contact Paula Gravelle, DOE) A vendor code is needed only if the ESC is a standalone entity. If the ESC is using a fiscal agent this step is not needed.	
	Request direct deposit/EFT for state payments (contact Pam Partridge, DOE)	
Operations; Budget		
	Arrange for annual audit if a standalone ESC	
	Prepare annual operating budget and member assessments	

	Estimate direct state funding for FY20__	
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