

New School Administrative Unit To Do List

- Elect a school board
 - Municipal School Administrative Units
 - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach111sec0.html>
 - Regional School Units
 - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach103-Asec0.html>
- Hire a Superintendent
- Develop and pass a budget – see Budget Guidelines:
 - <https://www.maine.gov/doe/funding/accounting/guidance>
- Request a State of Maine vendor code – this is required to receive payments from the Maine Department of Education. Use form “Vendor Activation/Change” on State Controller’s website (must be signed by town treasurer for municipal school units) and submit to Charlotte Ellis at charlotte.ellis@maine.gov.
 - <https://www.maine.gov/osc/forms>
- Request Direct Deposit/EFT for Subsidy Payments – this is not required but is highly recommended. Use form “Direct Deposit/Electronic Funds Transfer Activation/Change” on the State Controller’s website (must be signed by the town treasurer for municipal school units) and submit to Charlotte Ellis at charlotte.ellis@maine.gov.
 - <https://www.maine.gov/osc/forms>
- State Vendor Form and EFT must have the same legal name that is on the TIN # paperwork.
- Subscribe to the Maine DOE Update
<https://us2.list-manage.com/subscribe?u=a582edd6473e477ef6307c769&id=21283d239d>
- Must be prepared to submit all required data to meet State and Federal reporting requirements – this includes student, staff, and financial data:
 - Reporting Calendar <https://www.maine.gov/doe/data-reporting/ReportingCalendars>
 - Maine Education Data System Homepage <https://www.maine.gov/doe/data-reporting/collection>
 - MEDMS Support Team medms.helpdesk@maine.gov or 207-624-6896
 - Annual School and Municipal Audits <https://www.maine.gov/doe/funding/fiscalreview>

Other Resources

- Department of Education homepage website:
 - <http://www.maine.gov/doe/>
- Department of Education Contacts website: <https://www.maine.gov/doe/about/contact>
- Education Laws website:
 - <http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach0sec0.html>
- Education Rules website:
 - <http://www.maine.gov/sos/cec/rules/05/chaps05.htm>
- School Finance & Funding Data & Information Website:
 - <https://www.maine.gov/doe/funding>