

Addition of a school administrative unit to an existing regional school unit

Duties of a School Administrative Unit wishing to join an existing Regional School Unit

1. In conjunction with the existing Regional School Unit
 - a. Create and sign a notice of intent to engage in planning and negotiations to join with a regional school unit in accordance with Title 20-A §1465
 - b. File the notice of intent with the Maine Department of Education (DOE) Commissioner
 - c. Upon acceptance of the notice of intent by the Maine DOE, form a Reorganization Planning Committee
2. Upon approval by the Maine DOE of the reorganization plan (see Reorganization Planning Committee duties below), each municipality that is a member of the SAU shall place a warrant on the ballot of the municipal referendum in accordance with its local referendum procedures.

The warrant article must state¹:

Article: Do you favor approving the school reorganization plan prepared by the (insert name) Reorganization Planning Committee for school administrative unit (insert name of affected school administrative unit) to join the regional school unit (name of regional school unit), with an effective date of (insert date)?

Yes No

3. Report results of the referendum to the Maine DOE
Referendum is considered approved if the following criteria apply for the SAU type undergoing the vote
 - **Kindergarten to grade 12 (K-12) School Administrative Districts (SAD) and K-12 Consolidated School Units (CSD)** – Majority of votes must be cast in favor of the approval of the plan
 - **Regional School Unit (RSU)** – Majority of votes must be cast in favor of approval of the plan

¹ Title 20-A §1465 Subsection 3

- **Non-K-12 CSD** – Majority of votes from member municipalities must be cast in favor of approval of the plan. Approval of a non-K-12 CSD joining an existing RSU means CSD member municipalities joining the RSU for all grades K-12.
- **Municipal school unit** (including municipalities that are members of school unions) – Majority of the votes cast in favor of the approval of the plan

Duties of an existing Regional School Unit accepting additional school unit(s)

Note – an existing RSU doing business as an SAD, upon approval of accepting the new unit(s), will become a new school unit and can no longer do business as the SAD.

1. In conjunction with the SAU wishing to join the RSU
 - a. Create and sign a notice of intent to engage in planning and negotiations to join with a regional school unit in accordance with Title 20-A §1465
 - b. File the notice of intent with the Maine Department of Education (DOE) Commissioner
 - c. Upon acceptance of the notice of intent by the Maine DOE, form a Reorganization Planning Committee
2. Upon approval by the Maine DOE of the reorganization plan (see Reorganization Planning Committee duties below), and upon approval referendum by the potential new member SAU – see step 3 of Duties of a School Administrative Unit wishing to join an existing Regional School Unit, the existing RSU conducts an RSU referendum. The article must state²:

Article: Do you favor approving the school reorganization plan prepared by the (insert name) Reorganization Planning Committee for school administrative unit (insert name of affected school administrative unit) to join the regional school unit (name of regional school unit), with an effective date of (insert date)?

Yes No

² Title 20-A §1465 Subsection 4

3. Report results of the referendum to the Maine DOE – plan is approved if the majority of votes cast are in favor of approval of the plan.

Duties of the Reorganization Planning Committee

1. Hold one or more public meetings to gather input and understand the wishes of those involved in the reorganization.
2. Create a reorganization plan that meets the requirements of paragraphs A and B of Title 20-A §1461 Subsection 3
3. Submit the reorganization plan to the Maine DOE Commissioner

Duties of the Maine DOE

1. Commissioner responds to notice of intent filed by SAU planning to join the existing RSU. Response will include:
 - Indication of whether the plan complies with relevant statutes
 - Information regarding next steps
2. Commissioner reviews the reorganization plan submitted by the Reorganization Planning Committee
 - If the plan meets the requirements of Title 20-A §1461, the Commissioner will notify SAUs involved in the plan that they can proceed with referendums.
3. Upon referendum approval by both the SAU and the RSU, the commissioner will file notice of approval with the State Board of Education
4. The commissioner will issue an amended certificate of organization (or new organization in the case of RSU/SAD converting to RSU) to the reorganized school unit and to the Secretary of State
5. If the existing RSU was previously an RSU doing business as an SAD (RSU/SAD), the Department Data Team will:
 - Issue the RSU a new organization ID and rename the RSU (without the /SAD)
 - Submit the new organization information to the US Department of Education for receipt of a new NCESID