

# Reorganization Planning Committee Guidelines

## Representation

- Title 20-A §1461 requires representation from:
  - The school administrative units included in the notice of intent
  - Member municipalities
  - Members of the general public who are residents of the proposed regional school unit
- Title 20-A §1461 does not define specifically the number of representatives from each group, leaving this to local decision

## Roles and Responsibilities

- Hold one or more public meetings to understand the affected communities' sentiments
- Construct a reorganization plan that meets the requirements of paragraphs A and B of [Title 20-A §1461 subsection 3](#)
  - Draft plans may be submitted to the [Maine DOE school finance helpdesk](#) throughout the planning process for comment and guidance
  - It is recommended that legal counsel review plans for legal compliance
  - Final plans must be submitted to the Maine DOE commissioner for approval
  - While there are no specific timelines for submission of the plan, there are timelines for the reorganization process that are dependent on plan approval by the Maine DOE commissioner.
    - Approval of the plan by the Maine DOE commissioner is needed before local referendums can be administered
    - It may take up to 30 days for the plan to be reviewed and approved by the Maine DOE once it has been submitted
    - The Maine DOE must receive notice of approval by local referendum by November 30 of the calendar year preceding the school year in which the proposed school unit would become active
      - November 30, 2026, for proposed RSUs to be active for the 2027-2028 school year
      - November 30, 2027, for proposed RSUs to be active for the 2028-2029 school year