

Regional School Unit Organizational Notes

1. Participants a proposed school unit
 - a. There may be two levels of RSU membership.
 - i. Full membership as defined by the State of Maine
 - ii. Contractual Membership for systems or Communities
 1. not willing to commit to full membership
 2. falling through the crack in RSU formation
 - 3.
2. Governing body, i.e., The RSU Board (RSUB)
 - a. The RSUB shall be made up of one or more designated members of the Local School Committees making up the Regional School Unit. (This concept needs to meet the one man-one vote criteria. It is very similar to the concept of a legislative committee where decisions can be made but key decisions need to be ratified by the general assembly. It is likely that this RSU concept will need enabling legislation which may be possible if a large political division is behind it)
 - b. RSUB is responsible for providing administrative services to the local schools.
 - i. Centralized services
 1. System management
 - a. Review and amend role and position description for
 - i. School Principal(s)
 - ii. Define performance factors or key results expected.
 - b. Facilitating lines of communication between central management and local staff.
 2. payroll
 3. financial services
 4. purchasing
 - a. supplies
 - b. fuel oil
 - c. other?
 5. transportation services
 6. food and dietary services
 7. IT and communications
 8. other(s)
 - ii. Centralized planning and administration
 1. property additions and/or disposal
 - iii. Centralized budget administration
 - iv. Communication and reporting with/to Department of Education
 - v. Contracting for the lease of community owned school facilities
 - vi. Shared services – The RSUB shall have the ability to coordinate and support certain functions within the LS by designating certain personnel as Directors of certain functions and sharing the cost of that position with the LSC.
 - vii. Preferences to community referendum
 1. The RSUB shall do all in its power to facilitate the wishes of a community wishing to remove itself from the RSU by defining that communities financial obligations to the RSU and facilitating any legislative action required.
 2. The process for recommending and closing local high schools shall be the same as for local k-8.

- c. The RSUB shall have an obligation to provide nondiscriminatory contractual services to local schools falling or opting out of the RSU process.
 - i. The terms and conditions of the services provided shall keep all RSU participants from subsidizing the LSU.
- 3. Method of voting of the RSU Board
 - a. A majority vote of the RSUB is required for action
 - b. Secret ballot may be requested for any vote
- 4. Composition, powers, and duties of Local School Committees (LSC)

The Local School Committee represents the wishes of the local community in the operation, maintenance and of locally owned school facilities (LS) and designates a representative to represent the community(s) on the Regional School Board.

- a. Composition
 - i. The LSC members currently in place shall remain until replaced by vote of the community(s) or resignation.
 - ii. The LSCs are based on existing school units, Unions, or SADs
 - iii. Elected by community vote
- b. Powers – The LSC shall be responsible for coordinating the direction necessary to integrate the administration of the local school system into the Regional School Unit. (The LSC's powers are intended to be very similar to their current powers and to be accountable to the local communities that they represent)
 - i. Develop annual budgets for all local school programs and present them to the RSUB for inclusion in the RSU budget.
 - ii. Coordinate policies for use of local school facilities by community organizations and private entities.
 - 1. civic organizations
 - 2. fraternal organizations
 - 3. youth oriented organizations
 - 4. alumnae organizations
 - 5. Adult education
 - 6. other
 - iii. Maintain local school facilities to ensure personnel safety and preservation of community investments.
 - iv. Monitor capital needs and make recommendations to the RSUB for new construction.
 - 1. RSU supported additions
 - 2. local Community additions
 - v. Maintain stewardship over real and personal property of the LCU
 - vi. Manage school funds and obligations.
- 5. The disposition of Real and Personal school property
 - a. The real and personal school property shall be inventoried and
- 6. The disposition of existing school indebtedness
 - a. All school debt shall stay within the organizational units (communities) that incurred the debt.
- 7. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.
 - a. All contracts and collective bargaining agreements shall remain intact and be administered by the LSC through their expiration. Renewal of contracts and agreements shall be coordinated with the RSUB with the intent of centralizing all essential administrative services when system wide savings can be anticipated.
- 8. Disposition of existing school funds and school obligations.
 - a. All existing school funds and obligations remain in and under the school entity that incurred them.
- 9. Transition Plan for transferring Administrative services to the RSUB.
- 10. Documentation of the Public Meetings held to prepare or review the reorganization plan

11. Contingency plan should one or more of the proposed participants fail to approve the Plan.
 - a. The provision of this plan depend entirely on the rules of cost sharing
 - i. Current rule that all costs above EPS are shared by valuation
 1. The Plan should go back to square one as the economics of one participant depend on the make up of the group.
 - ii. Should cost sharing rules be modified to allow local communities to approve and support their costs above EPS, then there is not that interdependency and the Plan could go forward without a particular community.
12. An estimate of the cost savings that will be achieved.
 - a. General Administration
 - i. Develop an organization chart defining the RSU management structure
 - ii. Write a position description for each position
 1. Define key results areas
 2. performance criteria
 - iii. Assign salary range for each position
 - iv. Compare RSU administration to LS savings
 - b. School Administration
 - i. Identify potential for downsizing and/or multi tasking clerical staff
 1. Accounting
 2. secretarial
 - 3.
 - c. Instructional
 - i. Identify potential functions that could be centralized and shared
 1. information technology
 2. Library technology
 - 3.
 - d. Nutrition
 - i. Centralized purchasing
 - ii. Dietary planning
 - iii. Staff management
 - e. Operation
 - i.
 - f. Transportation
 - i. Review with LSC current contracts and potential for
 1. Central contract
 2. RSU owned, managed, and maintained fleet
 - g. Debt service
 - i. Refinancing savings
 - ii.
 - h. Facilities
 - i. Multiple use of facilities
13. Narrative description of the plan and its objectives.
 - a. The Plan is the rule of governance that has brought communities together to form a more perfect school union and may be modified only by a general vote of all the included communities in a general referendum. Should a community not approve otherwise accepted changes to the RSU rules of governance that community shall have the option to exit the RSU after meeting all financial obligations to the RSU.
 - b. The plan shall also address the needs of the student population given the geographical area and infrastructure available through a Student Bill of Rights.
 - i. Basic educational offerings
 1. special education
 2. vocational education
 3. gifted and talented education

4. curriculum
 5. bussing
 6. athletics
 - a. varsity
 - b. intramural
 7. Other thoughts
- c. Situation:
- i. Piscataquis County
 1. What makes us different
 - a. Rural communities
 - b. Need economic stimulus
 2. Student statistics
 3. Student and area needs
 - ii. Somerset County
 1. What makes us different
 - a. Rural communities
 - b. Need economic stimulus
 2. Student statistics
 3. Student and area needs
- d. Educational excellence for all students
- e. Support regional and community economic development
- f. Shared costs above EPS
- i. Community obligation
- g. Shared savings among communities
- i. Savings should flow directly to communities through lower general Administration assessments from the RSU