

REC'D NOV 26 2007

REORGANIZATION PLAN

School Administrative Units Included in Approved Notice of Intent	School Administrative Units Submitting Reorganization Plan
Windham School Department	Windham School Department
Westbrook School Department	Westbrook School Department
Raymond School Department	Raymond School Department

Contact Information

RPC Co-Chairs: Sanford J. Prince IV, Superintendent – Windham School Department
Stan Sawyer, Superintendent – Westbrook School Department
Sandra Caldwell, Superintendent – Raymond School Department

Address: 228 Windham Center Road
Windham ME 04062

Telephone: 207-892-1800

Email: sprince@windham.k12.me.us

Date Plan Submitted by SAUs: November 20, 2007

Proposed RSU Operational Date: July 1, 2009

Initial Receipt Revision (Version # _____)
Received: 11 / 26 / 07
Initial Review: 11 / 26 / 07
Review Completed: / /
Commissioner Response
 Approved Revise & Return
Returned to SAU: / /
Revisions due to Department: / /
Initial Plan Received (if revision): / /

Signature/Title	Date	SAU
<i>Janet Perini</i>	11/20/07	Windham
<i>Jan Sawyer</i>	11/17/07	Westbrook
<i>Sandra Caldwell</i>	11/20/07	Raymond
Signature/Title	Date	SAU

* Contingent upon Westbrook School Committee voting on Dec 12, 2007. To submit to D.O.E. the Westbrook / Windham / Raymond work in progress plan

** Raymond's next School Board meeting will be December 12, 2007. The official vote and signatures will be on that agenda. On 12/13/07 we will FAX the signatures to D.O.E. to add to plan.
S. Caldwell

Windham School Department will workshop this with the school committee on Nov 28th. The vote will take place on Dec 5. Signatures will then be faxed to D.O.E.

Janet Perini

Reorganization Plan Cover Sheet

(Please attach Reorganization Plan as Exhibit A)

Required Elements							
Law Reference Item Number Sub-Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier ¹	Need Assistance ²
3.A(1)	SAUs included in RSU		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(2)	Size of governing body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Composition of governing body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Apportionment of governing body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(3)	Method of voting of the governing body		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(4)	Composition of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Powers of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Duties of local school committees	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(5)	Disposition of real & personal school property		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(6)	Disposition of existing school indebtedness (if not using provisions of section 1506)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Disposition of lease-purchase obligations (if not using provisions of section 1506)		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(7)	Assignment of school personnel contracts		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of school collective bargaining agreements		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Assignment of other school contractual obligations		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(8)	Disposition of existing school funds and existing financial obligations		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(9)	Transition plan that addresses the development of a budget for the first school year		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Transition plan that addresses interim personnel policies		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(10)	Documentation of the public meeting(s) held to prepare or review reorganization plan		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(11)	Explanation of how units that approve reorganization plan will proceed if one or more units do not approve the plan		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(12)	Estimate of cost savings to be achieved		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.A(13)	Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

¹ Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

² Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

Parameters for Plan Development							
Law Reference Item Number Sub-Chapter 2	Item	N/A	Complete	In Progress	Not Yet Started	Identified Barrier ³	Need Assistance ⁴
3.B(1)	Enrollment meets requirements (2,500 except where circumstances justify an exception ⁵)		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-36, Parameter B	When viewed in conjunction with surrounding proposed units, may not result in one or more municipalities being denied the option to join an RSU		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(2)	Comprehensive programming for all students grades K - 12.		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Includes at least one publicly supported high school		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(3)	Consistent with policies set forth in section 1451		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.B(4)	No displacement of teachers		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No displacement of students		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	No closures of schools existing or operating during school year immediately preceding reorganization, except as permitted under section 1512		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sec. XXXX-26, Parameter F	The plan must address how the school administrative unit will reorganize administrative functions, duties and noninstructional personnel so that the projected expenditures of the reorganized school unit in fiscal year 2008-2009 for system administration, transportation, special education and facilities and maintenance will not have an adverse impact on the instructional program ⁶		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Collaborative Agreements							
						Yes	No
Does your plan currently include information/documentation on collaborative agreements? (not required, but encouraged)						<input type="checkbox"/>	<input type="checkbox"/>

Exceptions to 2,500 minimum

Actual number of students for which the RSU is fiscally responsible: 6040

Exception	Exception Claimed in Plan	Documentation Provided? (Please attach as Exhibit B)	
		Yes	No
Geography	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Demographics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Economics	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Transportation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Population Density	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other Unique Circumstances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

³ Please explain why this is a barrier and what assistance you need to remove this barrier on the next page.

⁴ Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on page 3.

⁵ Please note in the *Exceptions to 2500 minimum* section on next page

⁶ This requirement is only for those who plan to be operational as an RSU in fiscal year 2008-2009, in accordance with a Reorganization Plan that is approved by the Commissioner and by the voters.

Explanation of Barriers –

Please use this section to explain any/all barriers identified on the previous page as a barrier in completing your Reorganization Plan.

Law Reference/Required Element	Explanation of the barrier

Assistance Needs –

Please use this section to describe your needs for assistance and from whom you need assistance.

Law Reference/Required Element	Explanation of your assistance need	Assistance needed from whom?

REORGANIZATION PLAN

PROGRESS REPORT

NOVEMBER 2007

RAYMOND SCHOOL DEPARTMENT

WESTBROOK SCHOOL DEPARTMENT

WINDHAM SCHOOL DEPARTMENT

REORGANIZATION PLAN
RAYMOND SCHOOL DEPARTMENT
WESTBROOK SCHOOL DEPARTMENT
WINDHAM SCHOOL DEPARTMENT

DECEMBER 1, 2007

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Progress Report for the Governance Committee

Reorganization Plan Required Items

<u>Law Reference Item Number / Sub-Chapter 2</u>	<u>Status</u>
3.A(1) SAUs included in RSU	In Progress
3.A(2) Size of Governing Body	In Progress
Composition of Governing Body	In Progress
Apportionment of Governing Body	In Progress
3.A(3) Method of voting of the Governing Body	In Progress
3.A(4) Composition of local School Committees	Not Applicable
Powers of local School Committees	Not Applicable
Duties of local School Committees	Not Applicable

Progress Report for the Governance Committee
Westbrook, Windham and Raymond
November 2007

Committee Members: Tom Bartell, John McKinnon (Windham); Roger Ginn, John Robinson (Raymond); Jim Violette, Tim Driscoll (Westbrook)

The Governance Committee Charge:

1. The units of the school administration to be included in the proposed reorganized regional school district.
The three units are Raymond Westbrook and Windham.
2. The size, composition, and apportionment of the governing body.
(See below)
3. The method of voting of the governing body.
(See below)
4. The composition, powers, and duties of any local School Committees to be created.
There will be no local School Committees.

METHOD "B" WEIGHTED VOTING

MUNICIPALITY	2006 Est. CENSUS	% POP	TOTAL VOTES (995 to 1005)	# DIR	VOTES PER DIRECTOR	% DEVIATION OF VOTING POWER
Raymond	4601	12.3%	123	3	41	4.1%
Windham	16546	44.3%	444	4	111	11.1%
Westbrook	16201	43.4%	434	4	109	10.9%
TOTALS	37348	100.0%	1001	11		
	1000 /	11 =	9.1%	= Average		
		PLUS	2.0%			
			11.10			

Progress Report of Property, Debt Disposition Committee

Reorganization Plan Required Items

<u>Law Reference Item Number / Sub-Chapter 2</u>	<u>Status</u>
3.A(5) Disposition of real & personal school property	In Progress
3.A(6) Disposition of existing school indebtedness (if not using provisions of Section 1506)	In Progress
 Disposition of lease-purchase obligations (if not using provisions of Section 1506)	In Progress
3.A(8) Disposition of existing school funds and existing financial obligations	Not Yet Started

Raymond, Westbrook, Windham

School Consolidation

Property, Debt Disposition Subcommittee

November 6, 2007

Charge of the Subcommittee

The Property, Debt Disposition Subcommittee shall determine:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.

Property, Debt Disposition Subcommittee Members

Raymond Members: Joe Bruno, Dot Mowatt

Westbrook Members: Mike Kucsma, Ed Symbol

Windham Members: Tony Plante, Mike Duffy

Work-to-date

- A. The subcommittee is in the process of compiling a listing and data from Raymond, Westbrook and Windham in relation to all real property, interests, including without limitation, land, buildings, and other improvements to realty, easements, option rights, first refusal rights and purchase rights, and all fixtures of the school administration unit shall be property of the region. We need to determine the method of transferring to the Regional School Unit Board such deeds, assignments or other instruments of transfer as in its judgment is necessary to establish the Region's right, title and interest in such property.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on the properties and fixtures by Community. We need to determine if there are any easements and rights pertinent to the regionalization process. We need to determine what properties are to be/should be omitted from the regionalization plan and the reasons for the omitting.

- B. The subcommittee is in the process of compiling a listing and data by community of all Personal Property and the appropriate value. All other school property, including movable equipment, furnishings, textbooks and other curriculum materials, supplies, inventories, software, leases, licenses and right of use, records, and contract rights including transportation, maintenance and uniform contracts shall become the property of the region as successor of the SAU.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on all personal property of each of the three school districts. We need to determine if there is any personal property that should be omitted from the regionalization plan and the reasons for the omitting that property.

- C. The subcommittee needs to compile the data and determine if there are cases where real or personal property is shared or is jointly used by the SAU with a municipality or other party, the regional school unit shall be the successor in interest to the SAU, unless that shared or jointly used property has been excepted in the list of excepted real property or as applicable, the list of excepted personal property.
- D. The subcommittee is in the process of compiling a listing and data in regards to the bonds, notes, and lease purchase agreements from each community. The region shall assume liability to pay the listed bonds, notes and lease purchase agreements. The subcommittee needs to recommend any bonds, notes or lease purchase agreements that will not be transferred to the regional unit.
- E. The subcommittee needs to compile a listing of new Capital Project Debt that the region will issue and assume and we need to compile a listing of new Capital Project Debt that the new region will issue but will not assume.
- F. The subcommittee needs to determine if there is any defaulted debt as this debt is excluded from being assumed.
- G. The subcommittee needs to determine if there is any other debt that the region will not assume liability for; any bonds, notes, or lease purchase agreements issued by the SAU prior to the operative date of the region.
- H. The subcommittee needs to determine the disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes. These existing financial obligations would include all accounts payable, any financial obligation which under generally accepted accounting principals would be considered expenses of the SAU for any year prior to the year the RSU becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including summer salaries and benefits.
- I. The subcommittee needs to determine the handling of remaining balances. The balance remaining in the SAU's school after the SAU has satisfied existing financial obligations in accordance with this plan shall be paid to the treasurer to the regional school unit, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4). The School Board of the district shall specify in writing to the Regional School Board how the region shall allocate transferred remaining balances between district members.
- J. The subcommittee needs to identify and discuss the transferring of remaining balances of reserve funds to regional school units. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school or schools of an SAU.
- K. The subcommittee needs to identify and discuss the transferring of remaining balances of scholarship funds to the region. Scholarships shall be limited to the original pool of potential recipients unless provided by the donor or by applicable law.

- L. The subcommittee needs to identify and determine cost sharing in the regional school units. The reorganization plans need to include school administrative costs sharing agreements in existence on June 7, 2007 that were adopted pursuant to P.L.2005, Chapter 2 (a.k.a. L.D.1) or pursuant to a private and special law. The reorganization plan should address the continuing status of the cost sharing formula.
- M. The subcommittee needs to identify and determine tuition contracts and school choice costs and issues.
- N. The subcommittee needs to identify and determine claims pending against school administrative units when they cease operation and are replaced by the new RSU's. These claims may be lawsuits, Human Rights Commission complaints, special education due process proceedings, worker's compensation claimant, and other types of claims or proceedings. We need to determine how the region will handle the above on a case-by-case basis.

Personnel & Transition Committee

Reorganization Plan Required Items

<u>Law Reference Item Number / Sub-Chapter 2</u>	<u>Status</u>
3.A(7)	In Progress
Assignment of school personnel contracts	In Progress
Assignment of school collective bargaining agreements	In Progress
Assignment of other school contractual obligations	In Progress
3.A(9)	In Progress
Transition plan that addresses the development of a budget for the first school year	In Progress
Transition plan that addresses interim personnel policies	In Progress

WINDHAM/RAYMOND/WESTBROOK REGIONALIZATION PLANNING COMMITTEE

Personnel and Transition Committee

STATUS REPORT

11-05-07

Committee Members: Donn Davis, Chair; Jeff Vermette (Windham); Teresa Sadak, Dot Mowatt (Raymond); Bruce Chuluda, Greg Smith, Stan Sawyer (Westbrook)

The Personnel and Transition Committee (PTC) met on October 3rd, October 29th and November 5th.

The PTS fully understands that the decision to enter into a Regional School Unit (RSU) is a community-based decision, and the following information is offered simply to inform -through data collection - the stakeholders of possible alternatives in an effort to aid future decision-making.

The PTS discussed the roles and assignments of various senior and middle-management personnel in a potential three-way RSU. These discussions led to the development of a tentative organizational structure that could serve the newly-created RSU. A draft of the tentative organizational chart (Exhibit 1) is included with this status report. The PTS is currently in the process of developing a financial projection for administrative functions at the senior and middle-management level based upon the tentative organizational chart. It is important to note that the financial projection will compare the tentative administrative functions to *those that exist in fiscal year 2007-2008 (July 1 to June 30)*. This is to say, that in order to predict potential future savings, it is necessary to learn the *current* costs associated with the existing administrative functions. It is equally important to note that certain administrator employment contracts would be carried forward into the new RSU (examples of these contracts are those of superintendents, assistant superintendents, special services directors, curriculum directors, etc). Hence, there will be costs associated with these employment contracts until such time as they expire.

The PTS will be undertaking a limited review of the labor contracts currently in force within the three districts. Presently, the Windham administrator and support unit contracts expire in 2008, while the teachers' contract expires in 2010. Currently, the Raymond administrator and teachers' contracts expire in 2008, while the support staff contract expires in 2009. Westbrook is negotiating new contracts for administrators and support staff, and has a teachers' contract that will expire in 2010. The focus of the review will be primarily on salary/wage and benefit comparisons (i.e., fiscal considerations), and not the specific language within the contracts.

The PTS is presently aligning the charts of accounts for the operating budgets of the three districts to develop a consolidated budget. The consolidated budget will simply aggregate costs for the *current 2007-2008 fiscal year*. It is the subcommittee's intent to have discussions amongst the three districts during the development of their fiscal year

The PTS is presently aligning the charts of accounts for the operating budgets of the three districts to develop a consolidated budget. The consolidated budget will simply aggregate costs for the *current 2007-2008 fiscal year*. It is the subcommittee's intent to have discussions amongst the three districts during the development of their fiscal year 2008-2009 budgets to ascertain what a first-year operating budget (presumably for fiscal year 2009-2010) for a future three-way RSU might look like.

The PTS intends to review the existing personnel policies of the three districts to make a recommendation as to a temporary successor policy to be used until such time as the new RSU has an opportunity to develop its own policy.

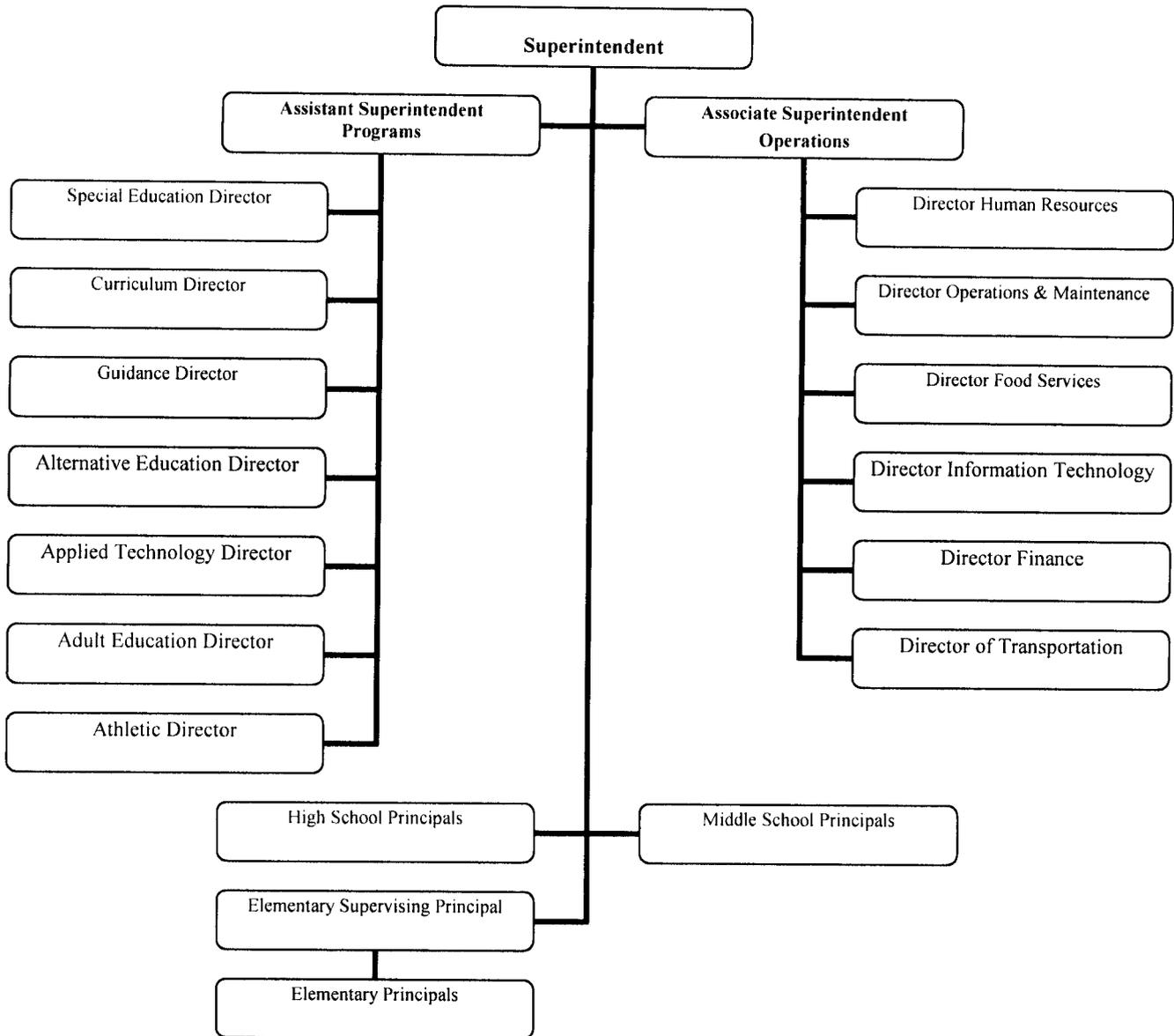
Lastly, it is the intent of the PTS to become informed about the work of the other sub-committees of the Windham/Raymond/Westbrook Regionalization Planning Committee (Governance, Asset and Liability Disposition, and Education Subcommittees) in order to conform our budget projections for a possible three-way RSU to their recommendations. This effort will allow the PTS to prepare a first-year operating budget for the new RSU, as well as a proforma "end-state" budget that reflects how the RSU's operations might look once the transition phase of the consolidation has been completed.

Contract Expiration Dates

October 29, 2007

	<u>Administrative</u>	<u>Support</u>	<u>Teacher</u>
Westbrook	2010	2007 (currently expired)	2010
Windham	2008	2008	2010
Raymond	2008	2009	2008

Proposed Organization Chart



Public Meetings

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

3.A(10)	Documentation of the public meeting(s) held to prepare or review reorganization plan	In Progress
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Reorganization Planning Committee

Windham / Raymond Organizational Meeting

July 9, 2007

5:00 – 6:30 p.m.

Windham High School – Library Conference Room

(Enter Front Doors – There will be someone available to direct you to the Conference Room)

- 1. Welcome & Introductions – Sandy Prince & Sandy Caldwell**
- 2. Review and become familiar with Guidelines for the formation and work of Reorganization Planning Committees**
- 3. Decision on Chair or Co-Chairs of Reorganization Planning Committee / Decision on Secretary to take minutes of meetings**
- 4. Timeline for this Committee to provide a recommendation back to perspective School Committees and municipalities**
- 5. Drummond Woodsum Workshop – July 25, 2007 in Augusta**
- 6. Establish a schedule of meetings for July and early August**

Thank you again for your willingness to serve on this important Committee.

Windham/Raymond School Reorganization Planning Meeting

Monday, July 9, 2007 @ 5:00 pm

Windham High School

Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, John MacKinnon, Donn Davis, Tony Plante, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Jeff Vermette.

Committee members not in attendance: Roger Ginn, Kaile Warren

Committee member's email address and telephone numbers:

Roger Ginn rginn1@maine.rr.com 655-3614

Kate Brix Katebrix@adelphia.net 892-4629

John MacKinnon watershed3@earthlink.net 232-4782

Donn Davis ddavis@windham.k12.me.us 892-1800

Sandy Prince sprince@windham.k12.me.us 892-1800

Tony Plante atplante@town.windham.me.us 892-1907

Joe Bruno jbruno@communityrx.com 627-4979

Mike Duffy mduffy@windham.k12.me.us 892-2106

Teresa Sadak tsadak1@maine.rr.com 655-5411

Sandra Caldwell Sandra.caldwell@raymondmaine.org 693-4533

Tom Bartell tbartell@propeople.org 892-2760

Jeff Vermette jvermette@windham.k12.me.us 892-3515

Reorganization Planning Committee referred to as (RPC).

Welcome and thanks to all who volunteered for this important project by Windham Superintendent Sandy Prince and Raymond Superintendent Sandra Caldwell.

Motion by Teresa Sadak and seconded by Jeff Vermette to elect Sandy Prince and Sandra Caldwell as co-chairs of the Reorganization Planning Committee (RPC). Motion approved 10-0. (Tom Bartell not in attendance at the time of vote)

Motion by Teresa Sadak and seconded by Jeff Vermette to elect Mike Duffy as Secretary of the Reorganization Planning Committee (RPC). Motion approved 10-0 (Tom Bartell not in attendance at the time of the vote)

Sandy Prince and Sandy Caldwell distributed blue notebooks for committee member's use and reference. The tabbed notebook included: agenda, minutes, timeline, facilitator option, guidelines, notice of intent, organization plan, alternative plan, Commissioner's Power Point presentation, Summary of the law, ED281 financial information for Raymond, ED281 financial information for Windham, data information for Raymond, data information for Windham, Sebago Alliance Audit for Raymond, Sebago Alliance Audit for Windham and Planning Committee Member info.

Comment was made by Donn Davis that he was not a resident of either Windham or Raymond and asked

if it was appropriate for him to be a member of the committee. After discussion there was consensus among the members that Donn and other non-residents were an essential component to the committee and a welcomed member.

Discussion was held on the filling of unanticipated vacancies of members of the committee. It was consensus approval that the filling of the unanticipated vacancies in the membership of the RPC would be held in the same manner as the initial appointments were made. That process was to have the School Committee Chair approve the appointment of the members from the School Committee and public and to have the Town Council/Selectmen Chair appoint the members from the town and the town government sector. It was suggested that the number of members on the RPC remain in the 12-15 member limit.

Recommendation from Sandy Prince and Sandy Caldwell to assign the initial ground rules for the RPC to be developed by the two Superintendents for review, discussion, and approval at the Committee's next meeting. Consensus approval for direction.

Sandy and Sandra discussed the role of the Facilitator. A Facilitator will be provided to the Committee at no charge to either community. The expense for the Facilitator will be picked up by the State. Sandy indicated that he and Sandra requested a listing of the available Facilitators to recommend a proper match with the two school districts. Sandy indicated that some of the individuals listed were not known by either Sandy or Sandra and they requested background information for each. One of the proposed facilitators listed was Mary Jane McCalmon. She is knowledgeable and well known by both school districts and she has performed work for both districts successfully in the past.

Motion by Theresa Sadak and seconded by John MacKinnon to have Sandy and Sandra fill out and submit the Facilitator's Request form to the State. Sandy and Sandra will request that we are assigned Mary Jane McCalmon as our first choice of facilitators. Motion approved 11-0.

Discussion was held on the need for a forum for input from residents of both Raymond and Windham. This would allow the residents to raise questions and concerns and to get answers to their questions regarding school reorganization. The committee felt that we did not have the necessary information to give the general public in order to address their questions. The committee felt that it was too early in the planning process to set a date for the public forum. It was decided by consensus that forums would be helpful; however, a date was not determined. This was due to the lack of current information regarding structure, costs, savings, tax rates or what a proposed reorganization would look like. It was decided to discuss the forum at the next scheduled committee meeting scheduled for Thursday, July 26, 2007. Sandy Prince mentioned that there was a Drummond and Woodsum seminar scheduled for Wednesday, July 25, 2007. The full-day seminar is scheduled in Augusta and will assist in answering questions in the reorganization law and process. Sandy mentioned that we had 10 spots reserved for the seminar. Members and staff planning to attend as of the meeting date: John MacKinnon, Sandy Prince, Sandra Caldwell, Donn Davis, Chris Howell, Mike Duffy, and Kate Brix. Committee members who want to attend should contact Sandy Prince as soon as possible and a spot will be reserved for you.

Questions and concerns were made regarding the reorganization process. Some unanswered questions are the financial costs and benefits of the reorganization for both communities, fit for student achievement, issue of school choice for Raymond high school students, facilities capacity plans, future referendum dates, assessment of tax rates.

The possible change to the Windham Charter was discussed and Tony indicated that the Windham Charter would not be an issue and it would not have to be opened for change as State law superseded the local charter. Raymond does not have charter concerns.

At a future meeting, we need to have a discussion on the Referendum and the timing of the Referendum. Dept. of Education would pay for the cost of a Referendum prior to January of 2008 and the local community would pay of the cost of the Referendum if it was to be held in June. Brief discussion indicated that we would not expect much additional cost if the Referendum was held in June.

Next Steps:

Sandy and Sandra to develop RPC ground rules.

Sandy and Sandra to request Facilitator who is in the best match with both districts.

Legal Seminar sponsored by Drummond and Woodsum in Augusta, Wednesday, July 25, 2007.

Next RPC meeting scheduled for Thursday, July 26, 2007 at 5:00 pm at the Windham High School Library Conference Room.

Mike Duffy, Secretary

Reorganization Planning Committee
Windham / Raymond Organizational Meeting

July 26, 2007

5:00 – 6:30 p.m.

Windham High School – Library Conference Room
(Enter Front Doors – There will be someone available to direct you to the Conference Room)

- 1. Welcome & Introductions – Sandy Prince & Sandy Caldwell**
- 2. Adopt minutes of July 9, 2007 meeting**
- 3. Establish Ground Rules**
- 4. Review of Financial Information received from Jim Rier, Dept of Education**
- 5. Report out on Drummond Woodsum conference held on July 25, 2007**
- 6. Updates from Department of Education**

Thank you again for your willingness to serve on this important Committee.

Windham/Raymond School Reorganization Planning Meeting

Monday, July 26, 2007 @ 5:00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Tony Plante, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Roger Ginn

Committee members not in attendance: Kayle Warren, John MacKinnon, Jeff Vermette

Others in attendance: Dot Mowett, Business Manager for Raymond Schools

Sandy Prince and Sandra Caldwell distributed:

- a. Listing of Windham/Raymond School Reorganization Planning Committee member's names, addresses, and telephone numbers.
- b. Draft guidelines for the Ground Rules for the Windham/Raymond School Reorganization Planning meetings.
- c. General Assessment State Financial Template for State Funding, 6 pages

Welcome by Sandy Prince and Sandra Caldwell.

Windham/Raymond School Reorganization Planning Committee member introduced themselves to other committee members.

Sandy Prince notified Committee members that Maine Education Commissioner Sue Genderon may be in attendance at tonight's meeting. Sandy was informed that Sue may be in attendance after 5:30 p.m. if her schedule allowed.

Motion by Teresa Sadak and seconded by John Robinson to accept the minutes and submitted. Motion approved 11-0.

Sandy and Sandra reviewed the Ground Rules for Windham/Raymond School Reorganization Committee. The Ground Rules are listed as:

- A. Be an active listener.
- B. Respect differing opinions.
- C. Be open and honest.
- D. Honor decisions that have been made.
- E. Begin and end meetings on time.
- F. Stay on track with our agenda.
- G. Distribute timely minutes.
- H. Have clarity on next steps and assignments.
- I. Come to meetings prepared.

Motion by Tony Plante and seconded by Teresa Sadak to accept the Ground Rules as presented. Motion approved 11-0.

Sandy and Sandra then had Donn Davis and Dot Mowatt bring us up-to-date as to the work that they have been working on for the requested financial information.

Donn Davis referred Committee members to the Financial Template that was distributed prior to the start of the meeting. The 6-page template was prepared by the State of Maine Department of Education in order to assist us in the financial planning of what we could expect for financial implications if Windham and Raymond combined to form one school unit.

Donn mentioned that some of the information did not appear to make sense when reviewing the implications to one town or the other.

Donn indicated that he spent over two hours on the telephone with Jim Rier from the State of Maine Department of Education trying to get the financial information requested by the Committee.

Donn indicated that the information that was supplied by the State was not the actual figures that Windham and Raymond should go on to make a re-organization decision. The information did not take in all of the calculations that the State of Maine Department of Education does when figuring the EPS amounts for each community.

Donn mentioned that Jim's comments on the funding calculations were premature as there were a number of decisions to be made by each community in order to get the accurate figures. One of the major decisions was the "School Choice" decision that needs to be determined by Raymond.

As of today, the funding calculation is figured one way with the current Raymond school choice direction. That funding could change if there was a shift in the direction of "School Choice." A decision would have to be made as to the future direction of the "School Choice" option.

Donn also mentioned that Jim indicated that the direction of funding for reorganization was not to cost one community additional expenses due to the reorganization. There should not be any expense shifting from one community to another.

Donn mentioned that Jim Rier offered to have a contingency of Windham representatives and a contingency of Raymond representatives make an appointment with Jim and go to Augusta. Together they will go through the funding formula and come up with accurate funding numbers for both communities and the proposed new school unit.

Following are a few of Donn's examples of not understanding the current formula based only on the Windham financial information:

Operations and Maintenance: Line 13G total \$2.8 million. The current formula indicates that the number needed to be decreased by 5%. Donn was told that he would take the \$2.8 million and add 3% to that total and then multiply that amount by 95%. That calculation would leave a \$1.3 million cost to the Windham Community based on the current calculations.

School Administration: Line 11. This calculation was based on the number of students enrolled in the

school system. Based on the Windham figures only, the enrollment of 2842.5 students with a rate of \$204.00 per pupil would total \$578,000.00 and the current expense was listed as \$865,000.00. The \$287,000.00 would have to be either paid through local funding or staff reduction.

Donn indicated that he would not be able, with the current information, to supply the Committee with any concrete financial data that they could use in their discussion of reorganization. Donn indicated that he would be pleased to pursue the direction in a meeting with Jim Rier from the State in order to get the correct, factual financial data and the exact formula that the State would be using.

Tom Bartell requested that the Committee receive the exact definitions of each budget category and what positions or expenses go into each category. We also need to determine what costs are included in each of the other categories to be sure that we are comparing apples to apples.

Discussion was held on the reorganization and from the seminar sponsored by Drummond and Woodsum yesterday, the comparison was made that the reorganization was related to a "marriage." There are different phases in a marriage as there should be different phased in a reorganization plan.

The Drummond and Woodsum attorneys mentioned phases as courtship, engagement, marriage, and divorce. There should also be a stage sometime prior to marriage to discuss the pre-nuptial agreements. They indicated that we were currently in the courtship stage in order to determine if the fit is correct in both the philosophy of education and the financial arrangements.

They also indicated that after the marriage phase, there was no option in the law for the divorce stage. The attorneys indicated that if, down the road, one community decides to leave the school unit, that community would have to follow the process through the legislature that has been followed by Frey Island community and island school off the southern Maine coast.

Discussions were also held on the need for the Letter of Intent that needs to be sent to the Commissioner of Education no later than August 31, 2007. This letter of intent indicates to the Commissioner that we are reviewing the direction of reorganizing with a certain school district or that we are following an alternative route. The law indicates that each community files a letter of intent no later than August 31, 2007. The Commissioner of Education then has until September 15, 2007 to approve or alter the direction of each.

Some members felt that we did not have enough time or financial information in order to file the Letter of Intent and until that information is available, it would be very difficult to determine direction.

Other members indicated that the Letter of Intent only indicated a direction that each community was heading and that the Letter of Intent was non-binding. The details of the future direction would be worked out in the time period of September 1, 2007 through December 31, 2007 at which time more information would be available.

The Letter of Intent needs to be approved and directed by each school committee and each community was going to schedule a discussion or workshop on the reorganization and the Letter of Intent during the month of August.

Sandy Prince indicated that his recommendation would be to have Windham file a Letter of Intent to pursue the re-organization with the Town of Raymond. And to file an Alternative Plan if the re-organization with the Town of Raymond did not work out.

Sandra Caldwell also indicated that Raymond could file a Letter of Intent that the direction was to pursue the re-organization with the Town of Windham and to file other Letters of Intents with Raymond and Poland, and Raymond and Westbrook, if the option with Windham did not work out.

Discussion was also held on the need for the Committee to begin to determine direction in order to have the Committee plan on future dates. One of the decisions would be if the reorganization would begin on July 1, 2008 or begin on July 1, 2009. This decision would have implications on elections for School Committee members, budget preparations, Town Meetings, and referendums. Some discussion indicated that if we proceed with a July 1, 2008, there would be more help and assistance from the State of Maine while if we waited until July 1, 2009, we would be merged with a large number of other communities and school units.

Sandy Prince reported that there was an upcoming meeting scheduled for August 8, 2007 with the Superintendents, School Board Chairs and Vice Chairs from the Towns of Raymond and Windham to meet with the Superintendent, School Board Chair and Vice Chair from the City of Westbrook in order to discuss pursuing the reorganization of Raymond, Windham, and Westbrook into one school unit.

Sandy and Sandra reported that the State of Maine Department of Education has approved Mary Jane McCalmon as Facilitator for the Windham/Raymond School Reorganization Planning Committee. Mary Jane was not available for this meeting as the meeting was set prior to her appointment. Mary Jane's most available evening would be on Thursdays.

Tom Bartell stated that we needed to have a timeline developed to let the Committee members know of the exact dates and times that we need to follow. Sandy passed around a template prepared by Drummond and Woodsum that indicated some of the important dates and a timeline.

The next meeting of the Windham/Raymond School Reorganization Planning Committee was tentatively scheduled for Thursday, August 16, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School. This meeting was tentatively set due to the need to firm up the meeting time with the State in order to work on the financial information between Windham and Raymond and to determine Mary Jane's schedule. If the meeting is not held on the 16th of August, the next date will be on Thursday, August 23, 2007.

Next Steps

Sandy Prince and Donn Davis will be out on vacation for the next two weeks.

Donn Davis and Dot Mowatt will arrange the meeting with Jim Rier to meet and determine the exact financial picture of the reorganization.

The issues of School Choice to be discussed by the Raymond School Committee.

The Letter of Intent direction will be discussed by the individual School Committees of Raymond and Windham.

Development of the 2008 and 2009 Timeline.

Decision needed on next meeting date of the Windham/Raymond School Reorganization Planning Committee.

Meeting ended at 6:20 pm.

Submitted by Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond Organizational Meeting

August 16, 2007

5:00 – 6:30 p.m.

Windham High School – Library Conference Room

(Enter Front Doors – There will be someone available to direct you to the Conference Room)

- 1. Welcome & Introductions – Sandy Prince & Sandy Caldwell**
- 2. Adopt minutes of July 26, 2007 meeting**
- 3. Letter of Intent – Confirmation of dates for School Committee votes**
- 4. Financial Update – meeting dates with Jim Rier, Dept of Education**
- 5. Report out on meetings with Westbrook and the Sebago Educational Alliance**
- 6. School Choice – Update**
- 7. Community:**
 - Survey – should one be done at some point?**
 - Public Forum / local TV channels**
 - Reporting back to our perspective Boards**

Windham/Raymond School Reorganization Planning Meeting

Thursday, August 16, 2007 @ 5:00 pm

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Tom Bartell, Roger Ginn, Jeff Vermette

Committee members not in attendance: Kayle Warren, John MacKinnon, John Robinson Tony Plante, Teresa Sadak

Others in attendance: Mary Jane McCalmon, Facilitator; Mark Gendron, Raymond Selectman.

Sandy Prince and Sandra Caldwell distributed a sign-up sheet for Drummond Woodsum and Maine School Management Association Workshop information for School Consolidation: Part II. Workshops to be held in Portland on September 24, 2007 at USM's Hannaford Lecture Hall, or on September 25, 2007 at Spectacular Event Center in Bangor. Interested Committee members, School Committee members, or Municipal Representatives should contact either Sandy or Sandra if they would like to attend.

Welcome by Sandy Prince and Sandra Caldwell.

Reorganization Committee was introduced to Mary Jane McCalmon and the Committee members introduced themselves to Mary Jane.

Mary Jane told the Committee that she is currently assisting 6-8 organization groups. Some of the communities that Mary Jane was working with are: Caribou, Houlton, Rockland, and Lake Region. One of the groups that she is working with in the northern area of the State represents 5 school systems and approximately 20-25 individual towns.

Mary Jane indicated that the various groups use her expertise in various ways. Some use her services to moderate the meetings and the process while other committees use her as a resource to ensure that the information needed by the Committee is available.

Mary Jane indicated that she was not there as an agent of the State and she was not there to tell the Committee what to do, but to help in any way to expedite the planning process.

After a brief discussion, the consensus of the Committee was to have Sandy and Sandra meet with Mary Jane, outside of the Committee, to discuss and recommend to the Committee the best use of Mary Jane's time and talents in order to get the optimum efficiency out of the planning process.

Discussion was held on updates from the State on changes on the Reorganization process. Sandy and Sandra indicated that they will forward all information that they receive from the State. Mark Gendron indicated that the State has an option on their website for any individual to sign up and receive all of the updated information directly when the information is released by the State. All you have to do is log on to the DOE website and sign up.

A financial question was raised on the ability for the Committee and/or the Individual School Districts to be able to accept and spend money issued by the State for the re-organization process. The comment was made that both communities have established budgets. Each town is not able to overspend the total amount of money approved by the voters. It was unknown as to how we could accept and spend money from the State as part of the \$2,000,000.00 available funds for expenses such as legal fees. There is also a \$2,500.00 allotment for each planning committee to cover various expenses of the planning process.

One comment was that we could consider the State support money similar to grant money designated for reorganization and the money received could be administered outside each of the operation budgets. The Committee direction was to get a formal decision and direction from the Commissioner.

Raymond representatives updated the Committee on the School Choice issue. They indicated that Commissioner Gendron attended the Raymond School Committee meeting last night. She handed out preliminary funding numbers for Windham and Raymond and discussed the School Choice issue.

Choice must be preserved. The current Raymond School Committee has the authority to make decisions on the school choice issue. All of the options are on the table from remaining as currently established; cap the amounts paid to all schools such as a flat rate instead of individual agreement; or eliminate the choice option. The Raymond School Committee has the authority to take away the choice option.

With the school choice option, the RSU would receive the funding from the State, the Town of Raymond would be responsible for the difference between the EPS amount and the contracted amount and the individual parents would pay any outstanding balance owed to the school district.

Example would be that if XYZ School charged Raymond students \$9,000.00 per year. The State provided \$4,000.00 in EPS funding and the State Tuition was set at \$5,000.00. Then to cover the \$9,000.00 expense, the State would pay \$4,000.00 and the Town of Raymond taxpayers would pay \$1,000.00 (Difference from EPS to tuition) and the individual student's parent would be responsible for the remaining \$4,000.00.

The discussion ensued that even though the Raymond School Committee has the authority to change the School Choice option, should the decision be made by the voters in a referendum process? There are citizens of Raymond who have relocated to Raymond based on the option of school choice. There are other citizens of Raymond who feel that the school choice option is no longer a necessary option. The decision will be made by the Raymond School Committee after they have had time to workshop and discuss the pros and cons of each method.

Direction on Intent was discussed. Windham indicated that their School Committee held a workshop last night and the consensus of the members present indicated their direction was to pursue the Letter of Intent indicating Windham and Raymond; Windham and Westbrook; and Windham, Raymond and Westbrook. They will also file an alternative plan to stand alone if the three above options do not prove to be successful. The main direction is the three options on the Letter of Intent. Windham is scheduled to vote on the direction at their Wednesday August 22, 2007 School Committee meeting.

Raymond indicated that their intent was to file a Letter of Intent for reorganization between Raymond and Windham; Raymond and Westbrook; Raymond and Poland; and Raymond, Windham and Westbrook. This would allow for options if one option fell through for one reason or another.

Mary Jane indicated that the intent of the Letter of Intent was to be more narrowed and focused and not as broad in their options. Members indicated that without the needed financial information, the groups could not narrow at this time.

Donn Davis indicated that he visited the DOE this morning in order to get financial information. Raymond indicated that they received the information from Commissioner Gendron last night. Donn indicated that he spoke with Ray Poulin from the State and they discussed the State-developed Financial Template. The template is interactive and each community can put in their figures and come up with actual costs and revenues.

Donn indicated if Windham and Raymond were to consolidate, (based on current cost figures) approximately 37% of the cost would be borne by Raymond and approximately 63% of the cost by Windham.

Donn mentioned that the current mill rate was calculated at 7.44 mills and the recommended mill rate

was around 7.12 mills.

Mark Gendron indicated that the financial figures for Windham, Raymond, and Westbrook would be available by the end of the week, and once available, the information would be distributed to the Committee members.

Donn also indicated that he would run the figures for the Windham School Community. Donn mentioned that he would be able to calculate figures based on any combination of revenue and expenses.

Some Committee members indicated that when all of the costs are finally calculated, the actual cost savings would probably be two-to-three years down the road.

Discussion was held in regards to the involvement of the representatives from the City of Westbrook in the Consolidation Committee. Based on last week's discussion with the School Committee Chairs, Vice Chairs and Superintendents, the feeling was that the representatives from Westbrook were interested in joining our consolidation process. The Committee's direction was to have Sandy get in touch with Superintendent Stan Sawyer from Westbrook to determine if the Westbrook School Committee was in favor of joining the discussions. If the Westbrook School Committee approved the direction, representatives from Westbrook would be invited to attend the next Committee meeting.

Discussion was held on Committee Communication and the Community involvement. All members indicated the importance of both timely and factual communication and involvement for community members. Sandy indicated that methods could be: Community Cable TV broadcasts and coverage; Community surveys; Weekly consolidation columns in the local newspapers, and public forums.

Raymond representatives indicated that the Raymond Community Cable TV staff would film the Reorganization meetings and supply a disc to the Windham Community Cable TV so that the meeting could be aired throughout the week.

Committee members agreed that televising the meetings and airing them would provide the community with valuable information on the consolidation process and would probably raise valuable questions from community members.

Mary Jane indicated that future meetings, after the Letters of Intent are filed, could be a bit difficult for televising. She said that one process could be that the entire Committee could start the meeting and update the entire committee on the progress and then they could break into individual sub-committees to work on the individual consolidation issues such as debt, governance, etc. It may be difficult to film the entire meeting and/or process.

Tentative direction on the filming of the reorganization meeting was that Raymond would film the meetings and supply a disc to Windham, and/or Windham and Westbrook, the next day in order for them to air the meeting on their respective Cable channels.

Motions made by Joe Burno and Seconded by Jeff Vermette to film and play the consolidation meeting on the local cable TV channels. Motion approved 9-0. Sandra indicated that she would make the arrangements.

Motion made and seconded to approve the minutes of the July 26, 2007 Reorganization meeting. Motion approved 9-0.

The next meeting of the Reorganization Planning Committee was scheduled for Monday August 27, 2007 at 6:30 pm in the Library Conference Room of Windham High School.

Future meeting of the Reorganization Planning Committee was scheduled for Monday September 10, 2007 at 6:30 pm in the Library Conference Room of Windham High School.

Mary Jane currently is available for both meetings and it was felt that with the later start time that Commissioner Gendron will also be available to attend one or both meetings.

Next Steps:

Sandy and Sandra will meet with Mary Jane to discuss the role of Facilitator.

Letter of Intent to be filed with the Commissioner by August 31, 2007

Windham School Committee to vote on direction of Intent on Wednesday, August 22, 2007.

Donn Davis will prepare financials for the Windham Community.

The Raymond School Committee will discuss the issues of School Choice.

Need to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Need to develop the 2008 and 2009 timeline for work process and other work items.

Need to decide on the structure of the Reorganization Committee and the sub-committee options to expedite the workload.

Need to determine the intent of the Westbrook School Committee on consolidation.

Meeting ended at 6:40 pm.

Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

August 27, 2007

6:30 – 8:00 p.m.

Windham High School – Library Conference Room

(Enter Front Doors – There will be someone available to direct you to the Conference Room)

- 1. Welcome / Introductions / Ground Rules – Sandy Prince & Sandy Caldwell**
- 2. Adopt minutes of August 16, 2007 meeting**
- 3. Financial Update**
- 4. Letter of Intent – wording of this document**
- 5. Sub-Committee meetings**
- 6. Fall schedule – meeting dates and times**

Thank you again for your willingness to serve on this important Committee.

Windham / Raymond School Reorganization Planning Meeting

Monday, August 27, 2007 @ 6:30 pm

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, John Robinson, Joe Bruno, Mike Duffy, Teresa Sadak, Tom Bartell, Jeff Vermette, Roger Ginn, Bruce Chuluda, Greg Smith, Colleen Hilton, Dottie Aube, Stan Sawyer, Michael Kucsma, Ed Symbol

Committee members not in attendance: John MacKinnon, Tony Plante, Jim Violette, Tim Driscoll, Suzanne Joyce

Others in attendance: Mary Jane McCalmon, Facilitator; Dot Mowatt, Business Manager Raymond

Schools; Michael Hartwell, Reporter Current Publishing/Lake Region Weekly; Don, the Film Director from Raymond.

Westbrook Committee members introduced themselves to the Windham and Raymond Committee members and Windham and Raymond Committee members introduced themselves to the Westbrook Committee members.

Westbrook members indicated that the missing Committee members were very supportive of the Re-organization process and that they were not able to make this meeting due to the short notice from the City vote to Committee appointment.

Westbrook members indicated that there were a number of other interested individuals from Westbrook including a number of City Councilors and School Committee members; however, the selection process had to be limited.

As was agreed to at the prior meeting, Raymond had their meeting filming equipment and camera person in attendance. Copies of the meeting will be distributed to Westbrook and Windham so that they can put the meeting on the local Cable TV channel. Michael Kucsma is the contact for the Westbrook Schools for that purpose.

Sandra and Sandy proposed a new and additional ground rule for consideration. The proposed additional ground rule would be necessary due to public comment and input. The need for public input was extremely valuable; however, the ground rule recommendation was to allow a total of 20 minutes for public input at the beginning of each Committee meeting and each individual from the public would be limited to 2 minutes per individual. The ground rule was approved by consensus (thumbs up) of members present.

Motion by Jeff Vermette and seconded by Kate Brix to accept and adopt the minutes of the Re-organization Committee held on August 16, 2007. Motion approved. Westbrook members did not vote as they were not present at the August 16, 2007 meeting.

Donn Davis gave a financial update. Donn distributed a Financial Template Step-by-Step, with a completion date of July 22, 2007. This State-supplied template included current information for the communities of Raymond and Windham.

The current information, as well as the information from the State, regarding the financial picture for Westbrook, Windham and Raymond is still pending. Donn did not know when the financial information would be available from the State.

Donn indicated that the Financial Template could be beneficial as local communities could add and change figures to allow for different mill rates, reductions or additions.

Donn expressed frustration that the figures were not available from the State and that he could not get a firm date as to when they would be available.

Donn estimated that the reduction share in the Windham review indicated that a 5% reduction in Maintenance and Operations would total approximately \$140,000.00; a 5% reduction in Special Education would be similar at approximately \$140,000.00; and a 5% reduction in Transportation would be approximately \$60,000.00. System administration would be calculated at a per pupil rate of \$210.00.

Discussion followed regarding the next direction due to the financial information not being available from the State. Comments were made that we should:

- Focus on the educational opportunities of the three communities to better enhance the level of education for all of the students.
- Put the financial information in the background for the time being and move forward with other consolidation issues.
- Determine the impact on the pocketbook. Define the product and then determine the costs associated with the product direction. Determine the costs associated with delivering the educational services desired and then proceed to determine if the costs are in line.
- The need to be fiscally responsible and to focus on consolidation on specific areas of the current school districts such as Central Office and transportation.

Sandy, Sandra and Stan all updated the Committee on the individual direction and School Committee vote regarding the Letter of Intent that is due to the Commissioner on August 31, 2007.

Windham indicated three motions. A Letter of Intent for Windham and Raymond; a Letter of Intent for Windham, Raymond and Westbrook; and a Stand-alone Alternative Plan.

Westbrook indicated three motions. A Letter of Intent for Westbrook and Raymond; a Letter of Intent for Windham, Raymond and Westbrook; and a Stand-alone Alternative Plan.

Raymond indicated three motions. A Letter of Intent for Westbrook and Raymond; a Letter of Intent for Raymond and Windham; and a Letter of Intent with Raymond and Poland.

Mary Jane reviewed the Governance Guidelines as it relates to the organization and management of the Re-organization Committee.

Ground rule change to the Co-Chair positions. It was recommended to add Stan Sawyer, Superintendent of Westbrook Schools, as a Tri-Chair member along with Sandy Prince, Superintendent from Windham, and Sandra Caldwell, Superintendent from Raymond. Consensus approval was given.

Initial discussion was held as to how future votes would be handled by this Committee. Mary Jane indicated that we need to think about the decision-making process and choose a direction at the next meeting. Discussions were held:

- To have one vote for each of the three represented communities.
- To have three to five votes for each of the three represented communities.
- Each member to have one vote.
- Each member to have one to five votes depending on the situation (fist to five)

Mary Jane suggested that each community team meet prior to the next meeting to discuss direction.

Suggestion was made to have each member reserve the right to add or alter the ground rules at a future date.

Re-organization Plan – Sub-Committee Possibilities

Mary Jane indicated that she has reviewed the Re-organization plan that is required by the State of Maine and she and her co-facilitators have discussed the following groupings of the 13 required elements of the plan.

One sub-committee would address items 1, 2, 3 and 4. (Governance Issues)

These items would cover:

1. The units of the school administration to be included in the proposed reorganized regional school district.
2. The size, composition and apportionment of the governing body.
3. The method of voting of the governing body.
4. The composition, powers and duties of any local school committees to be created.

One sub-committee would address Items 5, 6 and 8 (Property, Indebtedness and Disposition issues)

These items would cover:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.

One sub-committee would address Item 7 (Contracts and Bargaining Issues)

This item would include:

1. The assignment of school personnel contracts, school collective bargaining agreements, and other school contractual obligations.

One sub-committee would address Items 9 and 12 (Transition Plan Issues)

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

The remaining three items would need to be addressed, but would be easier to address as an entire Committee rather than in sub-committee format. These Items are 10, 11 and 13:

(How to communicate issues)

1. Documentation of the public meeting, or public meetings, held to prepare or review the reorganization plan.
2. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school units fail to approve the plan.

3. Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary.

Discussion was held and Committee members opined that it would be beneficial for all three communities to get to better know each other. An overview of each community, overview of the current school systems, current enrollments and budgets, demographics, populations etc, and what was determined strengths and weaknesses of each district would be reviewed. By strengths and weaknesses it was meant as to what was offered in each community such as All Day Kindergarten, K-12 Alternative Learning, Real School etc.

Motion made by Jeff Vermette and seconded by Teresa Sadak to approve the four sub-committee format and to also have the Committee as a whole.

Discussion was held on some members' hesitation on moving too fast in the process. Other members felt that we needed to have the financial information first. Other members felt that we needed to begin to solve the pressing issues and that we should jump in and find positive direction into the reorganization issues.

Members again mentioned that they needed to know more about the individual communities and the individual school systems and some were hesitant about jumping into subcommittee work without additional information as to final destination.

Members indicated that they would like to have Committee information prior to the meeting so that they could prepare in advance of the meeting and could study and review the material prior to the meeting.

Motion was called and the motion was approved: 17 members in favor and one opposed (Hilton).

Sandy Prince and Sandy Caldwell indicated that they would distribute blue notebooks for Westbrook Committee members' use and reference. Windham and Raymond members currently have copies of the notebooks. The notebook included: agenda, minutes, timeline, facilitator option, guidelines, Notice of Intent, Organization Plan, Alternative Plan, Commissioner's PowerPoint presentation, Summary of the law, ED281 financial information for Raymond, ED281 financial information for Windham, data information for Raymond, data information for Windham, Sebago Alliance Audit for Raymond, Sebago Alliance Audit for Windham, and Planning Committee Member info.

Next full Committee meeting of the Raymond, Westbrook and Windham Re-organization Committee is scheduled for Monday, September 10, 2007, beginning at 5:00 p.m. and scheduled to end at 6:30 p.m. The meeting will be held at Windham High School, Library Conference Room.

Motion by Ed Symbol and seconded by Teresa Sadak to adjourn. 18-0 in favor. Meeting adjourned at 8:35 p.m.

Next Steps

Letter of Intent to be filed to the Commissioner of Education by August 31, 2007.

The Raymond School Committee will discuss the issues of School choice.

Donn Davis will continue to pursue financial information through the State.

Committee needs to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Committee needs to develop the 2008 and 2009 timeline for work process and other work items.

Committee needs to finalize sub-committee appointments and schedules.

Committee needs to determine voting regulation for Committee.

Tri-Chairs will prepare demographics and other requested information on the individual communities and the individual school districts.

Tri-Chairs to distribute blue notebook information to Westbrook Committee members.

Next RPC meeting scheduled for Monday, September 10, 2007 at 5:00 pm at the Windham High School Library Conference Room.

Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

September 10, 2007

5:00 – 6:30 p.m.

Windham High School – Library Conference Room

GETTING STARTED

- 1. Welcome - Chairs of the Committee**
- 2. Public Input**
- 3. Adopt minutes of August 27, 2007 meeting**
- 4. Adoption of Rules of Order**

SUB-COMMITTEE WORK, FINANCIAL UPDATES, NEXT STEPS:

Facilitated by Mary Jane McCalmon

5. Finalize Sub-Committee appointments and schedules

- **Best practices of Committee work should include**

- Chairs need to be appointed for each Committee**
- Minutes of Committee meetings will need to be recorded and distributed**
- Committees provide recommendations to the Regionalization Committee**

6. Sub-Committees meet and set first agenda

7. Financial Update – Any new information from each business person

8. Next Steps

- ↳ **Start-up Date (2008 or 2009)**
- ↳ **Decisions if all three districts are doing to consolidate – need to inform the Commissioner by the end of September**

Windham / Raymond / Westbrook School Reorganization Planning Meeting

Monday, September 10, 2007 @ 5: 00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Tom Bartell, Roger Ginn, John MacKinnon, Tony Plante, Teresa Sadak, Dottie Aube, Suzanne Joyce, Colleen Hilton, Greg Smith, Jim Violette, Tim Driscoll, Stan Sawyer, Michael Kucsma, Ed Symbol, Bill Diamond

Committee members not in attendance: John Robinson, Jeff Vermette, Bruce Chuluda

Others in attendance: Mary Jane McCalmon, Facilitator, Dot Mowatt, Barbara Maurais, Sue Accardi, Randy Crockett, John Ross, Don (Raymond Cable)

Copy of Sue Gendron's Informational Letter # 5 was distributed to each member.

Welcome by Sandy Prince and Sandra Caldwell. Sandy mentioned that there were sandwiches, soft drinks, and water for Committee members and they could help themselves whenever they wanted.

Members introduced themselves and the community they represented.

Motion made by Colleen Hilton and seconded by Greg Smith to adopt Roberts Rules of Order as the guiding rules of operation for the Re-organization Committee. Motion approved 21-0.

Financial Update

Donn distributed a red folder that contained 12 pages. The pages represented the State funding template and figures were input to focus on local share of school funding based on current (2007-2008) data.

Line 49 from ED281 Raymond:

\$6,371,988.00 local share
\$ 635,158.00 local additional
\$7,007,146.00 Total

Line 49 from ED281 Windham:

\$10,819,248.00 local share
\$ 1,211,773.00 local additional
\$12,031,021.00 Total

Line 49 from ED281 Westbrook:

\$11,736,228.00 local share
\$ 2,376,486.00 local additional
\$14,112,714.00 Total

Westbrook distributed the ED281 for Westbrook along with a four-page fact sheet dated June 11, 2007 titled Fact Sheet for Use with Enacted FY 2007-2008 Subsidy Amounts PL 2007 Chapter 240 ED281 "Computation of Unit Allocation to Fund Public Schools"

Windham / Raymond local share for school funding without debt

The local share for school funding without debt based on current (2007-2008) data for Windham indicated a total of \$12,031,021.00. This number represents local contribution of \$10,819,248.00 and local additional of \$1,211,773.00.

The local share for school funding without debt based on current (2007-2008) data for Raymond indicated a total of \$7,007,146.00. This number represents local contribution of \$6,371,988.00 and local additional of \$635,158.00.

Based on the calculations (pages 1-3) if Windham and Raymond consolidated, Windham's local share without debt would decrease from \$12,031,021.00 to \$11,981,522.00, or a decrease of \$49,499.00.

Based on the calculations (pages 1-3) if Windham and Raymond consolidated, Raymond's local share without debt would increase from \$7,007,146.00 to \$7,206,645.00, or an increase of \$199,499.00.

The total for both Windham and Raymond for local share of school funding without debt would increase from the current \$19,038,167.00 to \$19,188,167.00 or an increase of \$150,000.00, due to high school choice in Raymond (150 students @ \$1,000 each).

Windham/Raymond local share for school funding with debt

Based on the calculations (pages 3-6) if Windham and Raymond consolidated, Windham's local share with debt would total \$12,879,251.00. The number reflects total Local Only debt from Windham of \$897,739.00, plus the Local Only share for Windham of \$12,031,021.00

Based on the calculations (pages 3-6) if Windham and Raymond consolidated, Raymond's local share with debt would not show any increase from \$7,007,146.00 as Raymond does not have any local only debt.

Windham / Raymond / Westbrook local share for school funding without debt

The local share for school funding without debt based on current (2007-2008) data for Windham indicates a total of \$12,398,624.00, or an increase of \$367,603.00 based on the current (2007 – 2008) Windham-only funding of \$12,031,021.00.

The local share for school funding without debt based on current (2007-2008) data for Westbrook indicates a total of \$13,449,471.00. This number represents in decrease in local contribution of \$663,243.00 from \$14,112,714.00.

Raymond calculations on pages 9-12 of report are not calculated correctly, but the financial template does not allow for customizing the sharing of local-only debt. Donn is confident that the Windham and Westbrook calculations are accurate. Again, Donn has found a template restriction and not an error in the template.

The above figures do not represent the proposed \$43,000,000.00 that the State is expected to infuse into calculations next year or the amount of additional State subsidy based on the State continuing to ramp up their portion of the funding to the 55% level.

The above figures also do not represent the Balance Forward amounts for any of the school units.

The above figures also represent any calculation in the School Choice option from the Raymond Students. Donn mentioned that the \$1,000,000.00 plus that Windham receives in the tuition money for having Raymond students in Windham High School is considered direct money as Windham receives the money on a monthly basis in the current operating budget year.

Another component is that if Raymond students leave the Windham School District totally, Windham would lose the \$1,000,000.00 all together.

Donn will provide updated information once the State corrects the spreadsheet for accurate calculations.

Community Characteristics

Mary Jane distributed spreadsheets prepared by the individual three Superintendents. The spreadsheet indicated: number of teachers, enrollment for the past 5 years, buildings (dates built and/or renovated), current student population, number of teacher/ FTE by building, budget number for the past 5 years, debt service local and other, median income, population 2000 census, valuation last 5 years, mill rate for past 2 years and programs we are proud of.

This information was requested by Committee members in order for Committee members to get to know each community and to get to know the strengths and weaknesses of each district. Due to the late hour, it was requested by Mary Jane that Committee members review the data over the next two weeks. At the next meeting, the plan is to break out into mixed groups with each group having representation from each community in order for Committee members to ask and answer questions in regards to the data and to receive additional questions from the Committee members. The process was approved by a consensus of the Committee.

Subcommittee Organization

Mary Jane suggested that it was time for each community to determine who would be representing that community in each of the four subcommittees. Mary Jane suggested that we take 20 minutes and caucus so that each community could determine who would be serving on each.

Prior to beginning the caucus, Mary Jane reminded the Committee members of the four individual committees. They were:

One subcommittee would address items 1, 2, 3, and 4. (Governance Issues)

These items would cover:

1. The units of the school administration to be included in the proposed reorganized regional school district.
2. The size, composition, and apportionment of the governing body.
3. The method of voting of the governing body.
4. The composition, powers, and duties of any local School Committees to be created.

One subcommittee would address items 5-6 and 8 (Property, Indebtedness, and Disposition issues)

These items would cover:

1. The disposition of real and personal property.
2. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
3. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds, and other funds appropriated for school purposes.

One subcommittee would address item 7 (Contracts and Bargaining issues)

This item would include:

1. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.

One subcommittee would address items 9 and 12 (Transition Plan issues)

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

The remaining three items would need to be addressed but would be easier to address as an entire Committee rather than in sub-committee format. These items are 10-11 and 13:

(How to communicate issues)

1. Documentation of the public meeting or public meetings held to prepare or review the reorganization plan.
2. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school units fail to approve the plan.
3. Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary.

Discussion on the four committees focused on the proposed need to create an Education Programs Subcommittee to determine why consolidation would be beneficial to teaching and learning.

Most response centered on the number of subcommittees increasing from four to five with each subcommittee having fewer members.

Motion was made by Stan Sawyer and seconded by Kate Brix to form an Education Programs Subcommittee. Motion approved 20-1 (Bruno opposed)

Joe Bruno indicated that his vote was not in opposition to the formation of an Education-focus-based review, only to the creation of additional subcommittees.

Motion by Tom Bartell and seconded by Tony Plante to collapse the subcommittee that addressed the Contracts and Bargaining issues into the subcommittee that addresses the Transaction Plan Issues. This merging appeared to follow the intent and scope of both prior subcommittees. Motion approved 21-0

The new sub-committee would address:

One subcommittee would address items 7, 9 and 12 (Transition Plan issues)

These items would include:

1. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
2. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.
3. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.

Subcommittee members will need to get together and determine what the direction of the subcommittee will be and what the charge will be for the sub-committee. They also need to determine a timeline for meetings in order to complete their charges.

Mary Jane distributed a handout titled "Organization of Subcommittee work." The handout listed four items for consideration. They are:

1. Define membership composition (#involved, balance of reps from 3 SAU's)
2. Develop an official "Charge" of the group:
 - (a) Guiding ideas (what we want)
 - (b) Limitations (what we don't want)
3. Establish a clear timeline for report backs to the whole committee.
4. Each subcommittee organize basic roles:
 - (a) Note taker/archive keeper
 - (b) Chair
 - (c) Reporter

Subcommittee Appointments/Members

Governance Subcommittee Members:

Property, Indebtedness, and Disposition Subcommittee Members:

Transition Plan Subcommittee Members:

School Programs Subcommittee Members:

Future Reorganization Committee meetings would focus around subcommittee work in order to get the subcommittee work completed so that the entire Committee can review and determine direction. Future Reorganization meetings would begin as a whole committee, receive input from public participation; receive reports back from individual subcommittees and then break into subcommittees for continuing work.

Individual subcommittees will need to determine if there needs to be additional subcommittee work in order to complete their assigned tasks. The time and frequency of any additional meetings will be determined by the individual subcommittee members.

Bill Diamond indicated that Windham State Representatives Gary Plummer and Mark Bryant would be happy to assist in subcommittee work as the Committee determined.

Discussion also began on recruiting community members and individuals such as Teacher Union President and Representatives to offer input into the contract and bargaining discussions. Future discussion necessary due to time restraints.

Teresa Sadak requested that a correction be made to the minutes of the August 27, 2007 Committee meeting. The Committee realized that there was no motion to accept the minutes of the August 27, 2007

Reorganization meeting. Teresa indicated that the communities listed in the minutes for the Letters of Intent from the Town of Raymond was incorrectly listed. Teresa said that the three Letters of Intent filed with the State were: (1) Raymond and Windham, (2) Raymond, Windham and Westbrook; and (3) Raymond and Poland.

Motion by Teresa Sadak and seconded by Joe Bruno to accept the minutes as amended. Motion approved 21-0.

Discussion from Stan Sawyer to the Raymond members continued after the adjournment of the meeting on the option of the Raymond/Westbrook direction.

Discussion was held on the September 30, 2007 deadline to pare down consolidation options. This direction was supposed to have been issued from the State. Mary Jane indicated that she knew of no such deadline and the Re-organization Planning Committee will not receive the Commissioner's Approval or Denial of their submitted Letters of Intent until September 15, 2007.

The next meeting of the Reorganization Planning Committee was scheduled for Monday September 24, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School.

Motion by Roger Ginn and seconded by Teresa Sadak for the meeting to be adjourned. Motion approved by unanimous consent at 6:30 pm

Next Steps

Committee members should review demographics for each of the three communities.

Donn Davis will prepare updated financials.

Need to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Need to develop the 2008 and 2009 timeline for work process and other work items.

The Raymond School Committee will discuss the issues of School choice.

Donn Davis will continue to pursue financial information through the State.

Committee needs to decide on the start date of either July 1, 2008 or July 1, 2009 for any consolidation. Pros and cons need to include the associated costs and benefits.

Committee needs to determine voting regulation for committee.

Next RPC meeting scheduled for Monday, September 24, 2007 at 5:00 p.m. at the Windham High School Library Conference Room.

Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

September 24, 2007

5:00 – 6:30 p.m.

**NOTE: The meeting will be held in the High School Cafeteria
(Sandwiches / light dinner available)**

5:00 – 5:15 p.m.

GETTING STARTED

- 1. Welcome - Mary Jane McCalmon**
- 2. Public Comment**
- 3. Adopt minutes of September 10, 2007 meeting**

5:15 – 6:15 p.m.

SUB-COMMITTEE WORK

Roles & Responsibilities of each Sub-Committee

6:15 p.m.

REPORTING OUT OF SUB-COMMITTEES

Highlights of tonight's work

FUTURE AGENDAS – items to be thinking about

- 1. Voting**
- 2. Starting Date – 2008 or 2009**

NOTE: If you have questions that pertain to the District demographic information that was distributed on September 10, each Superintendent would be happy to answer your questions.

Windham / Raymond / Westbrook School Reorganization Planning Meeting

Monday, September 24, 2007 @ 5: 00 p.m.

Windham High School / Library Conference Room

Attendees: Sandy Prince, Sandy Caldwell, Kate Brix, Donn Davis, Joe Bruno, Mike Duffy, Roger Ginn, John MacKinnon, Tony Plante, Teresa Sadak, Dottie Aube, Colleen Hilton, Greg Smith, Jim Violette, Tim Driscoll, Stan Sawyer, Michael Kucsma, Jeff Vermette, Bruce Chuluda

Committee members not in attendance: John Robinson, Tom Bartell, Suzanne Joyce, Bill Diamond, Ed Symbol

Others in attendance: Mary Jane McCalmon, Facilitator; Dot Mowatt, Barbara Maurais, Don (Raymond Cable)

Dinner was served in the Windham High School Cafeteria prior to the start of the meeting.

No public comment received at this meeting.

Motion by Jeff Vermette and Seconded by Joe Bruno to accept the minutes of the September 10, 2007 meeting. Motion approved 18-0.

Comment was made by member to include the notes and attachments to the minutes so that the community could see the same material as the members see. Suggestion agreed to by consensus.

Copy of the Workshop Notebook from the Drummond Woodsum School Reorganization Workshop Part II "How to Create a Reorganization Plan or an Alternative Plan" was distributed to Committee members. There is permission to reproduce the information for use by Regional Planning Committee Members only.

Chairpersons distributed copies of the Windham / Raymond / Westbrook School Reorganization Planning Subcommittee assignments.

Spelling of Committee member's names needs to be corrected on Tom Bartell and John MacKinnon.

Governance Committee:

Tom Bartell, John McKinnon, Roger Ginn, John Robinson, Jim Violette, Tim Driscoll

Property, Debt Disposition Committee:

Joe Bruno, Dot Mowatt, Mike Kucsma, Ed Symbol, Tony Plante, Mike Duffy

Personnel and Transition Committee:

Stan Sawyer, Greg Smith, Bruce Chuluda, Teresa Sadak, Dot Mowatt, Donn Davis, Jeff Vermette.

Education Committee:

Kate Brix, Sandy Prince, Sandra Caldwell, Colleen Hilton, Suzanne Joyce, Dottie Aube

Roles and Responsibilities of the Subcommittee were distributed. They are listed as:

Governance Committee Charge

The Governance Committee Charge:

3. The units of the school administration to be included in the proposed reorganized regional school district.
4. The size, composition, and apportionment of the governing body.
5. The method of voting of the governing body.
6. The composition, powers, and duties of any local School Committees to be created.

Property, Debt Disposition Committee Charge

The Property, Debt Disposition Committee shall determine:

7. The disposition of real and personal property.
8. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
9. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds, and other funds appropriated for school purposes.

Personnel and Transition Committee Charge

The Personnel and Transition Committee shall determine:

2. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations.
3. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies.
4. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved.

Education Committee Charge

The Education Committee shall explore:

1. Opportunity: How the new reorganized school unit can provide equitable educational opportunities for all students to demonstrate achievement of the content standards of the State's system of learning results.
2. Programs: How the new reorganized school unit can provide rigorous academic programs that meet the requirements of the system of learning results and that prepare students for college, careers and citizenship.
3. Delivery: How the new reorganized school unit can provide uniformity in the delivery of academic programs that meet the requirement of the system of learning results.

Process was discussed and it was decided that each group would meet and there would be a report to the full Committee at the end of each session.

Planning Committee broke into individual subcommittee groups.

Report back from the Property, Debt Disposition Committee

Subcommittee members in attendance: Tony Plante, Mike Duffy, Joe Bruno, Michael Kucsma.

Committee needs to keep it as simple as we can. Subcommittee needs:

- a. Fixed asset recording from each community
- b. Listing of the real estate property from each community
- c. Personal property listings from each community
- d. Fixed asset records from each community
- e. Outstanding debt listing from each community
- f. Listing of lease purchase agreements from each community
- g. Listing of assets from GASB34 that are of \$5,000 or more in value
- h. Total listing of assets from GASB34 to determine if other assets under the value of \$5,000 should be included
- i. Financial Statement from each community from the 2005-2006 audits
- j. Financial audits from each community from the 2006-2007 audits
- k. listing of all debt and bonds and when the debt fall off and/or the bonds expire
- l. listing on what services the individual towns or city supplies that are not included in the
 - a. current school operating budget
- m. Cash management for each community; Explore the interest income drop by town
- n. list of exceptions not to be included of a part of any consolidated school district. Example was given
- b. as the Bennett Property located adjacent to the Manchester School property.
- o. Location maps of physical property and street layouts
- p. Vocational Center plan and process
- q. need to discuss the percent of operating costs by community

Criteria for listing assets would be to use the GASB34 criteria of items of \$5,000 or more in value.

We need to have the rules checked as to what to do with areas that were funded by either the Land and Water Conservation Fund Grant and the local only funding properties.

Trust funds and Scholarship funds were discussed. First discussion indicated a direction if the trust fund and/or the scholarship was designated prior to the reorganization, then that trust fund and/or scholarship fund should remain with that individual school as it was prior to the reorganization. After the reorganization, the trust fund and/or scholarship would need to be designated by the individual donor or organization to determine proper direction as to the school or entire new district.

Report back from the Personnel and Transition Committee

Subcommittee needs to determine:

- a. Determine what the end dates are for all of the current personnel contracts
- b. Determine what the current open contracts are
- c. Determine the start date of any reorganization as to either July 1, 2008 or July 1, 2009
- d. Determine structure and budget for consolidated unit
- e. Define the perfect school and district and then determine what the district can actually afford and what the community desires

Report back from the Governance Committee

Administration dictated by the State.

Subcommittee ran some numbers for possible governance of the new district. Common number of 11 was discussed. The 11 members would be made up of 4 members from Windham, 4 members from Westbrook and 3 members from Raymond.

Also discussed was the possibility of a weighted vote. Suggestion was to have each member from Windham and from Raymond total 110 votes and then have each of the votes from the Raymond representatives total 140 votes.

Concerns were discussed regarding possible alliances in the voting process. Our desire was not to gang up on one community. The desire was to have the vote based on student prospective. Future property activities could be an issue that needs to be reviewed.

Composition powers and duties were discussed. Layers of duties, advisory committees from each community need to be discussed.

Report back from the Education Committee

Subcommittee discussed the opportunity to start over and reorganize the system

Need to list the pros and cons of consolidation

Need to determine certain programs offered in certain schools

Need to discuss the alternating start times at the higher levels

Need to discuss the wrestling with the local loss of control

Larger organizations are often more complex

Need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Future Reorganization Committee meetings would focus around subcommittee work in order to get the subcommittee work completed so that the entire Committee can review and determine direction. Future Reorganization meetings would begin as a whole Committee, receive input from public participation; receive reports back from individual subcommittees, and then break into subcommittees for continuing work.

Individual subcommittees will need to determine if there needs to be additional subcommittee work in order to complete their assigned tasks. The time and frequency of any additional meetings will be determined by the individual subcommittee members.

Suggestion was made to have all of the subcommittee recorders forward the minutes and notes from each committee to Mike Duffy to incorporate into minutes.

Mary Jane indicated that there were charts on the wall for subcommittee members to write messages to other subcommittees to have them consider at future meetings.

Mary Jane also suggested that Committee members read the section of the Drummond Woodsum School Reorganization Workshop Part II "How to Create a Reorganization Plan or an Alternative Plan" that was specific to each subcommittee.

Motion was made by Jim Violette and Seconded by Jeff Vermette that if we consolidate, we focus on a start date of July 1, 2009. Motion passed 18-0.

The next meeting of the Reorganization Planning Committee was scheduled for Tuesday, October 16, 2007 at 5:00 p.m. in the Library Conference Room of Windham High School. **Meeting will start in the Windham High School Cafeteria where food will be served.**

Motion by Roger Ginn and Seconded by Kate Brix for the meeting to be adjourned. Motion approved by unanimous consent at 7:02 pm

Next Steps

Need to develop the 2008 and 2009 timeline for work process and other work items.

The Raymond School Committee will discuss the issues of school choice.

Committee needs to determine voting regulation for Committee.

Need to determine that all 3 systems are still committed to the consolidation as one unit based on the available information.

Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

October 16, 2007

5:00 – 6:30 p.m.

**NOTE: The meeting will be held in the High School Cafeteria
(Sandwiches / light dinner available)**

5:00 – 5:10 p.m.

GETTING STARTED

- 1. Welcome**
- 2. Public Comment**
- 3. Adopt minutes of September 10, 2007 meeting**

5:10 – 6:10 p.m.

SUB-COMMITTEE WORK

Roles & Responsibilities of each Sub-Committee

6:15 p.m.

REPORTING OUT OF SUB-COMMITTEES

Highlights of tonight's work

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Monday, October 16, 2007 @ 5:00 p.m.

Windham High School

Cafeteria

Committee Members in attendance: Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, Kate Brix, John MacKinnon, Greg Smith, Bruce Chuluda, Colleen Hilton, Mike Duffy, Joe Bruno, Roger Ginn, John Robinson, Tom Bartell, Ed Symbol, Michael Kucsma, Dot Mowatt, Donn Davis

Committee members not in attendance: Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tony Plante, Tim Driscoll

Others in attendance: Roger Young, Mike Hartwell, Don the Raymond cable operator, Barbara Maurais.

Minutes of September 10, 2007 were approved.

Subcommittees spent time working on their assignments and reported out.

Meeting adjourned at 6:50 p.m.

Next Committee meeting is scheduled for Monday, October 29, 2007, beginning at 5:00 p.m. in the Windham High School Cafeteria.

Mike Duffy, Secretary

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

October 29, 2007

5:00 – 6:30 p.m.

**High School Cafeteria
(light dinner available)**

5:00 – 5:10 p.m.

GETTING STARTED

- 1. Welcome**
- 2. Public Comment**
- 3. Adopt minutes of October 16, 2007 meeting**

5:10 – 5:40 p.m.

1. Discussion on voting options:

Superintendents will explain options for the voting process and make a recommendation on which method they feel will work best for this Committee

2. VOTE: A vote will be called for Regionalization

- Caucus (if necessary)**
- Vote**

5:40 – 6:15 p.m.

SUB-COMMITTEE WORK

6:15 p.m.

REPORTING OUT OF SUB-COMMITTEES

Highlights of tonight's work

SUB-COMMITTEE ASSIGNMENTS
for
DECEMBER 1 PLAN / PROGRESS REPORT

***The following Committees will need to provide the information to be included in the December 1 Progress Report / Plan that goes to the Department of Education. The Sub-Committees' work has a tight deadline.**

Sub-Committee	Plan Element(s)	Drummond/Woodsum Book Section(s)
Governance Committee	1, 2, 3, 4	Pages 2 – 9 / DW Book II
	13(C), 13(F)	Pages 34-36 & Pg 40 / DW Book II
Assets & Liabilities Disposition Committee	5, 6, 8	Pages 10 – 15 / Pgs 18 - 21 DW Book II
	13(D), 13(E)	Pages 36 – 40 / DW Book II
Personnel Committee	7	Pages 15 – 28 / DW Book II
	Part of Element 9 (interim personnel policies)	Page 22 / DW Book II
Finance & Transition	9, 12	Pages 21 – 23, Pgs 26 – 27 DW Book II
	13(A)	Pages 27 – 30 / DW Book II
Cost Sharing Committee	13(B)	Pages 30 – 34 / DW Book II Pages 17 – 24 / DW Book I

REQUIRED ELEMENTS OF THE PLAN

1. The units of school administration to be included in the proposed reorganized regional school unit. *(Please describe)*
2. The size, composition, and apportionment of the governing body. *(Please describe)*
3. The method of voting of the governing body. *(Please describe)*
4. The composition, powers and duties of any local school committees to be created. *(Please describe)*
5. The disposition of real and personal school property. *(Please describe)*
6. The disposition of existing school indebtedness and lease/purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations. *(Please describe)*
7. The assignment of school personnel contracts, school collective bargaining agreements and other school contractual obligations. *(Please describe)*
8. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes. *(Please describe)*
9. A transition plan that addresses the development of a budget for the first school year of the reorganized unit and interim personnel policies. *(Please describe)*
10. Documentation of the public meeting or public meetings held to prepare or review the reorganization plan. *(Please describe)*
- ** 11. An explanation of how units that approve the reorganization plan will proceed if one or more of the proposed members of the regional school unit fail to approve the plan. *(Please describe)***
12. An estimate of the cost savings to be achieved by the formation of a regional school unit and how these savings will be achieved. *(Please describe)*
13. Such other matters as the governing bodies of the school administrative units in existence on the effective date of this chapter may determine to be necessary. *(Please describe)*

****** Please note in Item 11 that our December 1 Plan will require an explanation of how our school units will proceed if one or more of the proposed members of the regional school unit fail to approve the Plan. Representatives of each Town need to share their thinking on this ASAP. All three Superintendents will then provide an explanation that will be shared with each member.

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Monday, October 29, 2007 @ 5:00 p.m.

Windham High School Cafeteria

Committee Members in attendance: Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, Kate Brix, John MacKinnon, Greg Smith, Bruce Chuluda, Colleen Hilton, Mike Duffy, Joe Bruno, Roger Ginn, John Robinson, Tom Bartell, Ed Symbol, Michael Kucsma, Dot Mowatt, Donn Davis

Committee members not in attendance: Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tony Plante, Tim Driscoll

Others in attendance: Roger Young, Mike Hartwell, Don the Raymond cable operator, Barbara Maurais.

Mary Jane opened the meeting and welcomed all.

Mary Jane asked for any public comment or input. No public comments provided.

No minutes from the prior Regional Planning Committee meeting were presented due to computer problems for the recording secretary, Mike.

The first issue discussed was the voting options by the Committee. The Committee chairs wanted to get a pulse as to whether the Committee continued to want to pursue the consolidation efforts for the three communities, or if alterations needed to be made at this time.

The three Superintendent Tri-Chairs met and their recommendation is to meet by community and to discuss for approximately 15-20 minutes and to have each community cast one vote on how that community wants to proceed.

Mike suggested that each community have three votes and with that method, Committee members who did not agree with the majority would have a voice and maybe it would be a more accurate voting picture.

Sandy Prince indicated that this vote was for this measure only and that it would not necessarily be this method for future voting.

Motion was made by John MacKinnon and seconded by Joe Bruno to vote on which communities are included in the 12/1/2007 RSU progress report by consensus. Motion was defeated, 2 in favor and 16 opposed.

Motion was made by Joe Bruno and seconded by Bruce Chuluda that each community cast one vote in order to determine which communities are included in the 12/1/2007 RSU progress report by consensus. Motion passed, 16 in favor and 2 opposed.

Each community went to separate areas to discuss the question of which communities are to be included in the 12/1/2007 RSU progress report to DOE.

Committee members returned to full Committee and a motion was made by Joe Bruno and seconded by Teresa Sadak to affirm the Committee's continuing pursuit of the three communities, Windham, Raymond and Westbrook partnership for RSU 52.

Raymond cast one vote with unanimous consent to continue the three community pursuit.

Windham cast one vote to continue the three community pursuit. Mike mentioned that some of the Committee members are not totally sold on the benefits of a three-way consolidation; however, they did not have enough information, especially financial, to determine the most beneficial way for Windham to proceed. Although not unanimous, the Committee members present for Windham cast the one vote to continue the three community pursuit.

Westbrook cast one vote to continue the three community pursuit. Westbrook members mentioned, similar to Windham's comments, that some of the Committee members are not totally sold on the benefits of a three-way consolidation; however, they did not have enough information, especially financial, to determine the most beneficial way for Westbrook to proceed. Although not unanimous, the Committee members present for Westbrook cast the one vote to continue the three community pursuit.

Results of the vote on the motion to affirm Committee pursuit of the three communities, Windham, Raymond and Westbrook partnership for RSU 52, was 3 votes in favor, no votes opposed. Motion passed.

The subcommittees met briefly to discuss information received, information needed and future direction.

Subcommittee report backs:

Report back for the Governance Subcommittee

Brief time used to discuss and focus on the weight vote proposal.

Report back of Property, Debt Disposition Subcommittee

Brief time used to discuss and focus on spreadsheet provided showing Falmouth, Cumberland and North Yarmouth data on one sheet and what the expected expenses would be for each community. Subcommittee agreed to pursue that format and to have detailed backup to spreadsheet figures.

Report back of the Personnel & Transition Subcommittee

Brief time used to discuss and focus on operational structure and budget.

Report back of the Education Subcommittee

Brief time used to discuss the opportunity to start over and reorganize the system and what would it look like. The need to list the pros and cons of consolidation. The need to determine certain programs offered in certain schools. The need to discuss the alternating start times at the higher levels. The need to

discuss the “wrestling” with the local loss of control. The need to determine the pros and con of larger organizations are often more complex. The need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Sandy Prince indicated that the three Tri-Chair Superintendents would be meeting to compile the progress report that is due to the DOE no later than 12/1/2007. The Tri-Chairs would like to have details from each subcommittee as to what their current status is in compiling the information, what is completed, what is in process and what items still need to be addressed. Sandy Prince requested the information no later than November 7, 2007, and asked each subcommittee chair to forward their information to Joyce prior to this date. If received by November 7, 2007, it would allow time for beginning the compiling of the progress report and would allow that the information be distributed to the Town/City Councilors and Selectmen in Windham, Westbrook and Raymond and to distribute information to all School Committee members in Windham, Westbrook and Raymond prior to the joint meeting scheduled for November 14, 2007.

Sandy Prince and Mary Jane asked if there were any last comments from the public and there were none.

Meeting adjourned at 6:50 p.m.

Next Committee meeting is scheduled for Wednesday, November 14, 2007, beginning at 6:30 p.m. tentatively scheduled for the Windham High School Cafeteria. The Tri-Chairs will lay out the seating for all of the Councilors, Selectmen and School Committee members from all three communities. Alternative location may be needed due to the size of the group.

Mike Duffy, Secretary

WINDHAM SCHOOL BOARD

**Windham / Raymond / Westbrook School Committees
with
Reorganization Planning Committee**

NOVEMBER 14, 2007

6:30 p.m.

WINDHAM HIGH SCHOOL

The Windham School Committee, the Raymond School Committee, and the Westbrook School Committee will be meeting with members of the Regionalization Planning Committee to discuss the following. Windham Town Councilors, Westbrook City Councilors, and Raymond Selectmen will also be in attendance.

1. Welcome & Introductions

Jeff Pierce, Chair – Windham School Board

2. Sub-Committee Work and Next Steps

Mary Jane McCalmon, Facilitator

Each Sub-Committee Chair will provide the following:

- (a) an overview of their Committee – the charge and members who contributed
- (b) Progress-to-date
- (c) Specific work that needs to be completed in the coming months (Next Steps)
- (d) Questions from the whole group that pertain to the Committee reports

We have not had an opportunity to reconcile the Sub-Committees' work with each other. At a later point, we will fold the work of each Committee's recommendations into one plan that will ultimately be voted on by each School Committee.

3. Public Participation

Windham/Raymond/Westbrook

School Reorganization Planning Meeting

Wednesday, November 14, 2007 @ 6:30 pm

Windham High School Cafeteria

Committee Members in attendance: Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Jeff Vermette, Teresa Sadak, John MacKinnon, Greg Smith, Kate Brix, Dottie Aube, Bruce Chuluda, Colleen Hilton, Mike Duffy, Tony Plante, Joe Bruno, Roger Ginn, Tim Driscoll, Tom Bartell, Ed Symbol, Michael Kucsma,

Committee members not in attendance: John Robinson, Suzanne Joyce, Bill Diamond, Jim Violette, Donn Davis, Dot Mowatt

Windham Town Councilors and Windham School Committee Members in attendance: Bob Muir, Liz Wisecup, Donna Chapman, Mary Wassick, Donna Cobb, Jeff Pierce.

Westbrook City Councilors and Westbrook School Committee Members in attendance: Jay Casavant, Brendan Rielly, Michael Foley, Don Perkins, Maria Dorn, Suzanne Bearor

Raymond Selectmen and Raymond School Committee Members in attendance: Mark Gendron, Mike Reynolds, Lawrence Taylor, Dana Desjardins, Mike Reynolds, Lisa Friedlander, Kevin Woodbrey, Wendy Trask.

Town/City Managers in attendance: Don Willard, Raymond Town Manager; and Jerry Bryant, Westbrook City Manager

Others in attendance: Michael Hartwell, Reporter Current Publishing/Lake Region Weekly; Don, the Film Director from Raymond; Veselin Kupuric, Film Director from Westbrook; Barbara Maurais, President Windham Professional Support Staff Union; Sally Plourde, President Westbrook Education Association; Shelby Wassick, student Windham High School.

Jeff Pierce, Chairman of the Windham School Committee, welcomed those in attendance and thanked them for their time and interest. Meeting began at 6:45 p.m. due to invited people arriving after the 6:30 start time.

Mary Jane McCalmon was introduced as our Facilitator and she welcomed all and requested that we all introduce ourselves and what our position is within our respective communities.

After the introductions, Mary Jane mentioned that the purpose of this meeting was to give the Committee an opportunity to update the respective community leaders on the work-to-date by the Committee on the School Consolidation process.

Mary Jane said that the Chairs of each of the Sub-Committees would give a brief update on the committee's work-to-date and would inform all on the remaining work to be addressed.

Sub-Committee Reports

Governance Committee ---Roger Ginn

Progress Report for the Governance Committee
Westbrook, Windham and Raymond
November 2007

Committee Members: Tom Bartell, John McKinnon (Windham); Roger Ginn, John Robinson (Raymond); Jim Violette, Tim Driscoll (Westbrook)

The Governance Committee Charge:

1. The units of the school administration to be included in the proposed reorganized regional school district. The three units are Raymond Westbrook and Windham.
2. The size, composition, and apportionment of the governing body. (See below)
3. The method of voting of the governing body. (See below)
4. The composition, powers, and duties of any local School Committees to be created. There will be no local School Committees.

METHOD "B" WEIGHTED VOTING

MUNICIPALITY	2006 Est. CENSUS	% POP	TOTAL VOTES (995 to 1005)	# DIR	VOTES PER DIRECTOR	% DEVIATION OF VOTING POWER
Raymond	4601	12.3%	123	3	41	4.1%
Windham	16546	44.3%	444	4	111	11.1%
Westbrook	16201	43.4%	434	4	109	10.9%
TOTALS	37348	100.0%	1001	11		
	1000 /	11	= 9.1%	= Average		
		PLUS	2.0%			
			11.10			

Property, Debt Disposition Subcommittee---Mike Duffy

Charge of the Subcommittee

The Property, Debt Disposition Subcommittee shall determine:

4. The disposition of real and personal property.
5. The disposition of existing school indebtedness and lease-purchase obligations if the parties elect not to use the provisions of Section 1506 regarding the disposition of debt obligations.
6. The disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes.

Property, Debt Disposition Subcommittee Members

Raymond Members: Joe Bruno, Dot Mowatt

Westbrook Members: Mike Kucsma, Ed Symbol

Windham Members: Tony Plante, Mike Duffy

The subcommittee is in the process of compiling a listing and data from Raymond, Westbrook and Windham in relation to all real property, interests, including without limitation, land, buildings, and other improvements to realty, easements, option rights, first refusal rights and purchase rights, and all fixtures of the school administration unit shall be property of the region. We need to determine the method of transferring to the Regional School Unit Board such deeds, assignments or other instruments of transfer as in its judgment is necessary to establish the Region's right, title and interest in such property.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on the properties and fixtures by Community. We need to determine if there are any easements and rights pertinent to the regionalization process. We need to determine what properties are to be/should be omitted from the regionalization plan and the reasons for the omitting.

The subcommittee is in the process of compiling a listing and data by community of all Personal Property and the appropriate value. All other school property, including movable equipment, furnishings, textbooks and other curriculum materials, supplies, inventories, software, leases, licenses and right of use, records, and contract rights including transportation, maintenance and uniform contracts shall become the property of the region as successor of the SAU.

The subcommittee needs to continue to compile and to finalize the listing of the above and we need to place a value on all personal property of each of the three school districts. We need to determine if there is any personal property that should be omitted from the regionalization plan and the reasons for the omitting that property.

The subcommittee needs to compile the data and determine if there are cases where real or personal property is shared or is jointly used by the SAU with a municipality or other party, the regional school unit shall be the successor in interest to the SAU, unless that shared or jointly used property has been excepted in the list of excepted real property or as applicable, the list of excepted personal property.

The subcommittee is in the process of compiling a listing and data in regards to the bonds, notes, and lease purchase agreements from each community. The region shall assume liability to pay the listed bonds, notes and lease purchase agreements. The subcommittee needs to recommend any bonds, notes or lease purchase agreements that will not be transferred to the regional unit.

The subcommittee needs to compile a listing of new Capital Project Debt that the region will issue and assume and we need to compile a listing of new Capital Project Debt that the new region will issue but will not assume.

The subcommittee needs to determine if there is any defaulted debt as this debt is excluded from being assumed.

The subcommittee needs to determine if there is any other debt that the region will not assume liability for; any bonds, notes, or lease purchase agreements issued by the SAU prior to the operative date of the region.

The subcommittee needs to determine the disposition of existing school funds and existing financial obligations, including undesignated fund balances, trust funds, reserve funds and other funds appropriated for school purposes. These existing financial obligations would include all accounts payable, any financial obligation which under generally accepted accounting principals would be considered expenses of the SAU for any year prior to the year the RSU becomes operational, whether or not such expenses were budgeted by the SAU in the year the obligations were incurred, including summer salaries and benefits.

The subcommittee needs to determine the handling of remaining balances. The balance remaining in the SAU's school after the SAU has satisfied existing financial obligations in accordance with this plan shall be paid to the treasurer to the regional school unit, verified by audit and used to reduce that SAU's contribution as provided by Section XXXX-43(4). The School Board of the district shall specify in writing to the Regional School Board how the region shall allocate transferred remaining balances between district members.

The subcommittee needs to identify and discuss the transferring of remaining balances of reserve funds to regional school units. Unless otherwise provided by applicable law, a transferred reserve fund shall be used in accordance with its original purpose to benefit a school or schools of an SAU.

The subcommittee needs to identify and discuss the transferring of remaining balances of scholarship funds to the region. Scholarships shall be limited to the original pool of potential recipients unless provided by the donor or by applicable law.

The subcommittee needs to identify and determine cost sharing in the regional school units. The reorganization plans need to include school administrative costs sharing agreements in existence on June 7, 2007 that were adopted pursuant to P.L.2005, Chapter 2 (a.k.a. L.D.1) or pursuant to a private and special law. The reorganization plan should address the continuing status of the cost sharing formula.

The subcommittee needs to identify and determine tuition contracts and school choice costs and issues.

The subcommittee needs to identify and determine claims pending against school administrative units when they cease operation and are replaced by the new RSU's. These claims may be lawsuits, Human

Rights Commission complaints, special education due process proceedings, worker's compensation claimant, and other types of claims or proceedings. We need to determine how the region will handle the above on a case-by-case basis.

The above report was highlighted and not reported verbatim.

Discussion after the report was on the timing and decision on the School Choice issue with the Raymond High School students. Raymond members indicated a straw poll was taken at the polls at the last election and the unofficial results indicated that of those people who stopped at the table, the vast majority of the people were in favor of retaining the school choice option or remaining as they were now and a smaller percentage favored elimination of school choice.

Raymond members indicated that they were working on a timetable to address the school choice option and plan for town resident input and voting.

Discussion was also held on the comment of school closing and the Committee indicated that when the Committee refers to "disposition" it does not mean closing; it means the transfer of the property from the Individual City, Town or School District to the new Regional School Unit.

Individuals in attendance indicated frustration that the issues have not been finalized more as the time for making firm decisions is near.

Sandy Prince indicated that the three Superintendents met this afternoon for two hours and they would be making a recommendation at the next Regional Planning Committee meeting on Monday, November 19, 2007 that a referendum is held in all three communities in April of 2008. This date hopefully will not conflict or confuse other voting matters or city/town business.

The main comments on the April referendum date was that some of those in attendance did not feel that the information would be ready by that date to properly inform the citizens of the facts, features and benefits of their vote.

Personnel and Transition Committee—Greg Smith

STATUS REPORT

11-05-07

Committee Members: Donn Davis, Chair; Jeff Vermette (Windham); Teresa Sadak, Dot Mowatt (Raymond); Bruce Chuluda, Greg Smith, Stan Sawyer (Westbrook)

The Personnel and Transition Committee (PTC) met on October 3rd, October 29th and November 5th.

The PTC fully understands that the decision to enter into a Regional School Unit (RSU) is a community-based decision and the following information is simply intended to inform---through data collection---the stakeholders of the possible scenarios in an effort to aid decision-making.

The PTC has discussed the assignment of senior and mid-management personnel contracts. These discussions have led to the development of a preliminary and tentative organizational structure that may serve the newly created Regional School Unit (RSU). A draft of the organizational chart (Exhibit 1) is included with this status report. The PTC is in the process of developing a financial projection of

administrative functions at the senior and mid-management level based on the draft organizational chart. It is important to note that the financial projections will be based on a comparative of administrative functions *as they exist in 2007-2008*. This is to say that in order to predict future savings, it is necessary to learn the *current* costs associated with administrative functions. It is equally important to note that certain central office employment contracts will carry into the new RSU (examples of those contracts are those of superintendents, assistant superintendents, special services directors, curriculum directors, etc). Hence, there will be transition expenses until such time as the various personal contracts expire.

The PTC will be undertaking a limited review of the various labor contracts in the three communities. Currently, the Windham administrator and support unit contracts expire in 2008, while the teacher's contract expires in 2010. Currently, the Raymond administrator and teacher's contract expire in 2008, while the support staff contract expires in 2009. Westbrook is currently negotiating expiring contracts for their administrators and support staff. The Westbrook teacher contract will expire in 2010. The focus of the review will be primarily on salary/wage comparatives and benefit comparatives (fiscal considerations) and will not include a review of language matters.

The PTC is currently matching the chart of accounts of the budgets of the three communities in order to develop a consolidated budget. As in the case of salaries, the budget will simply aggregate costs for the *current* 2007-2008 fiscal year (July to June 30). It is our intent to have discussions amongst the three communities during the development of the 2008-2009 operating budget in order to project 2008-2009 spending.

The PTC intends to review the various personnel policies of the three communities to make recommendations as to temporary successor policies until such time as the RSU becomes operational. Lastly, it is the intent of the PTC to become informed as to the work of the other sub-committees of the Windham/Raymond/Westbrook Regionalization Planning Committee in order to align budget projections to their recommendations (Governance, Asset and Liability Disposition, and Education sub-committees). This coordination will allow the PTC to prepare an initial 'end-state' operating budget.

Contract Expiration Dates

October 29, 2007

	<u>Administrative</u>	<u>Support</u>	<u>Teacher</u>
Westbrook	2007 (currently expired)	2007 (currently expired)	2010
Windham	2008	2008	2010
Raymond	2008	2009	2008

The above report was highlighted and not reported verbatim.

The Committee distributed a tentative organization chart and reminded those in attendance that it was a work-in-progress. Questions regarding the level of staffing required under the Main Director would be necessary as they felt that if one Special Education Director is busy more than 40 hours, the question was how that one individual could possibly take on two additional districts and the questions revolved around the next level of support needed in each district. Another example was that the current Directors are

hands-on in their individual districts and the feeling was that with three communities, the time that the individual would spend in their individual community would not be the same as currently spent. This would require a Director that would need to be paid more and the need for three supervisor-type individuals, one for each community. Currently there are only three individuals and the feeling was that staff would increase due to the consolidation instead of decreasing.

Questions also were addressed regarding the current direction of each community regarding the currently expired and soon-to-be expired contracts. The feedback was that each community needed to address the contract situation that would best suit their individual communities as we did not know the final outcome of the consolidation vote.

Education Committee—Colleen Hilton

Kate Brix, Sandy Prince, Sandra Caldwell, Colleen Hilton, Suzanne Joyce, Dottie Aube

The Education Committee shall explore:

1. Opportunity: How the new reorganized school unit can provide equitable educational opportunities for all students to demonstrate achievement of the content standards of the State's system of learning results.
2. Programs: How the new reorganized school unit can provide rigorous academic programs that meet the requirements of the system of learning results and that prepare students for college, careers and citizenship.
3. Delivery: How the new reorganized school unit can provide uniformity in the delivery of academic programs that meet the requirement of the system of learning results.

Discussed the opportunity to start over and reorganize the system. Listed the pros and cons of consolidation. Determine certain programs offered in certain schools, including magnet schools and Distance Learning. Discussed the alternating start times at the higher levels. Need to discuss the wrestling with the local loss of control. Larger organizations are often more complex. Need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

Discussion from some of those in attendance indicated that this consolidation was not sold to the citizens of the State as a change to reorganize the delivery of services or how education could best be delivered. The consolidation was presented as a cost savings method for the local communities. Discussion was held on the actual cost shifting from the State paying to the cost being absorbed more by the local taxpayer.

The majority of those in attendance thanked the individual members for all of their time and work up to this point. Discussion from some of those in attendance expressed frustration at the current lack of detailed financial numbers and bottom line figure as to what the actual cost will be if we consolidate and with whom we consolidate. The frustration was also evident that we could not, as of yet, come up with a mill rate or a tax number that would indicate to each citizen of each community the cost benefit of consolidation.

Jeff Pierce thanked the individual Committee members for all of their time and work up to this point. Jeff indicated that a lot of information was distributed and discussed. Hopefully the Committee received valuable input from the City/Town councilors and School Committee members not on the Regional Planning Committee.

Mary Jane thanked all for their attendance and input and adjourned the meeting at 9:00 pm.

The next Regional Planning Committee meeting is scheduled for Monday, November 19, 2007 at 5:00 p.m. in the Windham High School Cafeteria.

**Westbrook/Windham/Raymond RPC
Work Time Line
2007**

December 1, 2007	Progress report to DOE
November 14, 2007	Joint workshop of Westbrook, Windham Raymond School Boards: informational session on RPC work to-date - public meeting Tentatively scheduled for 6:30 p.m. @ Windham High School Cafeteria
November 9, 2007	School Boards receive RPC Progress Report Document
November 8, 2007	Superintendents meet to format Progress Report document
November 7, 2007	RPC subcommittee chairs forward the work of their committee (using the template Provided by Drummond Woodsum) via email to Joyce Logan in Sandy Prince's office, w/ cc's To Sandra Caldwell, Stan Sawyer and Mary Jane McCalmon
October 29, 2007	RPC to vote to affirm the 3-way partnership For RSU 52 planning (SAU's caucus, one vote Per SAU) Subcommittee chairs are informed of November 7 expectations; Q/A, discussion

Reorganization Planning Committee

Windham / Raymond / Westbrook Organizational Meeting

November 19, 2007

5:00 – 6:30 p.m.

**High School Cafeteria
(light dinner available)**

5:00 – 5:10 p.m.

GETTING STARTED

- 7. Welcome**
- 8. Public Comment**
- 9. Adopt minutes of October 29, 2007 meeting**
- 4. Establish a timeline for January 2008 – November 2008 – Workshop discussion**

5:10 – 5:40 p.m.

DISCUSSION

Discussion on how school units will proceed if one or more units do not approve the Plan.

5:40 – 6:15 p.m.

SUB-COMMITTEE WORK

6:15 p.m.

REPORTING OUT OF SUB-COMMITTEES

Highlights of tonight's work

Windham/Raymond/Westbrook
School Reorganization Planning Meeting
Monday, November 19, 2007 @ 5:00 pm
Windham High School Cafeteria

Committee Members in attendance: Sandy Prince, Sandy Caldwell, Stan Sawyer, Mary Jane McCalmon, Teresa Sadak, John MacKinnon, Greg Smith, Kate Brix, Bruce Chuluda, Colleen Hilton, Mike Duffy, Tony Plante, Joe Bruno, Roger Ginn, Tom Bartell, Michael Kucsma, Dot Mowatt, Donn Davis

Committee members not in attendance: John Robinson, Suzanne Joyce, Bill Diamond, Jeff Vermette, Jim Violette, Dottie Aube, Tim Driscoll, Ed Symbol.

Others in attendance: Don, the Film Director from Raymond

Sandy Prince opened the meeting by welcoming and thanking all for their attendance and participation. Sandy mentioned that dinner was ready and members could help themselves whenever they wanted.

Sandy Prince then asked for any public comment. There were no public comments.

Sandy Prince then asked for approval of the prior minutes. Mike indicated that the minutes were completed and were given to Joyce and the minutes have not been distributed to the members. Sandy indicated that he will request that Joyce forward copies of the prior two meetings to the members so that we can vote on the minutes of October 29, 2007, November 14, 2007 and November 19, 2007 at the next meeting.

Sandy Prince and Mary Jane moved into a discussion period as to the feedback from the joint meeting held on November 14, 2007 with members from the individual City/Town Councils and Selectmen, along with members from the individual community School Committees.

Comments included:

1. Comments need to be delivered with more sensitivity. Some members felt that comments directed to either Planning Committee members or local communities were unnecessary and uncalled for. Some members felt that there were "cheap shots" taken at a community and that the comments were uncalled for.
2. "Nasty" comments were made and were uncalled for.
3. Based on the reaction from the elected officials in the communities, we need to educate people a lot more on the process and working of the law and the work.
4. Some of the elected officials appeared to be uneducated as to what the new law will do to local taxes and education.
5. Some officials wanted the bottom line as to what the mil rate would be or the amount of savings and did not realize that the Committee needs to collect the data in order to get to the bottom line.
6. Some members felt that comments were not appropriate, but given the lack of financial information, the elected officials were expressing frustration at the process and not the individual Committee members or communities.

7. Comment was made that we are all under an unreasonable timeline determined by the State and that there is not enough time to do the process and to do it right.
8. Comment was made that we are trying to do too much in the Regional Planning Committee and that we should focus on the consolidation and not focus on the matters that we will have no control of once, and if, we consolidate. The discussion of revamping education should be left to the new RSU Board of Directors and the new administration because if we make a plan, the new administration and Board are not held to those decisions.
9. Comment was made that we should focus on one direction and not on three. Feedback was given that the data that we are collecting is data that is needed if we stand alone, consolidate with one district, or consolidate with two districts.
10. Comments and questions as to what would be considered a “stopper” that would halt the consolidation in any community. Not everything is going to be great for each community and we will need to know what the stopper/stoppers will be for each community.
11. Comments made that we are still very early in the process and that we currently do not have concrete answers that people are looking for.
12. Comments made that we need to know what the critical issues are from segments of our communities. The question submitted was:

What are the three (3) most critical issues from the *Regional Planning Committee* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

What are the three (3) most critical issues from the *local School Committee* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

What are the three (3) most critical issues from the *individual town/city residents* regarding a stand-alone process; a consolidation with one other school district, or a consolidation with two other school districts?

Examples or answers could be monetary impact, overall savings, education value etc.

Question was directed to the three Superintendents and asked why it was a good decision to have the three communities consolidate.

Stan Sawyer indicated that he felt that there was a commonality between the three communities. Westbrook accepts tuition students from Raymond; Westbrook and Windham already share a 21st Century grant; Westbrook accepts students from Raymond and Windham at the Vocational Center; Good match for all three communities; Consolidation would keep some of the existing programs that could be at risk if a stand-alone alternative is chosen. This is the first wave of consolidation and Stan feels that there could be additional consolidation down the road.

Sandy Caldwell indicated that she felt that the three-way consolidation with Raymond, Windham and Westbrook were natural partners. The decision was not pre-arranged as both Westbrook and Windham were schools of choice for Raymond students. Consolidation with the three communities balanced the strengths and weaknesses of the three communities and the three communities complement each other.

Sandy Prince indicated that he felt that we needed to do due diligence to determine if the three-way consolidation was a good mix. The relationship makes sense. The advantages and disadvantages are currently unknown. Sandy feels that we do not have to consolidate to achieve educational benefits and financial savings as the Sebago Alliance is an avenue already in place for that. Even if we did consolidate, the Sebago Alliance would offer additional savings in the future.

Mary Jane mentioned that they received a different answer from the Department of Education regarding the Progress Report that is due to the DOE on December 1, 2007. The DOE now indicates that the Plan needs to be signed by the local School Committee, School Board Chair or his/her designee. This is a reversal of the prior decision that no approval or signatures were necessary.

Discussion followed that the local School Committees should discuss the Progress Plan distributed to all members at the November 14, 2007 joint meeting and sign the cover sheet so that the Plan can be presented.

The motion for the School Committee boards should read something like:

Consideration and action to submit the work-in-progress for the Regional Planning Committee of Raymond, Westbrook and Windham as of November XX, 2007 to the Department of Education with the understanding that there is no final decision or direction or a commitment to a final consolidation plan or direction.

Mary Jane thanked all for their attendance and input and adjourned the meeting at 6:33 p.m. Mary Jane and the three Tri-Chairs wish all a Happy Thanksgiving.

The next Regional Planning Committee meeting is scheduled for Monday, December 3, 2007 at 5:00 p.m. in the Windham High School Cafeteria.

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

3.A.(11) Explanation of how units that approve reorganization plan will proceed if one or more units do not approve the plan

Not Yet Started

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

3.A(12) Estimate of cost savings to be achieved and how costs will be reduced

In Progress

Reorganization Plan Required Items

<u>Law Reference Item Number / Sub-Chapter 2</u>	<u>Status</u>
3.B(1) Enrollment meets requirements (2,500 except where circumstances justify an exception)	Completed
Sec. XXXX-36, Parameter B When viewed in conjunction with surrounding proposed units, may not result in one or more Municipalities being denied the option to join an RSU	Completed

Reorganization Plan Required Items

<u>Law Reference Item Number / Sub-Chapter 2</u>	<u>Status</u>
3.B(2) Comprehensive programming for all students K-12 Includes at least one publicly supported high school	Completed Completed
3.B(3) Consistent with policies set forth in Section 1451	In Progress

Progress Report for Education Committee

For Windham, Westbrook, Raymond
November 2007

Committee Members: Sanford Prince, Sandra Caldwell, Kate Brix (Windham), Colleen Hilton (Westbrook) and Dottie Aube (Westbrook)

The Regional Planning Committee for RSU 52 decided at an August 2007 planning meeting that the subcommittees needed to include an Educational Planning Committee. Although this was not a requirement of the plan to be submitted on December 1, 2007, our RPC felt strongly that a cornerstone of our work needed to focus on how school consolidation would ensure an equitable and rigorous educational opportunity for all learners K-adult.

The charge of the committee was as follows:

The Education Committee shall explore:

1. Opportunity: How the new reorganized school unit can provide equitable educational opportunities for all students to demonstrate achievement of the content standards of the state's system of learning results.
2. Programs: How the new reorganized school unit can provide rigorous academic programs that meet the requirements of the system of learning results and that prepare students for college, careers and citizenship.
3. Delivery: How the new reorganized school unit can provide uniformity in the delivery of academic programs that meet the requirement of the system of learning results.

At our September 24, 2007 subcommittee meeting we addressed the pros and cons of school consolidation as it relates to learners. Following are the minutes of that meeting:

Subcommittee discussed the opportunity to start over and reorganize the system.

Need to list the pros and cons of consolidation.

Need to determine certain programs offered in certain schools.

Need to discuss the alternating start times at the higher-grade levels.

Need to discuss the wrestling with the local loss of control.

Need to address the issue that larger organizations are often more complex.

Need to establish proposed vision for the next 5-10 years to determine what the new district would look like and offer students.

At our October 16, 2007 meeting our committee began working from the attached template. This template continues to be a "work in progress". (See attached)

Next Steps for the Education Committee might include and are not limited to the following:

Budget work that addressed programming

Create feedback loops (students, graduates, teacher leaders)

Address Professional Development opportunities for staff

Revisit the Sebago Educational Alliance retreat notes that addressed the opportunities benefits for learners of the SEA as one school unit to see what might apply to Raymond, Westbrook, Windham

Engage the public in the discussion

School Consolidation – Education Committee

How is Consolidation Good for Learners K-Adult?

Internal Assessment

Where are we now? Involves an analysis of:

- Data from each District (done)
- Given our current organizational structure (3 Districts), what prevents us from improving education for our students?
- Specifically, how could consolidation better improve education for our students?

External Assessment

Anticipating Challenges Ahead:

- How will larger schools be best for students?
- Will elementary students have to relocate?
- How best to education community?
- Regionalization as needed – how to get support
- How to transport and promote best practices for all (i.e., All-Day K)

Delivery to the Public

Known questions commonly asked:

- Why is this good for kids?
- Gather consolidation research
- Address the choice issue & equity of option

Shaping the Future

Where do we want to be?

- How can consolidation shape the future educationally?
 - What will be the needs of our students in the future?
 - Limited resources
 - Research on Promising Practices
 - Research on critical skills for 21st Century
- Known advantages of consolidating educationally
 - Instead of duplication of efforts, we could offer more opportunities (i.e., Advanced Placement, Mandarin Chinese, On-line Courses, Distance Learning
 - Choices for students would increase
 - Magnet High Schools
 - More opportunities to individualize
 - More personalized high school plans
 - More riches / islands of competency for students
- What programs / services could enhance the RSU # 52?

How will it raise student performance?

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

3.B(4)	No displacement of teachers	Completed
	No displacement of students	Completed
	No closures of schools existing or operating during school year immediately preceding reorganization, except as permitted under Section 1512	Completed

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

**Sec. XXXX-36,
Parameter F**

Plan addresses how the SAU will reorganize administrative functions, duties and non-instructional personnel so that projected expenditures of RSU in fiscal 2008-2009 for system administration, transportation, special education, facilities, and maintenance will not have an adverse impact on the instructional program.

In Progress

Reorganization Plan Required Items

Law Reference Item Number / Sub-Chapter 2

Status

Chapter 114 - §2601 - §2603

Detailed explanation of collaborative agreements
as defined in Section 2601-2603

In Progress

Reorganization Plan Additional Information

Exceptions to 2,500 minimum allowed
(actual number of students for which the SAU is fiscally responsible)

Does Not Apply

Explanation of Barriers
**(Please use this section to explain any/all barriers identified
on the previous page as a barrier in completing your Regionalization Plan)**

Does Not Apply

Assistance Needs
**(Please use this section to describe your needs for assistance and
from whom you need assistance)**

Does Not Apply