



APPROVED AS CORRECTED

April 25, 2016

RSU 63 Board Meeting
Date: March 28, 2016
Location: Holden School

Minutes

Members Present:

Town of Eddington – Rusty Gagnon, David McCluskey, and Nikki More; and
Town of Holden – Chris Doering, Chris Galinski, Jennifer Newcomb, and Suzanne Wieland.
Dr. Kenneth Smith, Superintendent of Schools.

The meeting was called to order at 6:31 p.m. A flag salute was conducted and a moment of silence observed.

Members Excused:

Town of Clifton – Dola Hinckley

Approval of Minutes:

Motion: Rusty Gagnon, Second: Nikki More. *"It is moved to approve the February 29, 2016 regular meeting minutes as amended."*

Vote: 7 yes, 0 opposed

Recognition and/or Awards of Students, Staff and Others: None

Acceptance of Gifts/Donations: None

There was no presentation to the Board.

Questions and Comments from the Public: None

Motion: Jennifer Newcomb, Second: Rusty Gagnon. *"It is moved to add a fourth executive session to the February 29, 2016 Board Meeting Agenda to update the Board members on negotiations."*

Vote: 7 yes, 0 opposed

Meeting Dates:

Budget & Finance Committee – Tuesday, April 12, 2016 at Holbrook School, 5:00 pm and
Wednesday, April 27, 2016 at Holbrook School, 5:00 pm

Policy Committee – Monday, April 4, 2016 at Holbrook School, 6:15 pm

Operations/Facilities Committee – Tuesday, April 12, 2016 at Holbrook School, 1:00 pm

Curriculum Committee – Wednesday, May 11, 2016 at Holbrook School, time TBD

Technology Committee – Tuesday, May 10, 2016 at Holbrook School, 3:30 p.m.

New School Committee - TBD

Pre-K Advisory Committee - TBD

Budget & Finance:

We still have a pretty significant subsidy cut from the State. We are still working through the proposed budget to come up with a number we feel the taxpayers will support. At the April Board Meeting, the Budget & Finance Committee plans to bring the Proposed FY17 Budget before the Board members for discussion and approval.

David McCluskey asked for an explanation of the Cost Center Summary presented to the Board members tonight. The cost center summary shows how RSU 63 spends their money as a percentage of the budget compared to the State average. Generally speaking, plus or minus one percent is reasonable. For example, we spend 60% of our budget on regular instruction for elementary and secondary education, while the State average is only 40%. RSU 63 does have school choice and it appears systems with school choice spend more money to educate their children as opposed to those systems that have their own high school or contract with a single unit. Also, if we have a year where we have to cut our budget and you have a loss in subsidy or big increase in budget, secondary education is a fixed cost so you end up cutting your elementary or other departments. Tuition rates and how tuition rates are calculated, as well as allowable debt service was discussed.

Conversations have come up in the past about this district having their own high school. If we are going to make a decision about building a new school, Rusty Gagnon feels if we did a Pre-K to Grade 12 we might be even more cost effective. With student population going down, we might want to think about changing the financial future of this district. There was a brief discussion on school choice versus having a high school, which would eliminate school choice. If enrollment is decreasing, we might have a bigger building with less students and debt service.

Due to the \$15 million added to LD1641, we have received an extra \$71,000.00 of increased subsidy. The State has not sent out the actual numbers yet, as the State wanted to make sure the errors in the new State software have been corrected. So our subsidy shortfall is actually \$279,000.00 plus any normal increases in our budget. Things are looking better and not as bad as originally thought.

Superintendent's Report: Dr. Smith reviewed the differences between regions and centers discussed in his Board report. The updates on the Region 4 Cooperative Agreement which the Board is being asked to vote on tonight is really more wordsmanship in terms of the new law and really no substantive changes. It is the document that tells you how you are going to operate that vocational region.

We have received the Final Enrollment Projection Report. Dr. Smith distributed two pages from the report to all Board members, which showed the enrollment projection by grade and by grouping. The full report is available to any Board member who wishes to receive one. The enrollment looks pretty stable for next year, then a very slight increase in enrollment followed by a downward trend over the next 10 years. Dr. Smith explained the process used by Planning Decisions to arrive at their enrollment projections.

Child Nutrition Specialist Walter Beesley visited all three schools recently. Dr. Smith has just received his Food Service Report with his observations and recommendations for our district. Dr. Smith has prepared a report with his recommendations based on Mr. Beesley's report and in-house discussions. The Board members will receive Dr. Smith's report before the next Board meeting.

We have a lot of Superintendent's Agreement. They are good for one year. Parents are requesting Superintendent's Agreements again for their children. Dr. Smith is replying based on what he feels is in the best interest of the student and not to continue to do it just because it was done last year or the year before.

RSU 63 Chair Report: David McCluskey has been communicating with Dr. Smith via email on the superintendent's contract to clarify a few things. Mr. McCluskey has also reached out to the CSD 8 Board Chair Matt Smith twice with no response regarding the separation of AOS 81.

Motion: Jennifer Newcomb, Second: Nikki More. **"It is moved to approve all written and oral reports as presented to the Board."**

Vote: 7 yes, 0 opposed

The Transportation/Facilities Committee met and has several items they feel needed to be budgeted for in the proposed FY17 budget.

Motion: Chris Doering, Second: Rusty Gagnon. **"It is moved that the Board make a budgeting consideration of a \$100,000 allocation to the Maintenance & Building Line for the following items: 1) \$12,000 for playground repair at the Eddington School; 2) \$45,000 for parking lot repair at Holbrook School; 3) \$25,000 for repair of the roof at Holbrook School; and 4) \$20,000 for Repairs Contingency."**

Jennifer Newcomb asked for a clarification of the motion. She believes that all of these items are in the draft of the proposed budget working on based on the figures they got from the administrators, including Jake Morgan and looking at the budget in total we are going to have to make a decision on these items. This motion gets these items as a plan in the FY17 budget as line items, but does not approve them and could be removed later. The committee wants to insert these numbers in the budget planning process to come back to the Board for approval.

Vote: 4 yes (Chris Doering, Rusty Gagnon, Chris Galinski, David McCluskey), 2 no (Jennifer Newcomb and Nikki More) and 1 abstention (Suzanne Wieland)

The committee also feels we can reduce our cost in plowing by purchasing a truck that is near the end of its service life and plow our own schools.

Motion: Chris Doering, Second: Rusty Gagnon. *"It is moved to approve for FY17 the allocation of \$9,999.00 towards the purchase of a used plow truck, specifically to plow our parking lots and replace a contract for that plowing."*

Jennifer Newcomb asked if any calculations had been done on what the labor rates would be to do our own plowing. She would like the Business Manager to do some calculations. After discussion, Chris Doering withdrew his motion until Jake Morgan is present to speak to it.

Motion: Chris Doering, Second: Rusty Gagnon. *"It is moved to approve and budget for the purchase of 2 gasoline fueled buses at the expense of \$82,065.00 (77 passenger), and \$87,670.00 (63 passenger, wheel chair lift) in FY17."*

If this is the direction we are going, Jennifer Newcomb would expect to see mechanic hours going down and vehicle parts we are purchasing going down and actually it is the opposite in the budget being presented. We are trying to correct this but we still do have some old buses.

Vote: 5 yes (Chris Doering, Rusty Gagnon, David McCluskey, Suzanne Wieland, Christopher Galinski), 1 no (Jennifer Newcomb) and 1 abstention (Nikki More)

Recognizing that the purchase of RSU 63 branded clothing both provides for employee cohesion, an individual employee's sense of belonging to the district, and presents a professional appearance to the public, the committee made the following recommendation to the Board.

Motion: Chris Doering, Second: Rusty Gagnon. *"It is moved to add a \$1,000.00 line item to the FY17 budget to allow for the purchase of RSU 63 branded clothing, specifically polo shirts for employees, in the following specifics: 1) Because employees of less than 5 years service will not have a great number of shirts to wear from past years, 2 shirts, and 2) Employees with 5 or more years of service, 1 shirt."*

Chris Doering noted that employees means, for the purposes of the committee's recommendation, bus drivers, building maintenance staff, secretaries and food services staff.

Many Board members felt that every employee should get a shirt and not just one group of employees singled out for shirts. All purchases should really cycle back to supporting education, and spending \$1,000.00 for clothing for drivers does not make sense to Jennifer Newcomb.

Vote: 2 yes (Chris Doering, Rusty Gagnon), 5 no (Jennifer Newcomb, David McCluskey, Nikki More, Chris Galinski, Suzanne Wieland)

Old Business:

- 1) New School Committee: Dr. Smith informed the Board members that we just received today a bubble diagram for the proposed new school. Dr. Smith will be forwarding the bubble diagram to the administrators for review to see if the square footage requested by the teachers and administrators is incorporated in the bubble

diagram. Once we receive their feedback, there will be a presentation to the staff followed by a presentation to the Board members and public at a later date. David McCluskey asked if the Budget and Finance Committee has been asked by the Administration to put anything in the budget for next year that may have to be expensed out for this project. We have not yet, but now that we have received some information we might.

- 2) Teachers and Administrators' Contract Negotiations: Negotiations are ongoing. We continue to meet with both negotiating teams.
- 3) School Facilities Study: Nothing further to add on this subject

New Business:

- 1) Amended Region 4 Cooperative Agreement:
Motion: Rusty Gagnon, Second: Nikki More. **"It is moved that, pursuant to Section 8457(2) of Title 20-A, the "Amended Region 4 Cooperative Agreement," in the form attached hereto, be hereby approved." (Attachment A)**
Vote: 7 yes, 0 opposed

- 2) Proposed 2016-2017 School Calendar: The teachers were asked to review and vote on 2 different versions of the Proposed 2016-2017 School Calendar. There was not a big difference in their vote. The vote was almost 50/50 but we did go with the majority. The big difference between the two calendars was Thanksgiving Week – all week off or a few days in that week. In addition other local schools in our area fell closer in line with Version 1.
Motion: Jennifer Newcomb, Second: Nikki More. **"It is moved to approve the Proposed 2016-2017 School Calendar, Version 1."**
Vote: 7 yes, 0 opposed

- 3) Policies:
Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to approve for a first reading Draft Policy EEAEA - School Vehicle Driver Qualifications as written; Draft Policy EEAE - School Vehicle Evacuation Procedures as written; Draft Policy EEAEA - Accident and Vehicle Failure Procedures-Vehicle Drivers as written; Draft Policy EBCF - Automated External Defibrillators (AEDs) as written; Draft Policy EEAF - Use of School Buses for RSU 63 and Non-RSU 63 Functions Outside Regular Transport of Students to/from School as written; Draft Policy JLCE - Life Sustaining Emergency Care as written; Draft Policy GBI - Staff Code of Conduct: Conflict of Interest, Gifts, and Violations as written; Draft Policy IJND - MLTI MacBook Air Usage at Home as written and Draft Policy IHBEA - LAU Plan-English as a Second Language as written."**
Vote: 7 yes, 0 opposed

- 4) Current Policies to be Approved for Deletion:
Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to delete Policy EEAE/JJIC, Student Conduct from the RSU #63 Policy Book."**
Vote: 7 yes, 0 opposed

- 5) AOS 81: The school system voted to dissolve AOS 81 effective June 30 this year. We will still have business to conduct after that time but no entity to conduct it. This motion would allow the conduct of the business to go on for up to three months. If RSU 63 agrees to take on the work of paying the AOS 81 bills, once all of the bills are paid reimbursement of the real Fund Balance would be distributed proportionally to all the towns in RSU 63 and CSD 8. Reimbursement of the AOS 81 expenses would include the Business Manager Kelly Theriault and Bookkeeper Lisa Gamblin's time, which would come off the top of the Fund Balance.

Motion: Rusty Gagnon, Second: Jennifer Newcomb. **"It is moved to request RSU 63 to take on the responsibility of processing any outstanding bills incurred by AOS 81 during the transition period beginning July 1, 2016 through the conclusion of AOS 81 business in 2016 not to exceed three months and to receive reimbursement for the bills prior to establishing the AOS 81 Fund Balance."**

Vote: 7 yes, 0 opposed

- 6) Pre-K Advisory Committee Report: Nikki More reviewed the FY16-17 recommendations and FY17-18 recommendations the Pre-K Advisory Committee is bringing to the Board members tonight for discussion and approval. Current Pre-K enrollment at Eddington School was discussed, as well as the need for a portable classroom if Pre-K enrollment increases significantly. The hope is that by offering mid-day busing for our Pre-K students we would increase our Pre-K enrollment. The number of Pre-K students currently taking the bus was discussed. It was noted that if the Board does make the commitment to the recommended changes in the Pre-K program, it would still have to pass with the voters this June.

Motion: Nikki More, Second: Chris Doering. **"It is moved to approve the Pre-K Advisory Committee recommended changes to the Pre-K structure referenced in their March 16, 2016 meeting minutes, which includes additional busing for Pre-K students, allowing Pre-K students to participate in school lunch and continue to research childcare options."**

Vote: 7 yes, 0 opposed

Items 7, 8, and 9 were moved to the end of the agenda.

Personnel Actions:

Ann Haley, Speech and Language Pathologist have taken advantage of the early teacher retirement offer and she will be leaving at the close of this school year. Jodi Moore, bus driver, is taking a full-time position elsewhere effective April 1, 2016 and Anita Rogers, Food Service Cook at Holden, is moving out of state April vacation. We have reassigned Jeanne Hamm, Ed Tech I to the Food Service Department in Holden until the end of this school year. If we do get a child however with special needs that requires an ed tech, we will pull Jeanne Hamm out of the kitchen to work with the student.

We would like to appoint Cheryl Roy as the Long Term Substitute Kindergarten Teacher at the Eddington School until the end of this school year.

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Motion: Jennifer Newcomb, Second: Rusty Gagnon. **"It is moved to approve the resignations of Ann Haley, Jodi Moore and Anita Rogers; the appointment of Cheryl Roy as the Long Term Substitute Kindergarten Teacher and the reassignment of Jeanne Hamm to the Food Service Department in Holden."**

Vote: 7 yes, 0 opposed

Questions and Comments from the Public:

Darric Hammond, an Eddington resident, has had problems with the buses for his first grade and fifth grade children on several occasions. His children have been dropped off at the wrong location (sometimes 4 or 5 houses down) and missing driveway completely. There have been times when Route 46 closed and/or the school bus was stuck somewhere on their bus route and could not get a hold of anybody at the schools to find out what was going on with his children. There should be a representative at the schools the parents can get a hold of until the last bus is back at the bus garage. Several times he could not find out what happened until the end of the following day. Some buses go by his house empty. There is no communication on the bus routes. Dr. Smith asked Mr. Hammond to give him a call to discuss this problem further.

Chris Galinski got the opportunity to take a field trip with the seventh graders to John Bapst and wanted to let Mr. Modery know that the students were spectacularly well behaved.

Motion: Rusty Gagnon, Second: Nikki More. **"It is moved to extend the Board Meeting past 8:30 a.m."**

Vote: 7 yes, 0 opposed

Executive Sessions:

At 8:28 p.m. motion by Rusty Gagnon with a second by Nikki More. **"It is moved to go into executive session to discuss the employment of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(A)."**

Roll call was taken with all members replying "Yes". Vote: 7 yes, 0 opposed

At 8:46 p.m. David McCluskey declared the Board out of executive session.

Motion: Rusty Gagnon, Second: Jennifer Newcomb. **"It is moved to sign a contract with Dr. Kenneth Smith for FY17 for superintendent services, subject to voter approval."**

Vote: 7 yes, 0 opposed

At 8:50 p.m. motion by Rusty Gagnon with second by Nikki More. **"It is moved to go back into executive session to discuss the employment of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(A)."**

Roll call was taken with all members replying "Yes". Vote: 7 yes, 0 opposed

At 9:15 p.m. David McCluskey declared the Board out of executive session.

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At 9:16 p.m. motion by Rusty Gagnon with second by Nikki More. *"It is moved to go back into executive session to discuss the duties of officials/appointees/employees pursuant to 1 M.R.S.A. § 405(6)(A)."*

Roll call was taken with all members replying "Yes". Vote: 7 yes, 0 opposed

At 9:22 p.m. David McCluskey declared the Board out of executive session.

At 9 23 p.m. motion by Rusty Gagnon with second by Nikki More. *"It is moved to go back into executive session to discuss negotiations with both teachers and administrators pursuant to 1 M.R.S.A. § 405(6)(D)."*

Roll call was taken with all members replying "Yes". Vote: 7 yes, 0 opposed

At 9:46 p.m. David McCluskey declared the Board out of executive session.

At 9:47 p.m. motion by Rusty Gagnon with a second by Jennifer Newcomb to adjourn the meeting. **Vote: 7 yes, 0 opposed**

Sincerely,



Kenneth Smith, EdD

RSU63 Superintendent of Schools

AMENDED REGION 4 COOPERATIVE AGREEMENT
March 2016

PREAMBLE

In accordance with 20-A M.R.S.A § 8457(2) and the guidelines contained in this Agreement, a Cooperative Board shall be established to administer a vocational and adult education delivery system for Maine Career and Technical Region 4 in Southern Penobscot County (*henceforth "Region 4"*).

SECTION A – PURPOSE

The primary purpose of Region 4 shall be to provide career and technical education for secondary school students in accordance with Chapter 313, §§ 8301-8467 of Title 20-A (*henceforth "vocational," "technical" or "CTE" education*). Region 4 shall function as an extension of the secondary schools located within its statutory boundaries set forth in 20-A M.R.S.A. § 8451(2)(D). In accordance with 20-A M.R.S.A. § 8451-A, the vocational education program shall offer a sequence of courses that are directly related to the preparation of individuals for employment in current or emerging occupations and may include training and education in academic and business skills preparing students to further their education at the technical college or college level or allowing students to use trade and occupational skills on other than an employee basis, subject to approval by the Maine Commissioner of Education and Cultural Services pursuant to 20-A M.R.S.A. § 8306-B.

Priority for enrollment in any vocational education course of study offered by Region 4 shall be given first to persons eligible to receive a free public secondary education in the municipalities served by Region 4. Persons who are 20 years of age or older and comply with the eligibility requirements of 20-A M.R.S.A. § 8305-A may enroll in vocational education courses if space exists to accommodate their participation. Region 4 may charge reasonable fees to individuals age 20 and over who receive vocational education in these courses. Region 4 shall also provide courses of instruction approved in accordance with 20-A M.R.S.A. § 8601 et seq., including general adult vocational education courses.

SECTION B - COOPERATIVE BOARD

Region 4 shall be governed by a Cooperative Board, which has all of the powers and duties of a school board, as set forth in 20-A M.R.S.A. § 8457(1).

1. Size and Composition of the Board

The Cooperative Board shall be comprised of ten members, each of whom shall represent a voting district. Each voting district shall be comprised of approximately the same number of persons residing within the region. Representation shall be distributed as follows:

Voting District	Administrative Unit	Number of Representatives
I	Bangor	3
II	Brewer, Airline CSD (Amherst, Aurora, Great Pond & Osborn), Orrington, Grand Falls Township, Dedham & RSU # 63 (Clifton, Eddington & Holden)	2
III	RSU #34 (Alton, Bradley & Old Town), Greenfield Township, Indian Island, Greenbush & Milford	1
IV	RSU #22 (Hampden, Newburgh, Winterport & Frankfort)	1
V	RSU # 64 (Bradford, Corinth, Hudson, Kenduskeag, & Stetson) & Glenburn	1
VI	RSU # 26 (Orono), Veazie	1
VII	Hermon & RSU 87 (Carmel & Levant)	1

2. Methods of Selecting Members

The School Committees and Boards of Directors within each voting district shall each meet in November prior to the expiration of a term to appoint its representative(s) and an alternate to serve on the Region 4 Cooperative Board. Each Board shall individually confirm the appointments. New appointees to the Cooperative Board are not required to be a member of a school board that appoints that member to the Cooperative Board. The term of office shall be for not less than one year nor more than three years from the date the term commences. Each term shall commence on January 1. A member of the Cooperative Board shall not hold any office the duties of which are incompatible with those of a member of the Cooperative Board, and is subject to the conflict of interest provisions set forth in 20-A M.R.S.A. § 8453-A.

3. Vacancies

In the event that a vacancy should occur on the Cooperative Board before the expiration of a term, the Superintendent(s) within the voting district in which the vacancy exists shall call a meeting of the School Committees or Board of Directors within the voting district to appoint another representative to fill the vacancy for the unexpired term.

Vacancies shall be filled within forty-five (45) days after notification of the vacancy by the Technical Director to the respective Superintendent(s) in the voting district. A vacancy exists when any one of the following occurs: (a) a Cooperative Board member is no longer a legal resident of the voting district from which elected. Evidence that an individual is registered to vote in a municipality is prima facie

evidence of that individual's residency; (b) a Cooperative Board member dies; (c) a Cooperative Board member resigns by delivering a written letter of resignation to the Technical Director; or (d) when a Cooperative Board member is absent without excuse from three consecutive regular meetings of the Cooperative Board, the Board may declare that a vacancy exists.

4. Voting

Each member of the Cooperative Board shall have one vote. The Cooperative Board shall annually elect the following officers: a chair and vice chair, who must be members of the Cooperative Board, a secretary and treasurer, who may, but need not, be members of the Cooperative Board. A quorum is considered to be at least six members in attendance. To pass, any motion must be approved by a majority of the members present except if state law and policies of the Cooperative Board require a majority of the full membership. There shall be no secret ballots and all votes shall be taken at public sessions. The Cooperative Board shall also maintain a standing finance committee to approve payrolls, prepare warrant articles, review budgets and otherwise carry out the directions of the Cooperative Board.

5. Superintendents' Advisory Committee

The Superintendents of Schools of the participating units shall serve as an advisory committee to the Cooperative Board in accordance with 20-A M.R.S.A. § 8459. The Superintendents' Advisory Committee shall meet with the Technical Director no less than 4 times per calendar year to review current and proposed programs, budgets and issues relating to vocational education in Region 4.

6. Meetings

The Cooperative Board shall meet at least 6 times per calendar year, as required pursuant to 20-A M.R.S.A. § 8457(5).

SECTION C - ADMINISTRATION

The Cooperative Board shall employ a certified career and technical education director (herein, the "Technical Director"), who shall administer the provisions of vocational education in Region 4, in compliance with 20-A M.R.S.A. § 8458. The Technical Director, and such other personnel as the Cooperative Board deems necessary, shall be appointed by a majority vote of the Cooperative Board. The Technical Director shall have the duties, powers, and responsibilities with respect to vocational education as are prescribed by the Cooperative Board, the By-Laws of Region 4, and by Maine law. The Technical Director shall serve as the chief administrative officer of Region 4, in accordance with 20-A M.R.S.A. § 8458(4).

SECTION D - COST SHARING

1. Annual Budget

The annual budget shall be prepared by the Cooperative Board no later than the second Friday of February for the fiscal year beginning the following July 1, and presented in accordance with 20-A M.R.S.A. § 8460. The legislative body of each school administrative unit (the "unit") comprising Region 4 shall vote on the budget articles submitted by the Cooperative Board. This vote shall occur at the same time as the vote on the unit's regular school budget, and shall be conducted in accordance with 20-A M.R.S.A § 8461 (the school administrative unit method), which is hereby selected by the Cooperative Board as the method of submitting the articles for budget approval pursuant to 20-A M.R.S.A. § 8460(1)(D). Within five (5) days after the last unit in the region has voted on the budget, the chair of the Cooperative Board shall call a meeting of the Cooperative Board to tally the results of the votes of the units in the manner set forth in 20-A M.R.S.A § 8461(2).

2. Methods of Sharing Cost

A. Regional Assessments

The Cooperative Board shall annually establish a specific amount for operating costs, including Cooperative Board expenses, maintenance of buildings needed to maintain the school building itself (including related salaries), which amount shall be assessed and allocated to each unit based on the state valuation for each member municipality, as listed on the most recent finally enacted Maine Department of Education ED 279 Report for each unit.

B. Capital Improvement and Renewal

The Cooperative Board shall annually establish a specific amount to address the need for capital improvement for the school building and grounds. This amount shall be assessed and allocated to each unit based on the state valuation for each member municipality, as listed on the most recent finally enacted Maine Department of Education ED 279 Report for each unit.

C. Debt Service

Any new debt service for Region 4 shall be assessed and allocated to each unit based on the state valuation for each member municipality, as listed on the most recent finally enacted Maine Department of Education ED 279 Report for each unit available at the time of the debt creation. Unit debt service assessment shall remain a fixed percentage for the duration of the indebtedness.

D. Cooperative Education

Cooperative education shall be treated as a decentralized program through Region 4. Costs for cooperative education will be included in the Region's budget, but will be assessed and allocated specifically to those units actually incurring the costs for operating approved decentralized programs.

E. Direct Contracting

Individual units who contract directly with Region 4 to provide locally needed vocational educational programs may do so at their own expense.

F. Per Pupil Assessment

Each sending unit shall pay a direct per pupil charge based upon the number of students enrolled in or attending the vocational school program. The limit on the per pupil assessment is one-half the state average high school tuition rate for the prior year adjusted by the percent allowable under Maine law. Per pupil assessments shall be based on:

(i) For fiscal year 2017, the average of the unit's student enrollment at Region 4 during calendar year 2015, as reflected on April 1 and October 1 of 2015;

(ii) For fiscal year 2018, the average of the unit's student enrollment at Region 4 during calendar years 2015 and 2016, as reflected on April 1 and October 1 of each such year; and

(iii) For fiscal year 2019 and each subsequent fiscal year, the average of the unit's student enrollment at Region 4 during the three calendar years preceding the fiscal year (e.g., for fiscal year 2019, use calendar years 2015, 2016, and 2017), as reflected on April 1 and October 1 of each such year.

Any budget balances from previous years shall be applied against this part of the cost and shall reduce the per pupil assessment accordingly. Per pupil assessment costs are comprised of program costs, which include:

- Regular instruction
- School administration
- Support services
- Transportation

G. Change in Unit Composition

In the event a member municipality joins or withdraws from a unit or the composition of a unit is otherwise modified, the cost sharing amounts assessed and allocated to each unit pursuant to Section D herein shall be adjusted to reflect the new composition of the affected unit(s).

H. Contracts with Other Agencies

Contracts with other agencies will be charged a negotiated amount that at a minimum covers all associated costs of the agency plus an administrative cost of no less than ten percent (10%). Any net income to Region 4 from administrative fees shall be carried forward to the next fiscal year's capital improvements fund and used as the Cooperative Board determines appropriate.

3. CTE Programs in High School

The operational and capital outlay costs of CTE programs already established in any high school for the benefit and participation by students in that school shall be paid for by the unit in which the school is located. Units conducting such programs shall be credited with any state or federal subsidy authorized for such programs through the Cooperative Board. These individual school programs shall be open to all students in Region 4 in the event that the course is not offered by the student's resident school and the student's participation in such programs shall be the legal vocational tuition rate allowed by the Department of Education and Cultural Services and shall be charged to the sending unit. Any new CTE programs proposed within Region 4 shall require the approval of the Cooperative Board.

4. Borrowing

The Cooperative Board shall have the authority to secure temporary loans for the operation of technical programs in anticipation of payments from participating units and the state, as authorized by 20-A M.R.S.A § 8457(3) and § 8464(4). It also has the authority, under 20-A M.R.S.A. § 8465, to issue bonds and notes for school construction purposes.

SECTION E - AMENDMENTS TO THE AGREEMENT

This agreement may be amended in the manner provided for in 20-A M.R.S.A. § 8457(2).