

# ALTERNATIVE PLAN

SAU Submitting: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Date Submitted by SAU: \_\_\_\_\_

[Note: Introductory statutory excerpts in the Department of Education's form have been removed from this working template.]

In the following pages, model language is set forth in plain type. Explanatory notes, which should be removed from the final document, are in *italics*.

**IMPORTANT NOTE: ALL SEMINAR MATERIALS ARE PROVIDED  
FOR PURPOSES OF INSTRUCTION AND NOT AS LEGAL ADVICE.**

## **REQUIRED ELEMENTS OF THE REORGANIZATION PLAN**

### **1. The intent to submit an alternative plan has been approved by the Commissioner in the approval of the Notice of Intent.**

*Note: The Commissioner has approved some notices of intent filed by school units having fewer than 2,500 students but more than 1,200 students, while denying others. Those school units that have been approved are well-advised to provide evidence and reasons relevant to the statutory criteria for approval of an alternative plan of this type. In addition, those SAUs whose proposals to file alternative plans were denied may consider filing a request for reconsideration, supported by a carefully constructed evidentiary case in support of the request, again based on the statutory criteria, which are as follows:*

- (a) Geography, including physical proximity and the size of the current school administrative unit;
- (b) Demographics, including student enrollment trends and the composition and nature of communities in the regional school unit;
- (c) Economics, including existing collaborations to be preserved or enhanced and opportunities to deliver commodities and services to be maximized;
- (d) Transportation;
- (e) Population density; or
- (f) Other unique circumstances including the need to preserve existing or developing relationships, meet the needs of students, maximize educational opportunities for students and ensure equitable access to rigorous programs for all students.

*Note: We have not developed model language with regard to the above criteria because it is very important that each school unit develop its own unique case, based on its own unique circumstances. The development of an effective case must include at least the following elements: (1) thorough research to collect data relevant to the factors listed above; (2) analysis of how the data supports approval of the alternative plan; (3) explanation of why combination with neighboring units will be costly or impractical; (4) explanation of how the school administrative unit has maximized efficiencies in management and by collaboration with other school*

*units or municipalities; and (5) the effect of nearby SAUs' regionalization options, such as creation of "doughnut holes."*

**2. The alternative plan must address how the SAU will reorganize administrative functions, duties and non-instructional personnel so that the projected expenditures of the SAU in FY 2008-2009 for system administration, transportation, special education and facilities and maintenance will not have an adverse impact on the instructional program.**

*Note: Please refer to the discussion of this issue in the working template for a reorganization plan at pages 27-29.*



## Document and Information Sharing Checklist

Name of SAU: \_\_\_\_\_

Name of Planning Committee: \_\_\_\_\_ Reorganization  
Planning Committee

Date of Submission to Planning Committee: \_\_\_\_\_, 20\_\_\_\_

The SAU has made good faith efforts to provide the information listed in this document and information sharing checklist.

Signed: \_\_\_\_\_  
Superintendent of Schools

1. SAU's Certificate of Organization, if any.
2. Private and Special Laws, if any, pertaining to the SAU's existence, organization, structure, cost sharing, or other matters.
3. School service agreements, career and technical region or center agreements, interlocal cooperative agreements, shared service agreements and other collaborative agreements to share services, programs or functions.
4. List of active grants.
5. Most recent auditor's report.
6. Any subsequent unaudited financial statements.
7. Current budget, updated to reflect income and expenditures to date.
8. Most recent EFM-45.
9. Description of funds held as fiscal agent.
10. Reserve funds.
11. Trust funds.
12. Scholarship funds.



13. Grant funds.
14. Enterprise funds.
15. Schedule of short and long-term debts by date and amount incurred, purpose, principal balance outstanding and last maturity date. Include bonds, notes and lease purchase agreements for school purposes.
16. Description and amounts of intra-fund loans and loans to or from an affiliated governmental entity, including interdepartmental loans between the school department of a municipal school unit and the municipality or its other departments, or between a school district and one or more of its constituent members.
17. A schedule of all real estate and real estate interests owned or leased by the SAU, its school union or any affiliates, and a list of any not being transferred to the region.
18. Copies of deeds, easement deeds, lease agreements, lease purchase agreements, leases, joint use or operating agreements for real estate. Also, rights of first refusal, option agreements and purchase agreements.
19. Describe tangible personal property being transferred, and list any not being transferred to the region. Tangible personal property includes equipment and furnishings, books, curricular materials, supplies and inventories.
20. Description of significant agreements and contracts that extend beyond the operative date of the region, including purchase contracts, supply contracts, service contracts, transportation contracts, consulting agreements, design contracts, construction contracts and maintenance contracts.
21. A list of significant technology license agreements that extend beyond the operational date of the region.
22. Current organizational chart, if any.
23. Breakdown of employees by position, location and salary.
24. A list and copies of employment contracts.
25. Collective bargaining agreements.

26. Health plans.
27. Deferred compensation plans.
28. Description of pending claims against the SAU.
29. List and description of insurance policies, including name of carrier and types of coverage. This list should include policies insuring property against fire, loss or other casualty, policies insuring against errors and omissions, and general liability policies.
30. List of outstanding payment and performance bonds and other surety bonds.
31. Any reports indicating contamination by hazardous substances, including oil, asbestos, lead and mold.
32. List of banks and other institutions where accounts are held, nature of the accounts and current balances.

