

October 4, 2016

COOPERATIVE AGREEMENT 2016 -2017

Pursuant to Title 20-A, Section 8404 of the Maine Revised Statutes, the undersigned, being the duly authorized members of the Advisory Committee of the Capital Area Technical Center, do hereby enter into the following Cooperative Agreement and do devise a formula for sharing costs:

1. The Capital Area Technical Center Advisory Committee shall consist of:
 - a) The Superintendent, or his/her representative, of each member administrative unit and
 - b) One School Board member, or trustee, appointed or elected by the school authorities from the administrative units served by the Superintendents. In any situation where a superintendent serves more than one unit, the school authorities of the units served shall cooperatively appoint a single representative. Each Superintendent and each representative shall have one vote on the Advisory Committee. When challenged a weighted vote shall be used.

Quotas & Weighted Vote
Current Figures: **October 1, 2016**

| Administrative Unit | FTE slots | Slots | Vote (%) |
|----------------------------|------------------|--------------|-----------------|
| Augusta | 69 | 138 | 36.22 |
| Total RSU 38 | 22 | 44 | 11.54 |
| RSU #2 | 38 | 76 | 19.95 |
| Total RSU 12 | 13.5 | 25 | 6.56 |
| MSAD 11 | 29 | 58 | 15.22 |
| Total RSU 18 | 12 | 24 | 6.30 |
| Winthrop | 5 | 10 | 2.62 |
| Vassalboro AOS 92 | 2 | 4 | 1.05 |
| Fayette | .5 | 1 | .26 |
| Jefferson AOS 93 | .5 | 1 | .26 |
| Totals | 190.5 | 381 | 100.00 |

2. The Advisory Committee shall meet at least quarterly each year, to include at least one meeting annually with the Augusta Board of Education.

At its initial organizational meeting and annually thereafter at the first meeting of the fiscal year, the Advisory Committee shall elect from its members a Chairperson and Vice-Chairperson.

3. The time, place and dates of the regular meeting of the Advisory Committee shall be established in June by the Advisory Committee with the recommendation of the Director.
4. The Chairperson and/or Director may call special meetings of the Advisory Committee as long as each unit has at least 24 hour notice of the meeting.
5. The Chairperson and Director shall determine the agenda and order of business. Members of the Advisory Committee can have items placed on the agenda by notifying the Director 5 days prior to the meeting. Urgent items can be filed on the day or night of the meeting at the discretion of the Chairperson.
6. A quorum must be present to conduct Advisory Committee business. Representatives or designees from five school districts constitute a quorum.
7. The latest edition of Robert's Rules of Order shall govern parliamentary procedures of the Center's Advisory Committee when applicable and if not in conflict with the Cooperative Agreement of the Center.
8. With respect to the governance of the Capital Area Technical Center, the primary responsibility of the Advisory Committee is to make informed and timely recommendations to the Augusta School Board on all matters relating to the Center. To achieve this objective, all recommendations concerning the management and operation of the Center which are submitted to the Augusta Board for action shall first be presented to the Advisory Committee for review. Any resolution formally adopted by the Advisory Committee as a result of such a review shall be transmitted by the Augusta Superintendent of Schools to the Augusta Board with the original recommendation.

This review process shall apply to all matters relating to the Capital Area Technical Center submitted to the Augusta School Board for action including the appointment of the Director, the modification of instructional programs and student services, the budget for each fiscal year and any adjustments proposed after its adoption, the acquisition of equipment, and major repairs and renovations to the physical plant.

9. The Advisory Committee will review and comment upon any program applications for state and federal funds to serve vocational students prior to submission to the funding source to ensure regional coordination through the

Center. The intent of this article is to provide regional coordination and encourage and protect local incentive.

10. Member units may request to withdraw from the Center by vote of its school committees or Board of Directors with proper notice to the Advisory Committee by January 1st before the beginning of the next fiscal year. Actual withdrawal must be carried out in accordance with applicable State Law.
11. The Director shall meet such qualifications as may be prescribed by the State Board of Education and State Law.
12. The Director shall serve as chief administrative officer of the Center and its satellites and have all the authority and obligations of a secondary school principal in the school administrative unit operating the Center.
13. The hiring and dismissal of the Director and staff of the Technical Center shall be the responsibility of the Augusta Board of Education. The Advisory Committee shall, however, be involved in the screening and interviewing of applicants for the position of Director.
14. The Advisory Committee for the Center at one of its meetings held no later than February of each year shall recommend the operating budget for the next fiscal year. In case a school board or school trustee member is unable to attend the meeting at which the budget is approved, the Superintendent or his/her representative for the unit not represented may vote on the budget. The Director will present an overview of the proposed budget at least one month prior to submittal to the Augusta Board of Education.

The Director shall prepare and submit an annual report of the Technical Center and vocational satellite programs to the State Board and to each sending unit and advisory member served by the Center.

15. Beginning with the 2013-2014 fiscal year, the costs due from each school administrative unit that is affiliated with the CATC shall be satisfied by the CATC's receipt of the state subsidy allocation for career and technical education.
School units that send students to Capital Area Technical Center and do not subscribe to the above billing method will be assessed at the tuition rate set by the SAU's Business Manager. This assessment may be increased up to ten percent (10%) should the actual number of sending unit students, for the school year, be less than the base estimate used in determining the initial tuition rate. The adjustment to the assessment will be reflected in the fourth quarter billing. Billing for these sending units will be done on a quarterly basis.
16. A complete financial report shall be made to the Advisory Committee quarterly by the Director.

17. If the Technical Center ceases to exist, the Augusta Board of Education shall ensure that the proceeds for, the disposition of the equipment purchased after July 1, 1987, will be distributed proportionately in accord with the formula set forth in #1. It is understood however; that any equipment purchased by the Augusta School Department, and not charged through the formula, shall be fully owned by the City of Augusta School Department and that the proceeds from any future sale of such assets shall not be subject to distribution to sending units.
18. The Cooperative Agreement is subject to ratification by all of the school committees or Board of Directors of the participating administrative units; eligible to vote on same by state law.
19. This agreement shall be reviewed and adopted annually with a copy of the original agreement being submitted to the Commissioner of Education.
20. Other such business not covered in this document should be processed in accordance with the best interest of the Center as determined by the Advisory Committee.

IN WITNESS WHEREOF, we the undersigned hereby place our hands

(date) _____.

Augusta – Public Schools

By: _____ Print: _____
 School Board Chairperson School Board Chairperson

By: _____ Print: _____
 Superintendent of Schools Superintendent of Schools

RSU# 2

By: _____ Print: _____
 School Board Chairperson School Board Chairperson

By: _____ Print: _____
 Superintendent of Schools Superintendent of Schools

MSAD #11

By: _____ Print: _____
 School Board Chairperson School Board Chairperson

By: _____ Print: _____
 Superintendent of Schools Superintendent of Schools

RSU #12

By: _____ Print: _____

School Board Chairperson

By: _____
Superintendent of Schools

School Board Chairperson

Print: _____
Superintendent of Schools

Fayette

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

RSU #38 Maranacook

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Jefferson AOS #93

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Winthrop Public Schools

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

China RSU #18

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

Vassalboro AOS #92

By: _____
School Board Chairperson

Print: _____
School Board Chairperson

By: _____
Superintendent of Schools

Print: _____
Superintendent of Schools

