

OFFICE OF SUPERINTENDENT OF SCHOOLS
Shannon L. Welsh, Ed.D., Superintendent

UNION #30

DURHAM, LISBON

June 20, 2008

Received

Susan Gendron, Commissioner
Department of Education
State House Station 23
Augusta, ME 04333-0023

JUN 23 2008

Maine Department of Education

Re: Alternative Plan

Dear Commissioner Gendron:

This is in response to your letter dated June 18, 2008 asking for clarification of the following section of our Alternative Plan Cover letter:

“We recognize the challenges inherent in a stand-alone system. It is our intent to work diligently to creatively address our long-term sustainability with limited financial impact to the community and limited programmatic impact to our students.”

In your letter designating us “donut hole” status, you indicated your concerns regarding the financial challenges of a stand-alone system that may face enrollment reductions. The statement in my Alternative Plan Cover letter was intended only to reassure you that Lisbon is aware of the challenges and will not allow the simple fact of being a stand-alone system impact programming for our students. However, whether systems consolidate or not, we will all be challenged to limit the impact of increased costs such as heating oil, fuel, and food.

Lisbon stands behind retaining a strong educational program. This was evidenced by the large number of voters who attended our public hearings on the budget and supported a tax increase in order to maintain the quality program they stated we are providing to our students. Being a stand-alone system will not impact programming for our students.

Please contact me if you need any additional information.

Respectfully submitted,



Shannon L. Welsh, Ed.D.
Superintendent of Schools

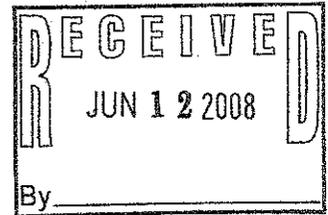
OFFICE OF SUPERINTENDENT OF SCHOOLS
Shannon L. Welsh, Ed.D., Superintendent

UNION #30

DURHAM, LISBON

June 10, 2008

Susan Gendron, Commissioner
Department of Education
State House Station 23
Augusta, ME 04333-0023



Re: Alternative Plan

Dear Commissioner Gendron:

Enclosed please find our Alternative Plan documents which were approved by the Lisbon School Committee for submittal at their meeting on June 9, 2008. During recent Public Hearings regarding the 2008-2009 budget, we had hundreds of citizens express support for the Lisbon School Department and for our "doughnut hole" status. Citizens are fiercely proud of their local schools and appreciate the opportunity to remain Lisbon School Department.

We recognize the challenges inherent in a stand-alone system. It is our intent to work diligently to creatively address our long-term sustainability with limited financial impact to the community and limited programmatic impact to our students.

Please contact me if you need any additional information.

Respectfully submitted,

Shannon L. Welsh
Shannon L. Welsh, Ed.D.
Superintendent of Schools

ALTERNATIVE PLAN SUBMITTAL SHEET

School Administrative Unit Submitting Alternative Plan:

- Lisbon School Department

Contact Information:

Name: Shannon L. Welsh, Superintendent

Address: 19 Gartley Street
Lisbon, ME 04250

Telephone: 207-353-6711

email: swelsh@union30.org

Date Plan Submitted by SAU: June 10, 2008

The intent to submit an alternative plan has been approved by the Commissioner in the approval of the Notice of Intent?

YES NO

(If NO, please explain.)

Alternative Plan Cover Sheet
(Please attach Alternative Plan as Exhibit A)

Plan Requirements				
Item	Complete	In Progress	Not Yet Started	Need Assistance ¹
Plan addresses how the SAU will reorganize administrative functions, duties and noninstructional personnel so that projected expenditures of RSU in fiscal 2008-2009 for the following areas will not have an adverse impact on the instructional program.				
system administration	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
transportation	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
special education	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
facilities and maintenance	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Plan addresses how cost savings will be achieved in fiscal 2008-2009 for the above four areas.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parameters for Plan Development				
Enrollment meets requirements (2,500 except where circumstances justify an exception)	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>
Includes at least one publicly supported high school	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consistent with policies set forth in section 1451	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No displacement of teachers	<input checked="" 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"/>
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"/>
Collaborative Agreements				
			Yes	No
Does your plan currently include information/documentation on collaborative agreements? <i>(not required, but encouraged)</i>			<input type="checkbox"/>	<input checked="" type="checkbox"/>

¹ Please explain what assistance you need to complete this portion of your plan, and state from whom you need assistance, on the next page.

LISBON SCHOOL DEPARTMENT ALTERNATIVE PLAN

The Lisbon Reorganization Alternative Plan Committee has met to develop a plan for reorganization of administrative functions, duties and non-instructional personnel as required. Committee membership includes:

Prudence Grant, School Board	Gina Mason, Town Council
Shannon Welsh, Superintendent	Charlie Smith, Town Council
Cathy Messmer, Business Manager	Martha Poliquin, Community Member

The Commissioner approved Lisbon’s request for “doughnut hole” status in a letter dated May 7, 2008. As required, “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.”

Following is an outline of each of the targeted areas highlighting considerations for the area, planned reductions in the 2008-2009 budget and areas to be explored for further reductions within the next three years. In addition we have listed the collaborative agreements that we plan to pursue in the future. Also included are the calculations we used to determine estimated targeted reductions for each of the impacted areas. Although we are not yet able to meet the targeted reductions in each area, the Plan is consistent with the policy objectives outlined by the State.

System Administration

Considerations:

- Lisbon School Department is still a member of School Union #30. As such, our ability to consolidate or regionalize services with the Town, other systems, or through Collaboratives is limited.

	Budget Costs for 07/08	Budget Costs for 08/09	Difference \$ (Decrease)	Difference %	Reduction Needed	Budget per Pupil	EPS per Pupil
System Administration	\$474,491	\$447,719	(\$26,772)	-5.64%	\$163,853	\$322	\$204

Planned Reductions for 2008-2009 budget:

- Reductions were made in Contracted Services and other areas;
- At this time, we were not able to reduce additional expenditures in this area because of the negative impact on other parts of the system.

Areas to be Explored for Further Reductions:

- Consider expenditures that can be reallocated to other budget areas;
- Consider the use of purchasing portals to reduce costs;
- Consider Collaboratives for purchasing and services;
- Analyze using only Servingschools.com to advertise vacancies to save on advertising costs; and
- Consider consolidating or regionalizing services with the Town and/or other school systems for payroll, accounts payables, and other areas.

Facilities and Maintenance

Considerations:

- Previously attempted bidding on heating oil with the Town but paid a higher price because of the large purchase amount. Distributors were limited due to ability to handle hauling and storage of heating oil.
- Escalating costs of heating oil, gasoline, diesel, electricity, and latex supplies limits our ability to make any significant reductions in this area.
- We have applied for major capital improvement funds from the State for Lisbon High School since 1999. The most recent rating cycle placed our need at number 27 (with 20 projects funded). We plan to apply again but are required by NEASC to improve our facility in the near term. If State funds are not available, we will need to fund improvements locally which will impact our ability to meet the EPS per pupil rate in this area.
- At this time, we are not able to meet the EPS per pupil rate in this area because of the negative impact on other parts of the system. We deferred many purchases and services that were part of an on-going capital plan or equipment replacement plan which will have a negative impact future budgets.

	Budget Costs for 07/08	Budget Costs for 08/09	Difference \$ (Decrease)	Difference %	Reduction Needed	Budget per Pupil	EPS per Pupil
Facilities Maintenance	\$1,501,435	\$ 1,520,758	\$19,323	1.29%	\$94,395	\$1,093	\$991

Planned Reductions for 2008-2009 budget:

- Reductions were made in areas such as copiers, postage, telephone, equipment, purchased services for maintenance and capital improvements, to offset increases in heating oil, electricity, wages, and benefits.
- General reductions were made due to anticipated conservation efforts like turning down the heat by a few degrees and removing items such as small electric heaters, classroom refrigerators, etc.

Areas to be Explored for Further Reductions:

- Consider expenditures that can be reallocated to other budget areas;
- Consider the use of purchasing portals to reduce costs;
- Consider an energy audit for cost savings;
- Consider Collaboratives for purchasing and services; and
- Consider consolidating or regionalizing services with the Town and/or other school systems for snow removal, waste removal, recycling materials removal, grounds maintenance, capital improvements, and supervision oversight.

Transportation

Considerations:

- Awaiting new State routing software to determine how our bus routes can be made more efficient.
- Currently bidding gasoline and diesel with the Town.
- Escalating costs of heating oil, gasoline, diesel, electricity, and latex supplies limits our ability to make any significant reductions in this area.
- At this time, we are not able to meet the EPS per pupil rate in this area because of the negative impact on other parts of the system.

	Budget Costs for 07/08	Budget Costs for 08/09	Difference \$ (Decrease)	Difference %	Reduction Needed	Budget per Pupil	EPS per Pupil
Transportation	\$714,410	\$ 736,313	\$ 21,903	3.07%	\$57,524	\$529	\$341

Planned Reductions for 2008-2009 budget:

- Reductions made in special education transportation due to reduced student need.

Areas to be Explored for Further Reductions:

- Consider expenditures that can be reallocated to other budget areas;
- Consider the use of purchasing portals to reduce costs;
- Consider limiting the length and number of co-curricular and academic field work trips;
- Consider shared transportation for students in out-of-district placements;
- Consider Collaboratives for purchasing and services; and
- Consider consolidating or regionalizing services with the Town and/or other school systems for bus repair, sharing of drivers and equipment, and supervision oversight.

Special Education

Considerations:

- Improvement of our instructional programs and student academic performance has reduced the need for specialized services for students.
- Our identified special education population has decreased consistently over the past several years.

	Budget Costs for 07/08	Budget Costs for 08/09	Difference \$ (Decrease)	Difference %	Reduction Needed	Budget per Pupil	EPS per Pupil
Special Education	\$2,202,420	\$ 2,088,193	(\$114,227)	-5.19%	\$0	\$1,501	\$1,461

Planned Reductions for 2008-2009 budget:

- Reduced need for Educational Technicians due to decreased student need.
- Eliminated Behavioral Strategist position due to reduced need for services.
- Reduced services for Occupational Therapy due to reduced need for services.

Areas to be Explored for Further Reductions:

- We met the 5% reduction as required due to reduced student need. We will continue to analyze and respond to student need in future years.