



# Mid-Coast School of Technology

## Cooperative Agreement & Bylaws

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**BED-1            Cooperative Agreement for the Mid-Coast School of  
Technology/Region 8**

**Preamble**

In accordance with the Revised Statutes of the State of Maine, Title 20A, Chapter 313, §8301-8467, and the guidelines contained in this agreement, a Cooperative Board of Directors shall be established to administer a Career and Technical Education delivery system for Knox County, henceforth known as the Mid-Coast School of Technology/Region 8, containing the school units of RSU 13 (Rockland, Owls Head, South Thomaston, Cushing, and Thomaston), SAD 7 (North Haven), SAD 8 (Vinalhaven), Five Town CSD (Camden, Rockport, Appleton, Hope and Lincolnville), RSU 40 (Friendship, Waldoboro, Washington, Warren and Union), St. George MSU and Islesboro.

First Reading: \_\_\_\_\_  
Adopted: 7/1/92  
Revised: 4/24/02, 5/25/11, 3/26/14, 5/27/15  
Reviewed: 1/25/95, 3/31/99

*The Cooperative Board, with the Superintendent’s Advisory Committee, shall annually review the Cooperative Agreement. The Cooperative Board may amend the agreement, subject to the approval of a majority of the sending school boards of the units served by the region. A copy of the Cooperative Agreement and any amendments to the agreement must be filed with the commissioner.*

20-A M.R.S. § 8457

The procedure for amending the Cooperative Agreement is as follows:

1. The Board shall vote to amend the Cooperative Agreement by a majority vote.
2. The Board will mail the recommended change in the Cooperative Agreement to the Chair of each administrative unit accompanied with the reasons for the suggested amendment(s).
3. The administrative unit shall meet as soon as practicable but no later than 60 calendar days of the receipt of the recommended change and vote on the proposal.
4. The Chair of the administrative unit shall certify in writing to the Board whether the vote for amending the Cooperative Agreement was in the positive or the negative.
5. The Board, at its next regular meeting, shall tabulate the results and determine whether the Cooperative Agreement shall be amended.

Any change of amendment must not be in violation of any existing statute of the State of Maine or regulation of the Department of Education.

First Reading \_\_\_\_\_  
 Adopted 7/1/92  
 Reviewed 1/25/95, 3/31/99  
 Revised 4/24/02, 3/26/14

## **BBAA Board Member Authority and Responsibilities**

The Cooperative Board of the Mid-Coast School of Technology/Region 8 represents the people of the sending schools in the communities comprising RSU 13 (Rockland, Owls Head, South Thomaston, Cushing and Thomaston), SAD 7 (North Haven), SAD 8 (Vinalhaven), Five Town CSD (Camden, Rockport, Appleton, Hope and Lincolnville), RSU 40 (Friendship, Waldoboro, Washington, Warren and Union), St. George MSU and Islesboro.

The Cooperative Board has the authority to act only when a quorum (8 members with a total weighted vote of 501) is present at a regular or special Board meeting.

The individual Board members shall represent the best interests of all the sending schools. Board members shall conduct themselves in accordance with Region 8 attendance Policy BBBD and Region 8 code of conduct Policy BCA. They will suggest issues for Board consideration, keep informed on school matters, take part in Board deliberations, and vote independently as they choose. Members of the Board have authority only when acting as a Board legally in session. The Board shall not be bound in any way by any action or statement on the part of any individual Board Member except when such statement or action is pursuant to specific instructions from the Board.

All formal requests for information should be to the Director, but it is understood that certain informal lines of communication exist between the staff and Board members; this policy is not meant to interfere with this communication.

Board members should strive at all times to represent the Cooperative Board to the public in a professional manner. If questioned by someone about a matter on which policy has been clearly defined, an individual Board member should answer based on policy. If questioned about a matter on which the Board has not established policy, Board members should not commit themselves to any position but suggest such matters be taken to the Director.

Cross References: BBBD – Cooperative Board Attendance Policy  
BCA – Board Member Code of Ethics

First Reading 10/22/97  
Adopted 11/19/97  
Revised 5/27/09 (1st reading), 3/26/14, 5/27/15  
Approved 4/24/02, 12/14/06, 2/28/07, 11/19/08, 6/24/09

**BBB: Cooperative Board Membership/Elections/Appointments**

The conduct of business of the Mid-Coast School of Technology/Region 8 shall be vested in a Cooperative Board of Directors (hereafter referred to as the Board). Representation to the Board shall comply with the “one person, one vote” principle. The number to serve on the Board from each participating administrative unit shall be determined on the basis of proportion to population. The Board shall consist of 16 members as follows: RSU 13 shall be represented by 4 members; SAD 7 shall be represented by 1 member; SAD 8 shall be represented by 1 member; Five Town CSD shall be represented by 4 members; RSU 40 shall be represented by 4 members; Islesboro shall be represented by 1 member; St. George MSU will be represented by 1 member. In addition, each sending school board shall identify a single alternate board member to represent their board should any of their designated representatives be unable to attend due to illness, family issues, etc. Each alternate member must be a duly recognized member of the sending school board with the authority to vote as an alternate on the Region 8 Cooperative Board.

The School Board or Board of Directors of each participating administrative unit shall appoint its representatives to the Cooperative Board. At least one (1) member from each administrative unit appointed to serve on the Cooperative Board shall also be a voting member of the local member unit’s School Board or Board of Directors. To the extent possible, Region 8 members should be appointed for staggered multi-year terms to ensure continuity on the Region 8 Board.

The appointment to the Cooperative Board shall be carried out at the annual organizational meeting, or as soon as practicable, held in the respective administrative units. In the event that a vacancy should occur on the Cooperative Board, the respective member’s administrative unit shall appoint another member to fill the vacancy for the unexpired term.

Legal Reference: 1-MRSA, Chapter 13 § 403

Cross References: BBBE – Term of Office

First Reading 2/22/95  
Adopted 3/22/95  
Revised 4/29/98, 4/24/02, 10/26/05, 5/27/09, 5/25/11, 3/26/14, 5/27/15  
Reviewed 6/22/11

## **BEDA**

## **BY – LAWS**

**REGULAR MEETINGS** Regular meetings of the Board shall be held on the 4<sup>th</sup> Wednesday of each month. Board meetings which fall on a holiday or school vacation day may be re-scheduled at a preceding monthly meeting.

Meetings shall begin promptly at 7:00 P.M. Meetings will be held at a place designated by the Board Chair. Board members may attend meetings via video-conferencing and have all rights as those attending in person. Minutes must record which members are attending via video. The election of officers and committee members will be on the agenda for the August meeting.

**SPECIAL MEETINGS** Special meetings may be called at any time by the Board Chair or Director or by joint action of any 8 Board members with total weighted vote of 501 or more. Written notice, when practical, shall be given each Board member at least five (5) calendar days in advance of such meeting. The media will also receive notice in the same manner as the Board.

**QUORUM** 8 members with a total weighted vote of 501 shall constitute a quorum for the transaction of business.

**AGENDA** The agenda shall be distributed by the Director to Board members at least five (5) calendar days prior to the day of the meeting.

Cooperative Board members may request items on the agenda by contacting either the Chair of the Cooperative Board or the Director ten (10) calendar days prior to the scheduled meeting.

Non-agenda items may be introduced as agenda adjustments. The Cooperative Board may consider introduced items, or defer to future board meetings, but may only consider items for immediate action by majority vote of members present.

**EXECUTIVE SESSION** A 3/5 vote of the Board members present is required for executive session. No official action shall be taken in executive session. Executive session will comply with State Statutes.

**MEETING TIME** No action at any meeting will be taken by the Board after 10:30 P.M. without a majority vote of the Board members present.

**MINUTES OF MEETING** Minutes consisting of a complete and accurate summary of each Board meeting and its actions shall be the responsibility of the Director. A copy of the minutes of each regular and special meeting shall be distributed to each Board member prior to the next regularly scheduled board meeting. The Superintendents Advisory Committee will receive a copy of said minutes. At the next regular meeting, the Board shall approve the minutes after correction of any errors or omissions.

Minutes of all meetings are open to public inspection.

**PROCEDURES** In matters not covered by these by-laws or other policies of the

Board, the Board Chair shall have the authority to determine procedures.

**ALTERATION OR AMENDMENTS TO BY-LAWS**

These by-laws may be changed by a majority vote of the Board members present at a regular meeting, providing the proposed change has been presented to the members in writing, at least twenty-eight (28) days prior to the meeting and subject to the statutory process defined in Title 20-A § 8457(2).

- Cross References: BD – Organization of the School Board  
BDE – Board Standing Committees  
BDEA – Board Advisory Committees  
BDF – Superintendent’s Advisory Committee  
BEC – Executive Sessions  
BEDB – Agenda Preparation and Dissemination  
BEDBA – Meeting Procedures

First Reading: 4/29/98  
Adopted: 5/27/98  
Revised: 4/24/02, 11/15/08, 8/26/09, 5/25/11, 3/26/14  
Reviewed and Approved: 2/28/07, 9/23/09, 6/22/11

**BEDC****Quorum and Weighted Votes**

A majority of the Board (8 members) and 501 of the 1000 weighted votes shall constitute a quorum for the purpose of transacting business.

The Board will apportion 1000 votes among all sixteen (16) members. The ratio of the number of votes able to be cast by the Board members representing a member unit at a Board meeting in relation to the number 1000 shall be the same ratio to the nearest whole number as the population of all units in the region as determined by the latest Federal Decennial Census.

In a member unit served by 2 or more Board members, the votes able to be cast by them shall be divided equally among them.

**Weighted Votes – Based on 2010 Census**

<u>Unit</u>	<u>Pop.</u>	<u>% of Pop.</u>	<u>Total Votes</u>	<u>Members</u>	<u>Each Member</u>
RSU 13	14,750	31.13	311.28	4	77.82
SAD 7	355	.75	7.49	1	7.49
SAD 8	1,165	2.46	24.58	1	24.58
5-TOWN CSD	13,196	27.85	278.47	4	69.62
RSU 40	14,764	31.16	311.56	4	77.89
ISLESBORO	566	1.19	11.94	1	11.94
ST GEORGE	2,591	5.468	54.68	1	54.68

Cross References: BEDA – By-Laws

First Reading: \_\_\_\_\_

Adopted: 7/1/92, 1/28/98, 6/22/11

Revised: 6/27/01, 6/24/09, 4/20/11, 5/25/11, 3/26/14, 5/27/15

Reviewed: 6/24/09

**DA**

**Cost Sharing**

The member units represented by the ~~Mid-Coast School of Technology/Region 8~~ shall share the cost of operation and any other debts incurred by the Board. The method of sharing costs shall be on the basis of grade **nine**, ten, eleven and twelve students ~~for fiscal year 2016 and grades nine, ten, eleven and twelve for fiscal year 2017 and beyond as determined by the averaging of April 1 and October 1 of the three prior year official Department of Education attending enrollments.~~

~~Each member unit shall be assessed in proportion to its percentage of grades 10, 11 and 12 populations of the total students in grades 10, 11 and 12 in the Mid-Coast School of Technology/Region 8 sending units for fiscal year 2016.~~

Each member unit shall be assessed in proportion to its percentage of grades 9, 10, 11 and 12 populations of the total students in grades 9, 10, 11 and 12 in the ~~Mid-Coast School of Technology/Region 8 sending units for fiscal year 2017 and thereafter.~~

Legal Reference: 20-A MRSA §§ 8452; 8457; 8462; 8463-A

First Reading \_\_\_\_\_  
Adopted 3/25/98  
Revised 3/26/14, 2/28/18  
Reviewed 3/25/98, 9/22/10