

**CONSTITUTION & BYLAWS OF THE TRI-COUNTY TECHNICAL CENTER  
ADVISORY COMMITTEE**

**ARTICLE I**

Pursuant to Section 8404 ss 6, Title 20A of the Maine Revised Statutes, as amended, the Tri-County Technical Center, hereinafter called Center, will be established for vocational students among the member units subject to Maine and Federal Laws.

Member units shall have equal vote in planning, staffing, development, governance and coordination of vocational educational services.

This cooperative agreement shall delineate the duties and powers of the Advisory Committee and outline a formula for sharing costs. The agreement is subject to ratification by all of the school committees or boards of directors of the participating administrative units. A certified copy of Board minutes shall be filed with the Director of the Technical Center. This agreement shall be reviewed annually, with a copy being submitted to the Commissioner. The cost-sharing formula shall pertain to the cost of vocational education programs which exceed expenditures made for those programs in the base year.

**ARTICLE II**

All administrative units, as defined by Section 1, ss 26, of Title 20A of the Maine Revised Statutes as amended, within the area being served by the Tri-County Technical Center by vote of its school authorities shall join and accept this agreement before becoming operative.

Member units may request to withdraw from the Center by vote of its school authorities and notification of the Center Advisory Committee by January 1st before the beginning of the next fiscal year.

**ARTICLE III**

Center Advisory Committee shall consist of: (a) superintendent of each member administrative unit, and (b) one school board member appointed or elected by the school authorities from the administrative units served by the superintendent. In the case when the 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 each have one vote.

Annually, at the first meeting of the fiscal year, the Advisory Committee of the Center shall elect from its members a Chairperson and Vice-Chairperson and review the cooperative agreement.

**ARTICLE IV**

A Director shall be appointed as recommended by the advisory committee for a term not to exceed two years and said appointment to be reviewed annually in April. The Director shall meet such qualifications as may be prescribed by the State Board of Education.

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.

The Director shall publish an administrative handbook covering administrative procedures and policies to be reviewed annually in May by the Advisory Committee.

The Advisory Committee reserves the right to make final recommendation for staff employment at the Center.

## ARTICLE V

The Advisory Committee of the Center will meet annually in February and adopt the operating budget for the next fiscal year.

Time, place and dates of the regular meetings for the upcoming year of the Center Advisory Committee shall be established in April, as recommended by the Director and approved by the Advisory Committee.

Special meetings of the Center Advisory Committee may be called by the Chairperson and/or Director.

The Chairperson and Director shall determine the agenda and order of business. Members of the Center can have items placed on the Agenda by notifying the Director ten (10) days prior to the meeting. Urgent items can be filed on the night of the meeting at the discretion of the Chairperson.

A majority of the Center Advisory Committee must be present to constitute a quorum for conducting business.

## ARTICLE VI

Parliamentary procedures of the Center Advisory Committee shall be governed by the latest edition of Robert's Rules of Order when applicable and if not in conflict with these by-laws of the Center.

## ARTICLE VII

These by-laws can be amended only by unanimous vote of the member units as recommended by the Center Advisory Committee.

A complete financial report shall be made to the Advisory Committee quarterly by the Director.

## ARTICLE VIII

The Advisory Committee will review any program applications for State and Federal funds to serve vocational students prior to submission to the funding source to insure regional coordination. The intent of this article is to provide regional coordination and encourage and protect local incentive.

## ARTICLE IX

To permit the financial burden of inflation and of new programs to be shared by all communities using the Vocational Center, costs will be computed as follows:

The operating budget for Center programs be determined by the Advisory Committee minus the total state allocation for vocational education received by participating districts equals the total upfront monies needed.

The upfront monies divided by the base year enrollment (Oct. 1st and April 1st) equals the tuition rate. Definition code: base year equals year prior to operating year. The total tuition amount due S.A.D. #46 from each unit (including S.A.D. #46) is determined by multiplying the unit enrollment (Oct. 1st and April 1st) of the base year by the tuition rate.

Vocational Program Definitions:

Center Program: programs located at the Center where upfront costs are shared by enrollment of participating districts.

Satellite Program: program not located or duplicated at Center. District where located pays total upfront costs. Access of all students in geographical region is guaranteed if desired. Tuition is charged based on enrollment.

Center-Based Program: programs located in isolated geographical areas (Jackman, Greenville). Program duplicates same program located at Center. Entire cost paid by unit in which program exists. Any balance would be repaid to the unit in which the program was housed at the end of the same year.

Sending district payments shall be adjusted so that there is no balance in the S.A.D. #46 Vocational Center Accounts as a result of revenues received from participating districts.

**EXAMPLE**

**COST SHARING FORMULA  
(Paid in School Year 1981-82)**

STEP 1. List the amount of funds budgeted to be spent for vocational education for the school year 1981-82	\$200,000
STEP 2. Minus the vocational education allocation to be received by the Vocational Center in year 1981-82	<u>-160,000</u>
STEP 3. Results: inflationary cost and/or upfront costs not being subsidized	\$ 40,000
STEP 4. Sending district costs are calculated by multiplying percentage (slots available per program) times the inflationary (upfront) costs. Ex.: Dexter, 25% - .25% of 40,000 = 10,000 (SAD #46 share of inflationary costs)	

S.A.D.	SLOTS	PERCENTAGE
#46	4	25%
#68	3	16%
#4	3	16%
#41	3	16%
#48	5	27%

This formula does not preclude the fact that Jackman and Greenville have guaranteed access to Center programs, if desired.

**ARTICLE X**

Adult education costs will be borne by adult education programs and shall not be computed in the per pupil costs of the day vocational program (9-12).