

Town of Cape Elizabeth/Cape Elizabeth School Department
One-Town Concept
October 2018

The “One Town Concept” was first developed in the late 1970’s. The elected officials at that time sought to find creative ways for the school department and the town government to work closer together to enhance services and to save tax dollars. Over the intervening years, elected and appointed officials have expanded the concept and the following are examples of the cooperation and coordination that exists today.

Business Functions

- Employees report to superintendent for personnel administration and to town manager for non-school business functions. They are employees of the School Department.
- One business office for the school and municipal departments
- One person performs all payroll functions including benefits administration for 400 full time employees. Total of about 900 W-2 employees in 2012.
- Two individuals share all accounts payable functions and other solely school functions
- School business manager handles school/town audit function, municipal investments and banking relationships.
- Computer system and phone system is totally integrated
- Combined regional purchasing of all heating fuels, motor fuels, paper, and other items
- Buildings, fleet under combined insurance policy.

Maintenance of buildings and grounds

- Facilities manager reports to superintendent of schools and manages all school and municipal building maintenance
- Public works maintains all school grounds including athletic fields and winter maintenance
- Field use overseen by athletic director, public works director and community services director and facilities scheduling is performed by the Facilities Department
- All custodians are school employees and serve both school and municipal buildings
- All bus equipment is maintained by public works and public works garage serves as bus garage and transportation is a function of the Facilities Department

Community Services

- Community services department reports to Town Manager.
- Is responsible for youth recreation, community pool, fitness center, adult education, and day care program
- Department’s operating budget (\$1.47 million) is supported by fees except for pool and fitness center (\$224,000 additional) which is attached to the high school

Technology

- All municipal computers and cable station are maintained by the school technology department for a set fee each year
- All new municipal computers and software are purchased with substantial school discounts
- Coordinated award winning website updated continuously

It is estimated that this coordination saves approximately \$2.0 million per year or 6% of the combined budgets. All buildings and grounds are used to the maximum extent possible. Productivity is very high and employees work well together across all department lines to provide services.