

SAU 41 GOVERNING BOARD

AGENDA

Thursday, December 15, 2022

6:00 PM

Captain Samuel Douglass Academy

Times are estimates only and subject to change without notice

6:00 Call to Order

- Appointment of Process Observer
- Agenda Adjustments
- Approval of Minutes

6:15 Motion to recess SAU Board Meeting

- Open Public Hearing – SAU 41 – Fiscal Year 2023- 2024 SAU budget presentation

6:35 Close the Public hearing on the SAU budget

6:35 Public Input

7:05 Discussion

- Board Discussion on the Proposed SAU Budget
- FY23 SAU Revenue/Expense Report

7:15 **Deliberation**

- To see what action the SAU Governing Board will take regarding the 2023-2024 SAU proposed budget
- To see what action the SAU Governing Board will take regarding policy BBBH Organization and Operation of SAU Governing Board, 3rd reading and adopt
- To see what action the SAU Governing Board will take regarding policy BDD Board-Superintendent Relationship and BDD-R Board-Superintendent Relations, 1st reading
- To see what action the SAU Governing Board will take regarding policy BDB Board Officers, 1st reading
- To see what action the SAU Governing Board will take regarding policy CB School Superintendent and CB-R Duties of the Superintendent, 1st reading

7:45 Superintendent's Evaluation Process

- Timeline, confirm assignments, explain process

8:00 Non-Public under RSA 91-A: 3II (a) Compensation and/or (c) Reputation

8:30 Motion to Adjourn

Category: Optional

Policies and procedures relating to the Governing Board of the School Administrative Unit (SAU) are independent of those of any district. SAU policies generally will have the same code, as district policies covering the same subject matter, but may differ in substance according to the determination of the SAU Governing Board.

A. SAU SCHOOL DISTRICTS: The School District(s) of Brookline, Hollis, and Hollis Brookline Cooperative shall constitute SAU # 41.

B. SAU GOVERNING BOARD: The combined school boards of the school districts.

C. VOTING RIGHTS:

RSA 194-C:7 Representation. Every school district maintaining one or more public schools shall be entitled to 3 votes on the joint board of school administrative units, plus additional votes as provided in RSA 194-C:8. Districts not maintaining schools shall have one representative on said joint board who shall be entitled to one vote. Each school district board member present shall be entitled to have a proportionate share of the school district's votes provided that the total votes per district shall be equally divided among said district's board members present and cast as each member present decides on any issue.

RSA 194-C:8 Weighted Voting. In all votes regarding school administrative unit affairs, including organizing of such unit school board and selection of officers, each district shall be entitled to one additional vote for each 16 resident pupils attending school within the SAU. A balance of 8 or more students shall entitle that district to an additional vote. A balance of fewer than 8 students shall have no net effect on a district's vote. Enrollments shall be based on the average daily membership in residence of each district for the school year which ended in the preceding June. Weighted votes shall only be used upon the demand of a majority of the members of any board present and voting in the school administrative unit. The school board

members present at a school administrative unit school board meeting shall be entitled to cast the entire number of votes assigned to their school districts, provided that each representative present shall be entitled to a proportionate share of the total to be cast as provided in RSA 194-C:7.

D. POWERS AND DUTIES: The SAU Governing Board is empowered to:

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nominations for SAU professional staff.
3. Fix the salaries of all SAU personnel.
4. Adopt a budget for the expenses of the SAU.
5. Adopt policies affecting the SAU.
6. Evaluate the Superintendent.
7. Remove when necessary, a Superintendent.
8. Exercise all other powers vested to the SAU Governing Board by statute or regulation.

E. VACANCY ON THE BOARD: Any vacancy on the SAU Governing Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

F. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Superintendent shall develop a process for recruiting and interviewing candidates, except if the Superintendent's position is being vacated.

G. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be nominated for employment by the Superintendent of Schools. Any new permanent position(s) either part-time or full-time shall require SAU Governing Board approval.

H. MEETINGS: The SAU Governing Board shall meet at least (4) times a year unless otherwise determined by the Board.

1. Annual: The SAU Governing Board shall meet annually between April 1 and June 1 in each year, at a time and place fixed by the Chairperson. The Board shall organize by electing the following officers:

- a. Chairperson
- b. Vice-Chairperson
- c. Treasurer
- d. Secretary

The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel. In addition, the SAU Governing Board shall formally evaluate the Superintendent's performance. The Board shall certify the vote on the budget. ~~The Board shall perform its self-evaluation.~~

2. Semi-Annual: The SAU Governing Board shall hold a meeting between October ~~1~~ ¹⁵ and December ~~20~~ ¹⁵ in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU. This meeting *may also* ~~will~~ include *a* ~~the~~ formative mid-year evaluation of the Superintendent.

3. Budget Hearing - Public: There shall be held within the SAU at a time and place specified by the SAU Governing Board Chairman, a public hearing upon the recommended budget. The SAU Governing Board shall adopt a budget, following the public hearing, for the next fiscal year per RSA 194-C: 10.

4. Special Meetings: The SAU Governing Board may hold special meetings at the call of the Chairperson or at the request of any one of the member school boards.

5. Notification of Meetings and Procedure:

- a. Except in emergencies, written notice of each meeting shall be in accordance with RSA 91-A:2.

b. The public budget hearing shall be held in an appropriate facility centrally located.

c. An agenda and supporting information shall be prepared by the Superintendent of Schools and the SAU #41 Chairpersons for each Board member prior to the meeting. Items will not be included for action of the SAU Governing Board at a meeting unless submitted to the Superintendent of Schools ten days prior to the day of the meeting.

d. The SAU Governing Board may go into non-public session by a majority vote of the members, in accordance with RSA 91-A:3.

e. A caucus of five minutes may be called by any one of the member school boards. The SAU Governing Board will recess while individual boards are holding a caucus.

I. QUORUM: A simple majority of the SAU Governing Board shall constitute a quorum .

J. ANNUAL AUDIT: The SAU Governing Board shall authorize an audit of the SAU accounts annually.

K. NON-DISCRIMINATION POLICY: The SAU Governing Board does not discriminate on the basis of race, religion, color, sex, age, marital status, handicap, gender identity, or national origin in the educational programs or activities which it operates and which are required by Titles VI and IX.

L. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the School Districts and, in their absence, a designee will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent to the extent permitted by law.

M. BUDGET APPROVAL: Per RSA-194-C:5(c), Other administrative positions may be established, but only after 50% or more of the school districts in the school administrative unit representing 60 percent of the total pupils in the school administrative unit has voted favorably upon the establishment of the position.

Legal References:

RSA 194-C, School Administrative Units

First Reading: September 23, 2013

Second Reading: October 29, 2013

Third Reading: November 21, 2013

Adopted: November 21, 2013

Recoded from BBBH-R to BBBH and Adopted: December 5, 2013

First Reading: February 2, 2020

Second Reading: October 13, 2022 (as amended)

Third Reading: December 15, 2022 (as amended)

Adopted: December 15, 2022

SAU 41 Governing Board

Policy **BDD - BOARD-SUPERINTENDENT RELATIONSHIP**

Category: Recommended

The Board believes that policy-making is a primary function of the School Board and that the execution of those policies is the primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, and for keeping the Board informed about school operations and issues.

Appendix: BDD-R, ~~BDD-F~~

~~Statutory-Regulatory References:~~

~~RSA 194-C:5 School Administrative Units: Organization and Duties~~

~~N.H. Code of Administrative Rules—Section Ed. 302~~

First Reading: October 29, 2013

Second Reading: November 21, 2013

Third Reading: December 5, 2013

Adopted: December 5, 2013

First Reading: December 15, 2022 (as amended)

Second Reading:

Third Reading:

Adopted:

SAU 41 Governing Board

Policy BDD-R BOARD-SUPERINTENDENT RELATIONS

The Superintendent will keep the Board currently informed in all areas pertaining to the operation of the schools. ~~He/she~~ They will prepare or cause to be prepared reports to the Board to facilitate its decisions. ~~He/she~~ They will prepare the agenda for each Board meeting and will attend all meetings and participate in all deliberations except when ~~his~~ their contract is being considered. ~~He/she~~ They will administer the schools in conformity with the adopted policies of the Board, the State Board of Education, and state law, making such administrative rules and regulations as may be necessary. ~~He/she~~ They will be ultimately responsible for all areas reporting directly to ~~him/her~~ them which include instruction, business management, personnel, pupil personnel, technical, vocational and continuing education, employee relations, information and community services, and federal and special programs. ~~He/she~~ They will coordinate these functions to obtain the efficient operation of schools for the benefit of the total community. The responsibilities of the Superintendent in a cooperative climate with the Board are identified as:

Board	Superintendent
1. To select a competent, established, education leader as Superintendent.	To administer effectively and provide the professional, educational leadership.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To allow the Superintendent to administer the schools.	To make Board policy effective through efficient Administration.
4. To exercise sound judgment in business affairs of the school corporation.	To keep the Board informed on financial matters, do sound long-range planning, and keep current expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and-above-board manner with the Superintendent and the community.	To deal always in an honest, professional, straight-forward, open-and above-board manner with the Board, staff and community.

Board	Superintendent
6. To provide necessary personnel within budget limitations.	To present personnel needs to the Board.
7. To approve an organizational structure for the Administration.	To make nominations for each position with the Board's authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board rather than as individuals.	To deal with the Board as a whole rather than with individual members.
11. To carry on communications with staff members through the Superintendent.	To see that the staff communicate with the Board through the Superintendent.
12. To hold the Superintendent accountable for results.	To accept responsibility for the results.
13. To remember that schools exist for the benefit of the students and community.	To remember that schools exist for the benefit of the students and community.
14. To fulfill such other duties required by regulations of the State Board of Education and state law.	To fulfill such other duties required by regulations of the State Board of Education and state law.

See Policy BDD, ~~BDD-F~~

First Reading: October 29, 2013

Second Reading: November 21, 2013

Third Reading: December 5, 2013

Adopted: December 5, 2013

First Reading: December 15, 2022 (as amended)

Second Reading:

Third Reading:

Adopted:

SAU 41 Governing Board
Policy BDB - BOARD OFFICERS

Category: Recommended

The officers of the SAU 41 ~~School~~ Governing Board shall include a Chairperson, Vice-Chairperson, Treasurer, and Secretary. The officers shall be elected at the board's re-organizational meeting following the school district annual meeting. Board officers will serve a one-year term, concluding at the re-organizational meeting the following year, at which time a new election of officers will occur. Officers will remain in their respective offices until successors are elected.

Each school district shall be entitled to have a representative serve as an officer. If the Chairperson resigns from the school board or resigns from the office of Chair, the Vice-Chairperson will become Chairperson of the Board. Any vacancy in any of such offices may be filled at any meeting of the Board provided that all members of the Board have been notified prior to the meeting that the vacancy will be filled at such meeting.

The Superintendent is the chief executive officer and an ex-officio, non-voting member of the Board and shall be the Executive Secretary ex-officio.

Chairperson:

The Chairperson shall preside at all meetings. ~~and shall not originate or second motions; however, †~~ The Chairperson shall have the right to vote on all matters before the Board. The Chairperson shall consult with the Superintendent on the preparation of the agenda for each meeting, shall have authority to sign contracts and other instruments as approved by the Board in its name and on its behalf, and shall have such other powers and duties as the Board may ~~from time to time~~ determine.

Vice-Chairperson:

The Vice-Chairperson will have the powers and duties of the Chairperson in ~~his/her~~ their absence or for the duration of the disability, and such other powers and duties as the Board may ~~from time to time~~ determine. Additionally, the Vice-Chairperson shall lead the Superintendent Performance Evaluation Committee (SPEC).

Treasurer:

The Treasurer shall be responsible for financial matters as directed by the Chairperson or the Board. Additionally, the Treasurer may ~~shall~~ be responsible for ~~conducting the SAU Budget process and~~ presenting the SAU Budget at the Budget Hearing.

Secretary:

The Secretary shall be responsible for Board correspondence when directed by the Chairperson.

~~Effective Date: April 1, 2014~~

~~Statutory Reference: RSA 194-C:5I; School Administrative Units~~

First Reading: November 21, 2013

Second Reading: Waived

Third Reading: Waived

Adopted: November 21, 2013

First Reading (as amended): December 15, 2022

Second Reading:

Third Reading:

Adopted:

SAU 41 Governing Board
Policy CB - SCHOOL SUPERINTENDENT

Category: Recommended

The duties of the Superintendent are defined in ~~his/her~~ their contract of employment, individual board policies, SAU policies, state statutes, and New Hampshire Department of Education Rules.

The Board expects that the Superintendent, as the chief executive officer, is responsible for:

1. The execution of board policies
2. The management of the work of all school departments, the duties of which, apart from those required by law, the Superintendent shall assign
3. The observance of all board policies by all those persons employed by the district
4. The enforcement of all provisions of the law relating to the operation of the schools or other educational, social and recreational agencies, or activities under the charge of the board.

Regulatory Reference:

N.H. Code of Administrative Rules, Section Ed. 302.02, Substantive Duties of Superintendents

Appendix [CB-R](#)

Revised: February 2006

First Reading: October 29, 2013

Tabled: November 21, 2013

Second Reading: December 15, 2013

Third Reading (waived): December 15, 2013

Adopted: December 15, 2013

First Reading: December 15, 2022 (as amended)

Second Reading:

Third Reading:

Adopted:

SAU 41 Governing Board
***Policy* CB-R DUTIES OF THE SUPERINTENDENT**

NH CODE OF ADMINISTRATIVE RULES PART Ed 302 DUTIES OF SCHOOL SUPERINTENDENTS

Ed 302.01 Executive Officer.

(a) The Superintendent shall:

- (1) Serve as the executive officer of the local school district or districts within the school administrative unit (SAU);
- (2) Be responsible for the overall administrative and leadership services of the SAU; and
- (3) Perform the duties specified in the section.

(b) The Superintendent shall be responsible for planning and managing the administrative and leadership services of the local school district or districts within the school administrative unit subject to statutory requirements, these rules, and the policies of the local districts

(c) The administrative and leadership services shall be defined and directed by the governing body employing the Superintendent. Such local district services shall include but are not limited to the following areas:

- (1) Personnel;
- (2) Finance;
- (3) Communication/community relations;
- (4) Student service;
- (5) Maintenance/capital improvement;
- (6) Curriculum;
- (7) Instruction;
- (8) Assessment;

- (9) Short and long range planning;
- (10) Governance for student achievement;
- (11) Policy research;
- (12) Implementation, and review; and
- (13) Overall leadership on educational issues.

(d) The Superintendent shall develop and maintain a system of public schools, staffed by certified educators, qualified professionals, and persons providing support services, subject to statutory requirements, these rules, and the policies of the local districts (s).

(e) The Superintendent shall provide, develop and implement procedures to achieve educational objectives within the local school district or districts with the school administrative unit.

(f) The Superintendent shall be directly responsible to the local school district or districts within the school administrative unit board.

(g) The Superintendent may nominate for school administrative unit board appointment one or more assistants, including assistant superintendents, and business administrators. The Superintendent may assign duties for the efficient management of the school administrative unit.

Ed 302.02 Substantive Duties. The Superintendent shall in addition to those duties outlined in Ed 302.01:

- (a) Nominate all certified staff and appoint other employees in accordance with state law, the rules of the state board and school board policies;
- (b) Direct and supervise the work of all employees of the district or districts within the school administrative unit and shall have all powers necessary to make such direction effective, as outlined in RSA 194-C:4. While the Superintendent has ultimate responsibility, he/she may delegate powers and duties to other personnel.
- (c) Be responsible for the selection and purchase of textbooks and all other supplemental materials and supplies in accordance with the policies of the school board and the state board and see that the same are distributed to the school, accurately accounted for and economically used;
- (d) Be responsible for developing and recommending to the school board or boards within the school administrative unit the annual budget for the support of the educational

program and for the operation and maintenance of schools within the district or districts and the school administrative unit in accordance with school board policy;

(e) Be responsible for developing and maintaining an accounting system and financial reporting procedures for all funds in accordance with local school board policy, and local and state laws;

(f) Be responsible for the development of an educational plan including curriculum, instruction, and assessment programs for the district or districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local school board policies, state statutes and state board rules;

(g) Remove a teacher or other employee of the district in accordance with RSA 189:31;

(h) Recommend the dismissal of certified staff to the board, which has the authority to dismiss in accordance with RSA 189:13;

(i) Provide for temporary staff to fill vacancies and provide supplies immediately needed for the operation of the schools;

(j) Be responsible for maintaining records and filing reports as required by the state board of education and the local school boards;

(k) Admit pupils to the resident school district in accordance with the laws of the state and the rules of the state board and policies of the local board;

(l) Direct pupils to assigned classes and grades, consistent with local school board policies;

(m) Maintain a safe environment for pupils free of hazardous conditions;

(n) Be responsible for the evaluation of personnel and programs in accordance with local school board policies;

(o) Be responsible for implementation of state board rules, which apply in the area of the Superintendent's jurisdiction;

(p) Be responsible for developing and recommending to the school board or boards within the school administrative unit an annual maintenance program and long-term capital improvement plan;

(q) Be responsible for the implementation and recommendation to the school boards or boards within the school administrative unit a community relations and communications program; and

(r) Be responsible for the implementation and review of school district policies.

See Policy [CB](#)

First Reading: October 29, 2013

Tabled: November 21, 2013

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Third Reading (waived): December 15, 2013

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