

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. ^[L]_[SEP]

C. VOTING RIGHTS: ^[L]_[SEP]

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. [L] [SEP]
3. Fix the salaries of all SAU personnel. [L] [SEP]
4. Adopt a budget for the expenses of the SAU. [L] [SEP]
5. Adopt policies affecting the SAU. [L] [SEP]
6. Evaluate the Superintendent. [L] [SEP]
7. Remove when necessary, a Superintendent. [L] [SEP]
8. Exercise all other powers vested to the SAU Governing Board by statute or regulation.

[L] [SEP]

E. VACANCY ON THE BOARD: Any vacancy on the SAU Governing Board shall be filled in [L] [SEP] 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: [L] [SEP] 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^[L]_[SEP]
- 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.

2. Semi-Annual: The SAU Governing Board shall hold a meeting between October 1 and December 20 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 include a 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

1st Reading: September 23, 2013

2nd Reading: October 29, 2013

3rd Reading: November 21, 2013

Adopted: November 21, 2013

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1st Reading: February 4, 2020

2nd Reading: October 13, 2022 (as amended)

3rd Reading: December 15, 2022 (as amended)

Adopted: December 15, 2022