

ORGANIZATION AND OPERATION OF SAU #34 BOARD

- A. SAU School Districts:** The School Districts of Hillsboro-Deering Cooperative, Washington and Windsor shall constitute SAU #34.
- B. SAU Board:** The combined school boards of the school districts.
- C. SAU Board Quorum:** A quorum of the SAU #34 Board shall consist of more than fifty percent (50%) of total board members (seats).
- D. District Representative Voting Rights:**
 RSA 194-C:7 "Representation" provides: *"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."*

Table for Determining District Board Member Representative Voting

Hillsboro-Deering and Washington School Boards		Windsor School Board	
Members In Attendance	Vote	Members In Attendance	Vote
5	0.600	3	0.330
4	0.750	2	0.500
3	1.000	1	1.000
2	1.500		
1	3.000		

E. Additional Weighted Voting Rights When Called:

RSA 194-C:8 "Weighted Voting" provides: *"In all votes regarding school administrative unit affairs, including the organization of such unit's school board and selection of officers, each district shall be entitled to one vote for each 16 pupils residing in that district and enrolled in schools under the administrative unit. 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."*

Weighted voting may only be invoked by a majority of the board members of a constituent member who are in attendance at the SAU Board meeting, and voting on the particular question under consideration.

No less than seven days prior to the September SAU Board meeting, the Superintendent is directed to include a summary of ADM for each of the member school districts calculated as of June 30 of the previous fiscal year for the purpose of weighted voting.

F. Powers and Duties: The SAU Board is required to provide Superintendent services in accordance with RSA 194:4.

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.

G. Vacancy on the Board: Any vacancy on the SAU Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.

H. Election of Professional Staff: When a vacancy occurs in the SAU professional staff, the Superintendent shall establish a screening committee, and serve as its chairperson (except if the Superintendent's position is being vacated).

I. Employment of Office Personnel; All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.

J. Meetings:

1. **Annual:** The SAU 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 (non-elected official appointed by SAU Board)
 - d. Secretary

The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.

2. **Semi-Annual:** The SAU Board shall hold a meeting between October 15 and December 15 in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the SAU.
3. **Budget Hearing - Public:** There shall be held within the SAU at a time and place specified by the SAU Board Chairman, a public hearing upon the

recommended budget. The SAU Board shall adopt a budget, following the public hearing, for the next fiscal year.

4. **Special Meetings:** The SAU 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 is expected from the Superintendent's office well in advance of the appointed time and legally posted in accordance with RSA 91-A:2.
 - b. Meetings shall be held in locations suitable for public attendance, and to the extent practicable, centrally located.
 - c. An agenda shall be prepared by the Superintendent and Chairperson(s) for each Board member prior to the meeting. Items will not be included for action of the SAU Board at a meeting unless submitted to the Superintendent **and/or Board Chair** four (4) days prior to the day of the meeting.
 - d. The SAU 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 reasonable duration may be called by any one of the member school boards. The SAU Board will recess while individual boards are holding a caucus.
 - f. Minutes of all SAU Joint Board or Joint Board sub/advisory committee meetings shall be prepared and disclosed or sealed in accordance with RSA 91-A:2, II & III, and 91-A:3, III,

K. Annual Audit: The SAU Board shall authorize an audit of the SAU accounts annually.

L. Non-Discrimination Policy: The SAU Board does not discriminate on the basis of race, religion, color, sex, age, marital status, handicap, or national origin in the educational programs or activities which it operates and which are required by Titles VI and IX.

M. Administrative Authority: The Superintendent of Schools is the chief executive officer of the School Districts and, in his/her absence, a designee will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

Legal References:

RSA 91-A – Access to Governmental Records and Meetings

RSA 194-C – School Administrative Units

First Reading: 10/24/19

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