

<p>School Administrative Unit # 55</p>	<p>Policy Code: BBBH (Replaces BBG)</p>
<p>Approved: 12-14-91 Revised: 12-12-95 Revised: 11-12-97 Revised: 09-20-01 Revised: 11-12-02</p>	<p>Page 1 of 3</p>

**ORGANIZATION AND OPERATION OF THE
SCHOOL ADMINISTRATIVE UNIT (SAU) SCHOOL BOARD**

- A. SAU SCHOOL DISTRICTS: The School Districts of Timberlane and Hampstead shall constitute SAU #55.
- B. SAU 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 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. Less than 8 students would 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 RSA194-C:7.

1. Elect, when necessary, a Superintendent.
2. Act upon the Superintendent's nomination for SAU professional staff.
3. Fix the salaries of all SAU personnel.
4. Adopt a budget for the expenses of the SAU.

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5. Adopt policies affecting the SAU.

- E. 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.
- F. ELECTION OF SAU PROFESSIONAL STAFF: When a vacancy occurs in the SAU professional staff, the Chairman of The Board shall establish a screening committee consisting of one Board member from each of the school districts. The Chairman of the screening committee shall be appointed by the SAU Board Chairman and the Superintendent of Schools shall serve on the committee (except if the Superintendent's position is being vacated).
- G. EMPLOYMENT OF OFFICE PERSONNEL: All other SAU personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools.
- H. 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 Chairman. The Board shall organize by electing the following officers: The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all SAU personnel.
 - a. Chairman
 - b. Vice Chairman
 - c. Treasurer
 - d. Assistant Treasurer
 - 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.

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4. Special Meetings: The SAU Board may hold special meetings at the call of the Chairman 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. The public budget hearing shall be held in an appropriate facility centrally located.
- c. An agenda shall be prepared by the Superintendent of Schools 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 of Schools four 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 boards. The SAU School Board will recess while individual boards are holding a caucus.

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

J. NON-DISCRIMINATORY POLICY: The SAU Board does not discriminate on the basis of race, religion, color, gender, sexual orientation, age, marital status, disability, or nationality or ethnic origin, in the educational programs or activities which it operates and that are required by Titles VI and IX.

K. ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the chief executive officer of the school districts and, in his absence, the Assistant Superintendent will act as deputy chief administrative officer with the same power and responsibilities as vested in the Superintendent.

Legal References:

RSA 194-C:5

RSA 194-C:10

RSA 194-C:9