

CB (R) **SCHOOL SUPERINTENDENT NHSBA** says NH Ed rules and RSAs define minimum duties of a Superintendent so our lengthy list of duties is not necessary. We can retain or we can shorten our existing policy – it's the Board's choice.

CBE(no NHSBA sample) **SAU ADMINISTRATORS' SALARY POLICIES** - **Recommend repeal:** NHSBA say no sample NHSBA policy CBE exists. Not sure we still need this since we (may) have Admin Union now.

CBI-R and CBI **SUPERINTENDENT EVALUATION AND GOAL SETTING** - These were recently revised and approved by Board in September 2018. No changes needed, for now.

CCB **LINE AND STAFF RELATIONS** – small change made to note that “public officials” such as the clerk, treasurer, and auditor are not considered employees, and report to the School Board.

CF **SCHOOL BUILDING ADMINISTRATION** - NHSBA adds NH Ed rules reference to policy. NHSBA sample policy CF is more brief; it could perhaps be substituted for our policy (it is shown below).

SRSD's policy covers the same topic as NHSBA CB, but also includes some of the specific functions specified in NHDOE rules 302.01 and 302.02 (the SRSD policy incorrectly refers to 302 as State Board policy, as opposed to Ed. Rule). The list in the policy, however, does not include all of the duties/powers found in the current rule.

Because of the frequency of NHDOE rule and NH statutory changes, I recommend removing the specific list of duties repeated from Ed. 302. Rather, replace the sentence immediately before the "Role Description" section of the policy with the following: **"In addition to carrying out all policies and directives of the Sanborn Regional School Board, the Superintendent of Schools shall have all of the duties, powers and responsibilities as are set forth in applicable New Hampshire statutes and administrative rules of the New Hampshire Department of Education, including, without limitation, RSA 194-C:4, and Ed. Rules 302.01, and 302.02, as the same may be amended or replaced from time-to-time."**

SCHOOL SUPERINTENDENT

Statement of Purpose

~~_____ This policy delegates responsibility and authority to the Superintendent of Schools.~~

Statement of Policy

~~_____ The administration of the school system in all of its aspects shall be delegated to the Superintendent of Schools who shall carry out his/her administrative functions in accordance with the policies adopted by the Sanborn Regional School Board.~~

The Superintendent of Schools shall be the chief executive officer of the school system and shall have, under the direction of the board and in conformance with state laws and policies, general supervision of the public schools and of all the personnel and departments of the schools system. The Superintendent of Schools is responsible for the management of the schools under the policies of the Sanborn Regional School Board, and is accountable to the board.

The Superintendent of Schools, at his/her discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the Superintendent of Schools by these policies or by vote of the board. The delegation of power or duty, however, shall not relieve the Superintendent of Schools of responsibility for the action taken under such delegation.

In addition to carrying out all policies and directives of the Sanborn Regional School Board listed below, the Superintendent of Schools shall have all of the duties, powers and responsibilities as are set forth in applicable New Hampshire statutes and administrative rules of the New Hampshire Department of Education, including, without limitation, RSA 194-C:4, and Ed. Rules 302.01, and 302.02, as the same may be amended or replaced from time-to-time.

~~In addition to carrying out all policies and directives of the Sanborn Regional School Board, the Superintendent of Schools is required by the State Board of Education to do the following: _____~~

Role Description: ~~(in accordance with State Board of Education Policy 302)~~

The Superintendent of Schools shall serve as the executive head of the public schools, and shall be responsible for planning and administering their affairs subject to statutory requirements, the regulations of the State Board of Education and the policies of the local district.

The Superintendent of Schools shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent shall provide, develop, and implement the procedures to achieve educational objectives within the administrative unit.

In the performance of these duties, the Superintendent of Schools shall be directly responsible to the Sanborn Regional School Board.

The Superintendent of Schools may be supported by one or more assistants such as Assistant Superintendents, Business Administrators, Directors of Student Services, Technology and Curriculum. The Superintendent of Schools shall delegate such of the duties as are necessary and desirable for the efficient completion of the requirements of the position.

Powers and Duties of the Superintendent: ~~(in accordance with State Board of Education Policy 302)~~

1. The Superintendent of Schools shall nominate all professional and central office personnel.
2. The Superintendent of Schools shall direct and supervise the work of all employees of the district and shall have all powers necessary to make such direction effective. While the Superintendent of Schools has ultimate responsibility, the delegation of powers and duties to other personnel is a proper exercise of the office.
3. The Superintendent of Schools shall nominate all certified staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and the policies of the Sanborn Regional School Board.
4. The Superintendent of Schools shall be responsible for the selection and purchase of textbooks and other scholastic apparatus and supplies in accordance with the regulations of the Sanborn Regional School Board and the State Board, and see that the same are suitably distributed to the schools accurately accounted for and economically used.
5. The Superintendent of Schools shall be responsible for developing and recommending to the board the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with board policy. The school board will then send their recommendations to the budget committee.
6. The Superintendent of Schools shall be responsible for an accounting system and financial reporting procedure in order that all funds will be accounted for in accordance with board policy and local and state law.
7. The Superintendent of Schools shall be responsible for the development of an educational plan 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 Sanborn Regional School Board policies, state statutes and State Board regulations.
8. The Superintendent of Schools may, for cause, suspend a teacher or other employee of the district in accordance with state statutes.
9. The Superintendent of Schools shall recommend the dismissal of certified staff to the board, recognizing its authority to dismiss according to the statutes.
10. The Superintendent of Schools shall provide for temporary vacancies.
11. The Superintendent of Schools shall be responsible for maintaining records and making reports as required by the State Board of Education and the Sanborn Regional School Board.
12. The Superintendent of Schools shall admit pupils to school attendance in accordance with the laws of the state, regulations of the State Board, and policies of the Sanborn Regional School Board. The Superintendent shall assign pupils to such classes and grades as their needs warrant.

13. The Superintendent of Schools shall provide for the alleviation of hazardous conditions of an emergency nature that affect the health and welfare of pupils.
14. The Superintendent of Schools shall be responsible for the evaluation of personnel and programs in accordance with board policy.
15. The Superintendent of Schools shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. The Superintendent of Schools is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.
16. In the absence of the Superintendent of Schools, the Superintendent shall delegate responsibility for these duties to the appropriate administrator(s) and shall so inform the School Board Chair in writing. In the event of an emergency, the Business Administrator and/or Director of Student Services will be responsible.
17. The Superintendent of Schools will have the authority to secure supplies immediately needed for the operation of school.

Related policies: CA, CBA

Original Effective: November 3, 1971

Revised: June 1, 1983

Revised: October 17, 1990

Revised: March 6, 2000

Revised: February 3, 2010

Revised: June 15, 2016

Legal Reference:

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

NHSBA's sample --

The duties of the Superintendent are defined in his/her 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

This is a district specific policy. I do not think the title fully reflects the breadth. Also, there is some confusion in the language of the policy resulting from the different phrasing and articles referencing persons falling under the policy, which uses "SAU Administrative Personnel, and "SAU administrator". In some instances the language might read "an SAU Administrator", in others it is "the SAU Administrator", and in others, simply "Administrator". I think in context, they all mean "each/an SAU Administrator", but that is simply my interpretation. Also, should there be a definition of who is included as "Administrative Personnel" (see e.g., SRSD policy CD). Finally, it is unclear whether the health insurance paid for by the district includes different enrollment levels (1 person, 2 person, or family), or is just for single coverage.

SAU ADMINISTRATORS' SALARY POLICIES

Statement of Purpose

The purpose of this policy is to delineate the salary and other benefit provisions for an **SAU Administrator**. ~~SAU administrative personnel.~~

Statement of Policy

1. Salary

A yearly contract salary shall be established annually for each **SAU Administrator** administrator by the board. This contract salary shall be in effect from July 1 - June 30. The salary of an SAU Administrator will be based upon a ratio formula to be designated and approved by the board. The District will contribute \$2,000 per year to a tax deferred annuity contract on behalf of all ~~other~~ SAU Administrators.

2. Payments

The salary will be payable every other Thursday commencing in July.

3. Sick Leave

The SAU Administrator is entitled to sick leave will full pay at a rate of fifteen (15) days per year cumulative to one hundred fifty (150) days. In the case of absence for sickness or injury beyond three

(3) working days, the board at its discretion may require the Administrator to submit medical evidence substantiating the need for the extended absence. At the expiration or termination of the agreement, the **SAU Administrator** shall not be entitled to payment for any unused sick leave. Sick leave is interpreted to mean absence due to the sickness of the **SAU Administrator** administrator or illness in his/her immediate family, death in his/her family, or disability caused or contributed by pregnancy, miscarriage, abortion, childbirth, and recovery therefrom.

A written statement of accumulated sick leave will be issued by the SAU office at the beginning of the school year. It will be assumed by the office that the written account is correct if no questions are raised by the **SAU Administrator** administrator within thirty school days. Record of leave forms shall be completed on a monthly basis and shall be retained by the SAU office for one school year only, therefore it should be understood that the only year in question should be the previous school year.

4. Emergency/Personal Leave

The **SAU Administrator** is entitled to three (3) personal days annually, non-accumulative. At the expiration of their individual agreements, they shall not be entitled to payment for any unused personal days. To be eligible for this personal day, the SAU Administrator shall give forty-eight hours' advance notice to the Superintendent of Schools, or as much advance notice as the circumstances permit. Generally speaking emergency leave will not be taken immediately before and immediately after school vacations and/or holidays.

5. Holidays

The SAU Administrator is entitled to paid holidays as per district policy GCBB.

6. Health/Dental Insurance

An **SAU Administrator** administrator is entitled to become a member of the group health and dental insurance plan offered by the district, the school district shall contribute 90% of the cost of coverage for the plan and the **SAU Administrator** administrator shall bear the balance of the cost. If an **SAU Administrator** selects a more expensive plan, they shall be responsible for the difference in premiums.

Waiver of Health Insurance Benefits. **SAU Administrators** who would otherwise be eligible for district coverage, who elect insurance coverage under their spouse's plan, or another comparable insurance plan, will be eligible for compensation in lieu of the district's health insurance plan. Eligible administrators will be compensated three hundred dollars (\$300) per month for waiver of this benefit.

7. Long-Term Disability Insurance

The SAU shall provide disability insurance coverage for the SAU Administrator. A valid long-term disability policy coverage at 60% of salary with a ninety (90) day waiting period shall be in force during the term of their agreements. The ninety (90) day waiting period should it be required, will be covered by ninety (90) days of sick time already accrued and unused by the **SAU Administrators** as of the date of their agreements. Payment of salary and stipends shall cease upon his/her receipt of disability income for such period as his/her disability is covered by insurance premiums.

8. Reimbursement for Approved College Courses

Reimbursement will be made at the cost per credit, but not to exceed the prevailing rate for graduate courses at the University of New Hampshire for the successful completion of courses up to twelve

(12) credits per year provided the SAU Administrator receives a grade of "B" or better. The board reserves the right to require one hundred Percent (100%) reimbursement by the SAU Administrator in the event they fail to fulfill their current contracts or fail to renew an employment contract with the school district within one (1) full year of any course reimbursement.

9. Sabbatical Leave

Sabbatical leave may be granted to the SAU Administrator after seven years of experience in the district, at full year's salary and benefits, provided the leave is for additional study or personal improvement. The **SAU Administrator** administrator making the request must appear before the board to discuss the sabbatical leave. The **SAU Administrator** administrator must agree to remain in the district for a minimum period of three years after completing a sabbatical leave, or failing to complete this three-year period of additional service by voluntary termination, refund the moneys paid by the district for sabbatical leave in a lump sum.

10. Vacation

The SAU Administrator is entitled to receive twenty (20) days of vacation per year. Unused vacation time may be accumulated to a maximum of forty (40) days, and at the expiration or termination of their agreements, the SAU Administrator shall be entitled to payment for any unused vacation time. Days taken during school vacations are considered part of the twenty paid vacation days.

11. Professional Associations

The District shall pay the fees and dues to professional associations for the SAU Administrator as may be mutually determined by the board and the Superintendent.

12. Professional Development and Conferences

The SAU shall reimburse the SAU Administrators up to the amount of \$2,000 per year, payable in a lump sum for travel and attendance at professional conferences of his/her choosing.

13. Work Week

The SAU administrators will work a minimum of forty (40) hours per week.

14. Evaluation

SAU Administrators shall be evaluated in accordance with SRSD Policy CBI and CBI-R.

15. Early Retirement

An **SAU Administrator** ~~administrator~~ who has served a minimum of fifteen (15) years in the district and who is at least 55 years of age may submit a written request for early retirement to the school board. This request shall be dated and signed by the administrator, shall be submitted by September 1st of the school year in which retirement shall commence and shall specify the date selected by the administrator for early retirement. This date for early retirement shall be no earlier than the end of the existing school year and no later than the last day of June. The school board shall act upon the request no later than its first meeting in October.

No more than one request shall be approved by the school board in any given year, and seniority shall be the determining factor if more than one request is received.

Upon approval, the district shall pay the **SAU Administrator** ~~administrator~~ as follows:

- a. After serving the district for fifteen (15) consecutive years, SAU Administrators ~~administrators~~ will receive a portion of their accumulated sick leave as follows: Payment will be the number of accumulated days times the average daily rate times .5. The maximum of accrued days will be 150.
- b. a one-time additional payment of 25% of the **SAU Administrator's** ~~administrator's~~ last year's salary;
- c. medical coverage for up to a two-person plan (at the lowest cost plan offered by the district) until the **SAU Administrator** ~~administrator~~ reaches the age of Medicare eligibility. Retirees will pay the same amount as employees effective July 1, 2017.

The approval of early retirement shall be treated as a voluntary termination and the **SAU Administrator** ~~administrator~~ shall have no right to continue working in the district after that date.

New staff hired for the 2011-2012 school year and those hired thereafter shall not be eligible for this provision.

Related Policies: CBI, CBI-R

Effective: July 1, 1981. Revised: July 1, 1982. Revised: October 17, 1990. Revised: March 2000. Revised: April 2007. Reaffirmed: January 20, 2010. Revised: May 18, 2011. Revised: May 2013. Updated: May 2016. Reaffirm: October 19, 2016. Updated: April 6, 2017.

SRSD policy CBI-R is more aligned with NHSBA policy CBI. As used in most of SRSD's and NHSBA's policies, the designation "-R" generally refers to an administrative procedure, which would not seem apt for a Board policy for evaluation of the chief administrator. More significantly, the NHSBA sample focuses not only on the evaluation, but also on goal setting as integral part of the evaluation process. The idea is that while the evaluation helps assess performance relative to a set of criteria, the specific criteria to be assessed should always be a work in progress, as the individual superintendent's strengths, weaknesses, and growth, as well as changes within the District

EVALUATION OF THE SUPERINTENDENT OF SCHOOLS

Statement of Purpose

This procedure defines the process by which the Superintendent of Schools will be evaluated by the Sanborn Regional School Board.

Statement of Procedure

Evaluation of the Superintendent shall be conducted in such manner as to:

1. Provide positive and constructive feedback to the Superintendent that will support and promote the Superintendent's professional growth and development;
2. Help the Board evaluate its work in planning the educational program in this community; and
3. Strengthen the working relationship between the Board and the Superintendent by providing a comprehensive vehicle of communication.
4. Identify strengths and weaknesses of the Superintendent and make appropriate recommendations.

The SAU Board shall conduct a minimum of one (1) annual formal evaluation of the Superintendent.

Members of the Board will first evaluate the Superintendent independently, using a written form, the Superintendent Evaluation Form, adopted by the Board for this purpose. The Board's Personnel Subcommittee will review and update the Form for Board approval, prior to the Superintendent's evaluation. The Superintendent will complete the same Form for his or her self-evaluation. The Board may annually also request the Personnel Subcommittee produce separate evaluation instruments for district employees and community members to complete when deemed useful to the process.

The Board will then convene in non-public to discuss the assessments and to prepare a composite evaluation. The composite evaluation will be discussed by the full Board and the Superintendent. The Board and the Superintendent will each retain a copy of the written evaluation report.

The Superintendent of Schools will have an opportunity to respond in writing or orally to the evaluation.

A copy of the written evaluation report will be submitted to the Superintendent of Schools and a copy, in a sealed envelope, will be placed in his/her personnel file. Under ordinary circumstances, only the Superintendent of Schools and Chairperson of the School Board will have access to this envelope. If, because of prolonged illness or absence, the Chairperson is unable to respond to a request for information requiring the use of material on the composite written evaluation report, the Vice-Chairperson of the School Board will be empowered to have access to materials in the Superintendent of Schools' file.

See Superintendent Evaluation Form

Related: CBI

Effective: December 2, 1992. Revised: April 1, 1998. Revised: February 20, 2002. Revised: December 17, 2014.

Revised: September 19, 2018

SRSD's CCB is largely the same as NHSBA's. However, under the "Line of Responsibility heading, the SRSD version implicitly identifies the "clerk, treasurer, auditor, and counsel" as employees of the District, although exempt from the line identified in the policy. The first three are generally deemed officials as opposed to employees, while the "counsel" is an independent contractor/consultant. I would suggest removing that provision in so far as it creates an argument that as employees, those positions would be entitled to protections or benefits such as those enumerated in SRSD's policy CBE (see comments above). Additionally, see comments above for policy BDG regarding the legal services for the school district. I would recommend removing the reference to the treasurer, auditor, clerk and counsel. (See comparison notes). However, if the Board desires to retain the concept, it might delete the current reference, and then follow with a separate sentence: "Public officials, such as the clerk, treasurer, and auditor are not considered employees, and report to the School Board."

LINE AND STAFF RELATIONS

Statement of Purpose

This policy describes the expectations of the Sanborn Regional School Board regarding the administrative operation of the school system, and defines the lines of responsibility.

Statement of Policy

General Operations

The following principles shall govern the administrative operation of the school system:

1. Each school shall be encouraged to develop an educational program most appropriate for the students attending that school, consistent with local school board policy, state law, and State Board regulations.
2. The Superintendent of Schools shall have specific responsibility for overseeing the pattern and sequence of educational experiences provided for children from pre-kindergarten through grade twelve, and appropriate special education programming.
3. Responsibility shall flow simply and clearly from the students through teachers, principals, and the Superintendent of Schools to the school board.
4. Each member of the staff shall be told to whom he or she is responsible and for what functions.
5. Whenever feasible, each member of the staff shall be made responsible to only one immediate superior for any one function.
6. Each staff member shall be told to whom he or she can go for help in working out his/her own functions in the school program.

Line of Responsibility

Each employee in the district shall be responsible to the board through the Superintendent of Schools and ~~school principal~~ **his/her designated building administrators. Public officials, such as the clerk, treasurer, and auditor are not considered employees, and report to the School Board.**

All personnel shall refer matters requiring administrative action to the administrator immediately in charge of the area in which the problem arises.

Administrators shall refer such matters to the next higher authority when necessary.

The Superintendent of Schools in administering this policy shall be guided by the knowledge that the board values the freest possible interchange of ideas outside the established framework of direct responsibility as preeminently desirable in the schools of the district. Nothing provided herein shall be interpreted as intended to interrupt the free and open flow of ideas and assistance among personnel at every level.

Effective: June 8, 1983. Revised: March 6, 2000. Reaffirmed: January 20, 2010. Reaffirm: January 4, 2017.

SRSD's policy CD includes subject matter addressed in NHSBA's policy CFA. Also, as with Policy CB, SRSD's CF includes some, but not all, of the duties enumerated in DOE regulations. Because of the ease in which regulations and board policies are accessible via the internet (as opposed to when paper policies were the norm), NHSBA is recommending that unless otherwise required, policies reference, but not parrot, the pertinent statutes or regulations.

Replace the last sentence of the third paragraph under the heading "Statement of Policy", along with all of the enumerated paragraphs which follow, with: "They shall enjoy the Powers and Duties of Principals prescribed by applicable rules of the State Board of Education rules, as the same may be amended or replaced from time-to-time including, without limitation, Ed. Rule 304.01."

SCHOOL BUILDING ADMINISTRATION

Statement of Purpose

This policy establishes the principals as the site-based leaders/managers of the buildings and details their powers and duties.

Statement of Policy

The Sanborn Regional School Board reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted board policies.

Specifically, the principal of the individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the school of which he/she is principal, and in interpreting that school to the community. All personnel will work through and under the direction of the principal in the performance of their duties within their school.

All building principals shall act as the chief administrative officers for their own buildings and grounds. They shall be responsible for and shall have authority over the actions of students, professional, and non-professional employees, visitors, and persons hired to perform special tasks. They shall enjoy the Powers and Duties of Principals prescribed by **applicable rules of the State Board of Education rules, as the same may be amended or replaced from time-to-time including, with limitation, Ed. Rule 304.01.** ~~State Board of Education Regulations (Ed 304.):~~

1. The school principal shall be responsible for the internal organizational structure of the school, the programs of the school, the governance of the student body, the utilization of technology, and the utilization of the plant in accordance with local school board policy and/or as directed by the Superintendent of Schools.
2. The school principal shall evaluate and make recommendations to the Superintendent of Schools concerning candidates for professional and non-professional positions within the school administrative unit in accordance with local school board policy and/or as directed by the Superintendent of Schools.
3. The school principal shall assign, direct, and evaluate all personnel employed within the school administrative unit in accordance with local school board policy, administrative regulations, and as directed by the Superintendent of Schools.
4. The school principal shall perform any other duties assigned by the Superintendent of Schools in accordance with local school board policy, state statutes, and regulations of the State Board of Education.

In addition to the above regulations, all principals shall keep the Superintendent of Schools informed of activities in their buildings by whatever means the Superintendent of Schools deems appropriate.

Principals shall be available to attend meetings of the Sanborn Regional School Board as requested.

Effective: June 8, 1983

Revised: March 6, 2000
Reaffirm: January 20, 2010
Reaffirm: January 4, 2017

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**NHSBA's sample CF (very short):**

The Board reaffirms the rights and responsibilities of the building principals for the administration of their various programs and buildings within the broad scope of the adopted Board policies.

Specifically, the principal of an individual school is the responsible head and professional leader in the development of the educational program and the improvement of instruction in the School of which s/he is the Principal. All personnel will work through and under the direction of the Principal in the performance of their duties within his/her school.

**Legal Reference**

*NH Code of Administrative Rules, Section Ed 304.01, Substantive Duties of School Principals*