

ORGANIZATION AND OPERATION OF SAU JOINT BOARD

Category: R

- A. SAU SCHOOL DISTRICTS: The School District(s) of Clarksville, Colebrook, Columbia, Pittsburg and Stewartstown shall constitute SAU #7.
- B. SAU OR JOINT BOARD: The combined school boards of the school districts.
- C. SAU JOINT BOARD QUORUM: A quorum of the Joint Board of SAU #7 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

9 Member Board		7 Member Board	
Members In Attendance	Vote	Members In Attendance	Vote
9	0.333	7	0.429
8	0.375	6	0.500
7	0.429	5	0.600
6	0.500	4	0.750
5	0.600	3	1.000
4	0.750	2	1.500
3	1.000	1	3.000
2	1.500		
1	3.000		

5 Member Board	
Members In Attendance	Vote
5	0.600
4	0.750
3	1.000
2	1.500
1	3.000

3 Member Board	
Members In Attendance	Vote
3	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 Joint Board meeting and voting on the particular question under consideration.

Sample Table for Determining Weighted Voting

District	ADM as of Preceding 6/30	Regular Votes	Additional Votes (1 per 16 students)	Total Votes	Proportionate Vote of District Members In Attendance (Divide total votes by members present)	
					Board Members Attending	Prop. Share
Dist 1	738	3	46	49	6	8.17
Dist 2	498	3	31	34	2	17

F. No less than seven days prior to each SAU Joint 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. 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 SAU 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. Treasurer (appointed from among board members)
 - c. 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 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 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

SAU #7 Policy Committee: Recommended for Adoption – February 22, 2018

Clarksville School Board: Adopted – June 20 2018

Colebrook School Board: Adopted – June 5, 2018

Columbia School Board: Adopted – June 6, 2018

Pittsburg School Board: Adopted – May 30, 2018

Stewartstown School Board: Adopted – June 4, 2018

SAU #7 Board Approved: August 11, 2022