

# 7000 Series Policies

Canaan School District

Cornwall School District

Kent School District

North Canaan School District

Salisbury School District

Sharon School District

Regional School District #1

## **REGIONAL SCHOOL SERVICE CENTER (RSSC)**

### **Introduction**

**7000**

The Regional Schools Services Center (RSSC), which includes the Superintendent's Office, the Business Office and Pupil Services, is established in accordance with Section 3, Special Act 405 of the 1959 session of the Connecticut General Assembly. The RSSC serves the needs of the seven school districts: Canaan, Cornwall, Kent, North Canaan, Salisbury, Sharon, and the Regional School District #1, which can be met more effectively on a cooperative or shared basis than might be possible separately.

The policies that follow and that are designated by numbers in the 7000s have been mutually adopted by the seven school boards: Canaan, Cornwall, Kent, North Canaan, Salisbury, Sharon, and the Regional School District #1 for the administration of the Regional Schools Services Center (RSSC). Through the adoption of these policies, the seven school boards have created a collaborative committee that shall be named the All Boards Chairs Committee (ABC Committee) in order to represent the seven school districts in administering the RSSC.

#### **Legal References:**

- Special Act 428, 1937
- Special Act 165, 1939
- Special Act 322, 1947
- Special Act 405, 1959
- Special Act 433, 1967
- Special Act 82-18, 1982

### **Amendment and Suspension of the 7000 Series Policies**

**7050**

The 7000 Series policies that follow may be augmented or amended only by an affirmative vote of each of seven boards of education: Canaan, Cornwall, Kent, North Canaan, Salisbury, Sharon, and the Regional School District #1.

By a unanimous vote of the members of the Region # 1 Board of Education and of the members of the ABC Committee, a 7000 Series policy may be suspended for a specific purpose for a limited, specified period of time.

### **Governing Body**

**7100**

The governing body of the RSSC is the Regional School District #1 Board of Education (hereafter the "Region #1 Board"), in accordance with Section 3 of Special Act 405 of the 1959 session of the Connecticut General Assembly. The Region #1 Board shall receive and take action informed by the recommendations of the ABC Committee in matters affecting the operation of the RSSC as set forth in these policies.

**Membership and Organization of the ABC Committee****7111**

The ABC Committee shall be composed of the chairpersons of the respective town boards of education and of the Region #1 Board. Should the Chairperson of the Region #1 Board also be the Chairperson of his/her Town Board, the Region #1 Board shall designate another one of its members to serve on the ABC Committee. Each board shall designate an alternate member to substitute for the local or regional board representative when such representative is unavailable to attend a meeting described in these policies, and the alternative member shall have the same authority at such meeting as the representative for whom the alternate is substituting.

Annually, upon completion of the organizational meeting of each of the town boards of education and of the Region #1 Board, the representative of the Region #1 Board shall call a meeting of the ABC Committee. The Region #1 representative shall preside until the Committee elects from among its members a Chairperson who shall take the chair. The Committee shall then elect a Vice Chairperson and a Secretary. The Committee shall also adopt a schedule of meetings of not less than four times per year. No action shall be recommended by the ABC Committee unless at least four members approve the recommended action, unless stated otherwise by these policies.

**Duties of the ABC Committee Officers****7112**

The Chairperson of the ABC Committee shall preside at meetings and shall call all special meetings, giving at least twenty-four (24) hour notice to members. The Chairperson shall sign and forward all Committee recommendations to the Region #1 Board.

The Vice Chairperson shall perform the duties of the Chairperson in his/her absence.

The Secretary or designee shall keep a record of the motions and completed actions of the Committee.

**Powers and Duties of the Committee****7200**

The ABC Committee shall have general oversight of the programs and services offered by the RSSC and related powers and duties as follows:

1. For the shared service of the Superintendent of Schools, see the Joint Employment Agreement

2. The ABC Committee may recommend policy revisions regarding the operation of the RSSC for consideration and possible adoption by the member boards in accordance with Policy 7000.
3. The ABC Committee shall review the annual budget for the RSSC as presented by the Superintendent in accordance with Policy 7405 and make recommendations to the Region #1 Board by February 15 of any given year.
  - a. Such recommendations shall be in writing and include cost estimates and rationale.
  - b. The Region #1 Board shall invite members of the ABC Committee to sit at the table whenever RSSC matters are on the agenda.
  - c. Should the Region #1 Board not accept the recommendations of the ABC Committee for the RSSC budget, the Region #1 Board and the ABC Committee shall hold a joint meeting to discuss the recommendations of the ABC Committee before the Region #1 Board adopts the budget for the RSSC.
4. The ABC Committee shall study and make recommendations on issues of mutual interest to the member boards or at the request of the Region #1 Board.
5. Recommendations to add a special educational (*i.e.*, supplemental) program or service at the request of one or more of the town boards of education must be approved by at least four ABC Committee members in accordance with Policy 7400. [See Special Act 405: the institution and administration of a shared service program requires the approval of any four of the towns included in the district.]
6. The Superintendent shall consult with the ABC Committee and the Region #1 Board concerning negotiations with certified administrators employed by the Region #1 Board of Education.

### **Regional School Services Center Personnel**

**7300**

The Superintendent, in consultation with the ABC Committee and the Region #1 Board, will make final recommendations to the Region #1 Board regarding the appointment and terms and conditions of employment for RSSC personnel. In the event of changes in administrative personnel below the rank of Superintendent (Assistant Superintendent, Business Manager, Director of Pupil Services or Supervisor of Special Education), the ABC Committee and the Region #1 Board will jointly determine the search process.

RSSC personnel, excluding the Superintendent, including certified and non-certified employees, are employed pursuant to contracts with the Region #1 Board and the policies enacted by the Region #1 Board.

The Superintendent of Schools will ensure that all evaluations of Central Office personnel are completed annually, and shall ensure compliance with all obligations under state and federal employment law with respect to the employment of RSSC personnel.

### **Requests for New Joint Programs or Services or Termination of Same 7400**

The Region #1 Board may institute and administer such special educational (*i.e.*, supplemental) programs or services as the board or boards of education of two or more towns may request, for such town or towns, at the expense of such town or towns; provided such programs or services are approved by the board of education in each of any four of the towns included in said district acting through their representatives on the ABC Committee. The Region # 1 Board shall employ teachers and other persons necessary for the conduct of such special educational programs and shall make necessary contracts to implement such programs.

For the purposes of this Policy, a joint “special educational program or service” is a program or service provided to two or more member districts at the request of those districts to provide supplemental services, including but not limited to extracurricular activities. “Special educational program or service” shall not include services provided to children identified under the Individuals with Disabilities Education Act, 20 U.S.C. § 1400 *et seq.*, which are separately provided by Pupil Services in accordance with these policies.

Any such joint special educational program or service shall terminate upon the request of any district that joined in the request and is participating in such program or service, provided however that such special educational program or service shall terminate only upon at least one year’s prior written notice before July 1 in any year.

### **Preparation of Annual Budget by the Superintendent of Schools 7405**

Requests by member board(s) of education or the Superintendent for new shared services or programs must be made by November 30<sup>th</sup> for the following school year.

When such requests are made for the creation of a new shared program or service, a description of the program or service, benefits, and projected costs shall be prepared and forwarded to ABC Committee and the Region #1 Board with a request that the program or service be considered for approval. As provided by law, four of the member boards, acting through their representatives on the ABC Committee, must approve the proposed program/service before it can be implemented.

Not later than January 31<sup>st</sup> the Superintendent shall prepare and submit a preliminary budget for the RSSC (including costs separately attributable to the Superintendent's Office and the Business Office, Pupil Services, and any other shared special educational programs or services) to the ABC Committee and the Region #1 Board, estimating the cost of continuing established programs and for starting new ones in the following school year.

The Region #1 Board shall review and take action on such proposed budget informed by the recommendations of the ABC Committee, and it shall make expenditures for the RSSC in the same manner as all other Region #1 Board expenditures. Should the Region #1 Board not accept the recommendations of the ABC Committee as to the RSSC budget, it shall hold a joint meeting with the ABC Committee to discuss such recommendations before the Region #1 Board takes final action on the RSSC budget.

The intent of the annual budget preparation process is to collaborate in meeting local and regional needs. A list of budget workshop dates will be prepared in advance and provided to the ABC Committee in order to post joint meetings related to shared services.

#### **Accounting, Billing and Payment Procedures**

**7410**

Legal fees shall be paid from the RSSC budget for all legal services involving the RSSC, except for district-specific legal services, such as negotiations, employee matters, and litigation, which shall be charged to the district for which such services are provided. If allocation of services is questioned, the Superintendent will refer the bill to the Region #1 Board for a final decision.

#### **Basis for Cost Allocation among Members**

**7411**

Programs or services provided by the RSSC will be incorporated as part of the Region #1 Board's budget and billed accordingly. Costs for programs and services that can be identified as applying only to specific district(s) will be handled on a case-by-case basis and shall be allocated to the specific district(s) based on the cost to provide such program and/or service. Examples of such costs may include, but are not limited to, testing materials, specialized nursing supplies for specific schools, and other targeted or unique programs.

#### **Requests to Withdraw from the Regional Schools Services Center**

**7500**

Requests to withdraw from the RSSC by a member board shall be submitted to the Chairperson of the ABC Committee, to the chairpersons of the other member boards, and to the Superintendent. Such requests shall be in writing and must be submitted at least one fiscal year prior to the requested effective date of the withdrawal from the RSSC. This process requires the completion of the current fiscal year before

commencing the full fiscal year notice. A vote to withdraw shall be by formal resolution of the member board. The effective date of any withdrawal shall be June 30<sup>th</sup> following the completion of the one-year notice period, unless otherwise agreed to by the withdrawing board of education and the ABC Committee.

Upon receipt of such a request, the ABC Committee, at the expense of the withdrawing board, will review the impact of the member board's withdrawal on the RSSC budget and shall communicate a final cost accounting for the withdrawing board and anticipated new cost rates to the member boards. If a dispute arises concerning this accounting, the Region #1 Board and the withdrawing board agree to submit the dispute to arbitration.

**Requests for Admittance/Re-Admittance to the Regional Schools Services Center** **7510**

Requests to be admitted/re-admitted to the RSSC by a non-member board shall be submitted to the Chairperson of the ABC Committee, to the chairpersons of the other member boards, and to the Superintendent. Such requests shall be in writing and must be submitted at least one fiscal year prior to the requested effective date of the admittance/re-admittance to the RSSC. This process requires the completion of the current fiscal year before commencing the full fiscal year notice. A vote for admittance/re-admittance shall be by formal request of the non-member board and an affirmative vote of all member boards. The effective date of any admission shall be July 1<sup>st</sup> following the completion of the one fiscal year notice period.

Upon receipt of such a request, the ABC Committee, at the expense of the non-member board, will review the impact of the non-member board's admission on the RSSC budget and shall communicate a final cost accounting for the non-member board as well as anticipated new cost rates to the member boards.

**Appointment of Staff** **7600**

Teachers serving more than one school district among the seven covered by this policy will be appointed by each board of education; upon nomination by the Superintendent; in accordance with Section 10-151 of the General Statutes.

Teachers employed by more than one school board will attain tenure to each school, commensurate to the number of months employed by that school board, and according to the provisions of state statute. Salary will be determined by the number of days of assignment, elementary and/or secondary, and the actual number of days taught at each school or level and by contract provisions of the employing board.

If employed by two or more boards covered by this policy statement, group insurance premium payments can be arranged by mutual agreement of the parties involved and otherwise in accordance with the provisions of the applicable collective bargaining agreements.

The member boards of education understand that adoption of these Series 7000 Policies shall supersede all prior policies and practices regarding the oversight and control of the Regional Schools Services Center.

In WITNESS WHEREOF, the parties hereto have authorized their designated representative to set their hand:

*Patricia Allyn Mechare*

Chairperson, Canaan Board of Education

Date

*Iris Hermann*

Chairperson, Cornwall Board of Education

Date

*Jenn Duncan*

Chairperson, Kent Board of Education

Date

*Amy Dodge*

Chairperson, North Canaan Board of Education

Date

*David Valcin*

Chairperson, Salisbury Board of Education

Date

*Doug Cahill*

Chairperson, Sharon Board of Education

Date

*Gara Cousins*

Chairperson,  
Regional School District 1 Board of Education

Date