

Draft – For discussion purposes

## **Authority of Elected Auditor**

The following provisions of the founding documents outline the responsibilities and duties of the elected auditor:

### *Articles of Agreement*

Section S - Professional Audit of Financial Records: A certified public accountant shall be employed each year by the Interstate District School Board to assist the elected Auditors in the performance of their duties.

### *NH-VT Interstate School Compact*

Article V – Officers, Section I. – Auditors -At the organization meeting of the district, 3 auditors shall be chosen, one to serve for a term of one year, one to serve for a term of 2 years, and one to serve for a term of 3 years. After the expiration of each original term, the successor shall be chosen for a 3year term. At least one auditor shall be a resident of New Hampshire, and one auditor shall be a resident of Vermont. An interstate district may vote to employ a certified public accountant to assist the auditors in the performance of their duties. The auditors shall carefully examine the accounts of the treasurer and the directors at the close of each fiscal year, and at such other times whenever necessary, and report to the district whether the same are correctly cast and properly vouched.

Based on the reading of these provisions, the following chart provides possible roles and responsibilities of the Elected Auditors.

<b>Suggestions for Auditor Roles</b>		
<b>Activity</b>	<b>Hired Professional Auditors</b>	<b>Elected (Local) Auditors</b>
Hiring		Participate in selection of hired auditors
Annual Audit	Prepare formal audit of expenses & revenues ("balance the books")	Certify report of hired auditors
Budget Summary for RISD Annual Report		Gain an understanding of where the <b>input data</b> is derived to complete the annual Budget Summary Allocation.
	(option; expanded role) <b>Ensure that allocation calculations comply</b> with Interstate Compact & RISD Articles of Agreement	(option) <b>Ensure that allocation calculations comply</b> with documented policy that has been certified to agree with Interstate Compact & RISD Articles of Agreement
		Interface with School Board to <b>identify and alert when new policy changes may need to be checked for compliance</b>
		Assist RISD financial officer in preparing and maintaining an <b>integrated spreadsheet tool</b> for allocation calculations
	(option; expanded role) <b>Check allocation calculations:</b> Budget Expenditure Summary ...Budget Revenue Summary Statistics & Tax Rate Estimates prior to publication in Annual Report	<b>Check/proof allocation calculations:</b> -- Budget Expenditure Summary ...-- Budget Revenue Summary -- Statistics & Tax Rate Estimates prior to publication in Annual Report

(a) For a teacher employed by a member district, those found in the collective bargaining agreement most recently in effect in the member school district in which that teacher was employed the prior year.

(b) For a teacher newly hired by the Interstate District, those found in the collective bargaining agreement most recently in effect in the member district in which the teacher's school is located.

(4) The Interstate District shall retain as its teachers the teachers in the four member districts conditioned on individual compliance with contract and statutory performance standards and on any reduction in force the Interstate District may implement. Except as may be affected by its successor to member district collective bargaining agreements, the Interstate District shall carry forward the seniority and benefits, such as sick days and other leaves, individual teachers will have accrued during their tenure in the member districts.

(5) The Interstate District's obligations under this Article are conditional upon the adoption by member districts' teacher associations of amendments to the current collective bargaining agreements with their respective school boards providing:

(a) A uniform reduction in force and recall procedure for use by the Interstate District for the first school year in which it assumes operating responsibility.

(b) a release of the member districts from all obligations under the respective collective bargaining agreements, including the obligation to rehire teachers, as of the time those obligations are assumed by the Interstate District.

- S. PROFESSIONAL AUDIT OF FINANCIAL RECORDS: A certified public accountant shall be employed each year by the Interstate District School Board to assist the elected Auditors in the performance of their duties.
- T. CONDUCT OF MEETINGS: Except as provided in the Compact or these Articles of Agreement, the voters of the Interstate District shall vote at District Meetings as one body irrespective of the member districts of which they are resident, and a simple majority of those present and voting shall carry the vote. Vermont law shall prevail in the conduct of all district meetings, school board meetings, and committee meetings, whether such meetings are held in New Hampshire or Vermont.
- U. ANNUAL MEETING: The date of the Annual Meeting of the Interstate District shall be established at the Organization Meeting of the District. Unless otherwise voted at the Annual Meeting, the

subject matter upon which such action is desired. A special meeting may appropriate money without compliance with RSA 33:8 or RSA 197:3 which would otherwise require the approval of the New Hampshire superior court.

I. Certification of Records. The clerk of an interstate school district shall have the power to certify the record of the votes adopted at an interstate school district meeting to the respective commissioners and state boards and (where required) for filing with a secretary of state.

J. Method of Voting at School District Meetings. Voting at meetings of interstate school districts shall take place as follows:

a. School Directors. A separate ballot shall be prepared for each member district, listing the candidates for interstate school director to represent such member district; and any candidates for interstate school director at large; and the voters of each member district shall register on a separate ballot their choice for the office of school director or directors. In the alternative, the articles of agreement may provide for the election of school directors by one or more of the member districts at an election otherwise held for the choice of school or other municipal officers.

b. Other Votes. Except as otherwise provided in the articles of agreement or this compact, with respect to all other votes (1) the voters of the interstate school district shall vote as one body irrespective of the member districts in which they are resident, and (2) a simple majority of those present and voting at any duly warned meeting shall carry the vote. Voting for officers to be elected at any meeting, other than school directors, shall be by ballot or voice, as the interstate district may determine, either in its articles of agreement or by a vote of the meeting.

## **Article V**

### **Officers**

A. Officers: General. The officers of an interstate school district shall be a board of school directors, a chairman of the board, a vice-chairman of the board, a secretary of the board, a moderator, a clerk, a treasurer and 3 auditors. Except as otherwise specifically provided, they shall be eligible to take office immediately following their election; they shall serve until the next annual meeting of the interstate district and until their successors are elected and qualified. Each shall take oath for the faithful performance of his duties before the moderator, or a notary public or a justice of the peace of the state in which the oath is administered. Their compensation shall be fixed by vote of the district. No person shall be eligible to any district office unless he is a voter in the district. A custodian, schoolteacher, principal, superintendent or other employee of an interstate district acting as such shall not be eligible to hold office as a school director.

B. Board of Directors.

a. How Chosen. Each member district shall be represented by at least one resident on the board of school directors of an interstate school district. A member district shall be entitled to such further representation on the interstate board of school directors as provided in the articles of agreement as amended from time to time. The articles of agreement as amended from time to time may provide for school directors at large, as above set forth. No person shall be disqualified to serve as a member of an interstate board because he is at the same time a member of the school board of a member district.

b. Term. Interstate school directors shall be elected for terms in accordance with the articles of agreement.

c. Duties of Board of Directors. The board of school directors of an interstate school district shall have and exercise all of the powers of the district not reserved herein to the voters of the district.

d. Organization. The clerk of the district shall warn a meeting of the board of school directors to be held within 10 days following the date of the annual meeting, for the purpose of organizing the board, including the election of its officers.

C. Chairman of the Board. The chairman of the board of interstate school directors shall be elected by

the interstate board from among its members at its first meeting following the annual meeting. The chairman shall preside at the meetings of the board and shall perform such other duties as the board may assign to him.

D. Vice-Chairman of the Board of Directors. The vice-chairman of the interstate board shall be elected in the same manner as the chairman. He shall represent a member district in a state other than that represented by the chairman. He shall preside in the absence of the chairman and shall perform such other duties as may be assigned to him by the interstate board.

E. Secretary of the Board. The secretary of the interstate board shall be elected in the same manner as the chairman. Instead of electing one of its members, the interstate board may appoint the interstate district clerk to serve as secretary of the board in addition to his other duties. The secretary of the interstate board (or the interstate district clerk, if so appointed) shall keep the minutes of its meetings, shall certify its records, and perform such other duties as may be assigned to him by the board.

F. Moderator. The moderator shall preside at the district meetings, regulate the business thereof, decide questions of order, and make a public declaration of every vote passed. He may prescribe rules of procedure; but such rules may be altered by the district. He may administer oaths to district officers in either state.

G. Clerk. The clerk shall keep a true record of all proceedings at each district meeting, shall certify its records, shall make an attested copy of any records of the district for any person upon request and tender of reasonable fees therefor, if so appointed, shall serve as secretary of the board of school directors, and shall perform such other duties as may be required by custom or law.

H. Treasurer. The treasurer shall have custody of all of the monies belonging to the district and shall pay out the same only upon the order of the interstate board. He shall keep a fair and accurate account of all sums received into and paid from the interstate district treasury, and at the close of each fiscal year he shall make a report to the interstate district, giving a particular account of all receipts and payments during the year. He shall furnish to the interstate directors, statements from his books and submit his books and vouchers to them and to the district auditors for examination whenever so requested. He shall make all returns called for by laws relating to school districts. Before entering on his duties, the treasurer shall give a bond with sufficient sureties and in such sum as the directors may require. The treasurer's term of office is from July 1 to the following June 30.

I. Auditors. At the organization meeting of the district, 3 auditors shall be chosen, one to serve for a term of one year, one to serve for a term of 2 years, and one to serve for a term of 3 years. After the expiration of each original term, the successor shall be chosen for a 3-year term. At least one auditor shall be a resident of New Hampshire, and one auditor shall be a resident of Vermont. An interstate district may vote to employ a certified public accountant to assist the auditors in the performance of their duties. The auditors shall carefully examine the accounts of the treasurer and the directors at the close of each fiscal year, and at such other times whenever necessary, and report to the district whether the same are correctly cast and properly vouched.

J. Superintendent. The superintendent of schools shall be selected by a majority vote of the board of school directors of the interstate district with the approval of both commissioners.

K. Vacancies. Any vacancy among the elected officers of the district shall be filled by the interstate board until the next annual meeting of the district or other election, when a successor shall be elected to serve out the remainder of the unexpired term, if any. Until all vacancies on the interstate board are filled, the remaining members shall have full power to act.

## Article VI

### Appropriation and Apportionment of Funds

A. Budget. Before each annual meeting, the interstate board shall prepare a report of expenditures for the preceding fiscal year, an estimate of expenditures for the current fiscal year, and a budget for the