

TO: Elected Board of School Committee members for 2016-2018  
FROM: Sarah Ambrogi, Connie Van Houten  
DATE: December 30, 2015  
SUBJECT: BOSC rules

Please find attached proposed changes to the BOSC Rules for discussion at the Organization Meeting of the Board of School Committee on January 5, 2016, at City Hall. If you have any comments or questions, please contact Sarah or Connie.

Draft of Rules of the Manchester Board of School Committee,  
2016-2018, as submitted by Sarah Ambrogi and Connie Van Houten

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## **Chapter 1: Purpose of Board**

### **Rule 1: Purpose**

The Board of School Committee shall be the policy-making authority for the School District. The Board shall oversee the development and adoption of policies that govern the school unit that are intended to provide the framework for district operations and the educational system in order to provide direction to the superintendent and other administrators in the management of the district, to guide the educational programming and to provide clear expectations for school staff, students and parents.

## **Chapter 2: Authority of the Board**

### **Rule 2**

The Board of School Committee shall compose one board and shall sit and act together as one body. Individual Board members may not exercise authority over District affairs. An individual board member has power only when the Board, by vote, has delegated authority to him/her. Members of the Board are without authority to act independently as individuals in official matters.

### **Rule 3**

All laws of the State of New Hampshire and all rules of the State Board of Education shall take precedence over these rules and regulations.

## **Chapter 3: General Rules of Order**

### **Rule 4: Rights and Duties of School Board Members**

The Mayor shall take the chair at the hour appointed, and the Clerk shall call the roll. In the absence of the Mayor, the Vice Chair shall preside. The Mayor, or in his/her absence, the Vice Chair shall preserve decorum and order. He/she may speak to points of order in preference to other members and shall decide all questions of order, subject to an appeal to the Board.

### **Rule 5: Decorum**

Members shall address the presiding officer, shall confine their remarks to the question under debate, shall avoid personalities, and shall address another member by name, the ward he/she represents or the place where he/she sits. No member shall be interrupted by another, but by rising to call to order or to correct a mistake. At all times the Board shall act with respect and professionalism. The presiding officer shall preserve decorum and order. Decorum shall be maintained during non-public sessions as well.



**Rule 6: Attendance**

Any member of the Board of School Committee, except the Mayor, who fails to attend meetings or his/her assigned subcommittee duties for a period of two months shall be considered for disciplinary action by the Committee of the Whole. Such action shall require a majority vote of the whole Board of School Committee.

**Rule 7: Professional Development**

The Chair and Vice Chairman shall authorize Board members and chief administrators to attend such conferences, institutes and conventions which will assist and facilitate the orientation and development of an informed membership.

Committee members shall be reimbursed for authorized expenses, according to the following guidelines:

- a. The number of members in attendance at a meeting shall be determined by the Board of School Committee.
- b. The mileage reimbursement for use of personal automobiles shall be commensurate with the rate set or established by the United States government.
- c. The membership and registration fees, such as meals, lodging, tips, parking, taxi and services, are allowable.
- d. Board of School Committee members shall file appropriate vouchers for all requests for reimbursement.

**Rule 8: Quorum**

A majority of the whole Board of School Committee shall constitute a quorum.

**Rule 9: Meetings**

The regular meeting of the Board of School Committee shall be held on the second Monday of every month. The Chair or Vice Chair is authorized to designate an alternative date whenever the meeting date falls on a holiday or holiday eve.

**Rule 10: Special Meetings**

Special meetings of the Board of School Committee shall be held on the fourth Monday of every month, except during the months of June, July, and August or when deemed unnecessary by the Chair. Subject to the Right-to-Know Law, special meetings may be held whenever called by the Clerk upon request of the Chair or Vice Chair or the written request of five members of the Board of School Committee. Except by majority consent of all members present, only matters contained in the agenda shall be considered at a special meeting.

**Rule 11: Length of Meetings and Special Meetings**

Both regular and special monthly meetings shall be called to order at 7:00 p.m. At 9:00 p.m. the clerk shall announce that one hour remains in the meeting time. The meeting shall terminate at 10:00 p.m., whether or not agenda items have been completed, unless a majority of the members present agree to continue the meeting.

This rule shall not apply to special meetings called under the Right to Know Law for personnel matters.

#### **Rule 12: Public Comment Sessions**

Public comment sessions shall be conducted at each regular and public special meetings to allow residents of Manchester the opportunity to address the Board on items of concern affecting the community. Each member of the public may be given a total of three minutes to speak. A member of the public must register name, address and topic with the Clerk prior to the session beginning. A registered member of the public cannot relinquish allotted time to another speaker.

Speakers may offer comments on school operations and programs that concern them. In public session, however, the Board shall not hear personal complaints about school personnel or complaints against any person connected with the District. The official channel for communication between the schools (teachers, students, parents, parent-teacher associations, principals, supervisors, etc.) and the Board of School Committee shall be the Superintendent of Schools.

The Board vests in its Chair or other presiding officer authority to terminate the remarks of any individuals who do not adhere to the rules established above as to content or time limitation.

#### **Rule 13: Order of Business**

The order of business shall be as follows, unless otherwise determined by the consensus of the board:

- a. Call to Order
- b. Pledge of Allegiance
- c. Moment of Silence
- d. Roll Call
- e. Approval of Minutes of Previous Meeting
- f. Presentations/Board Recognitions and Announcements and Communications
- g. Public Forum
- h. Superintendent's Communications
- i. Consent Session
  1. Reports of Committee
- j. Action Session
- k. Finance Committee Meeting
- l. New Business
- m. Non-Public Session, if applicable
- n. Return to General Session, if applicable
- o. Tabled Items
- p. Adjournment

#### **Rule 14: Motions**

No vote taken by the Board of School Committee shall be by secret ballot. All votes shall be taken in public session unless determined otherwise by legal counsel.

When a motion is made and seconded, it shall be considered by the Board and not otherwise. When a motion is under debate, no motion shall be received, but

- a. To adjourn; non debatable
- b. To lay on the table; non debatable
- c. To close debate, move the question; non debatable
- d. To postpone to a certain time;
- e. To commit;
- f. To amend

These motions shall have precedence in the order in which they are arranged.

#### **Rule 15: Roll Calls**

A roll call vote may be requested by any member before a vote begins or immediately afterward in order to clarify the voice vote. Voting shall begin with the maker of the Roll Call and continue by the seating arrangement, with the Chair casting the final vote.

#### **Rule 16: Suspension and Amendment of Rules**

A majority vote of the whole Board of School Committee shall be required to amend or suspend the Board of School Committee Rules.

Any motion for the amendment of these Board of School Committee Rules shall be tabled for at least one week, unless suspended by a majority vote of the whole Board of School Committee.

#### **Rule 17: Reconsideration**

A motion for the reconsideration of a vote shall be open for debate, but such motion shall not be considered unless made by a member voting with the majority or unless notice be given at the meeting at which the vote is passed, in which case, the motion shall be made at the next regular meeting after, and only one motion for consideration of any vote shall be permitted.

### **Chapter 4: Committees and Special Committees**

#### **Rule 18: Committees to report**

The back-up information for all items of business from standing or special committees which are to be considered by the Board of School Committee or a committee shall be submitted in writing with the agenda, with copies distributed to all members of the Board of School Committee in advance. This rule will not apply to reports of any committee meeting on the same date as the Board of School.

#### **Rule 19: Standing Committees**

Appointment of all standing committees of the Board of School Committee will be made by the Chair and Vice Chair. Each standing committee will elect its own chair.

Standing Committees shall be as follows:

- a. Committee on Finance - Committee of the Whole/subcommittee of five (5) members
- b. Committee on Buildings and Facilities -five (5) members (formerly Buildings and Sites)

- c. Committee on Curriculum and Instruction -five (5) members
- d. Committee on Athletics and Extracurricular Fine Arts -five (5) members, with at least one (1) member from each high school district
- e. Committee on Student Conduct -five (5) members and two (2) alternates
- f. Committee on Information Technology -five (5) members
- g. Committee on Policy and Administration-Vice Chairman, Mayor and five (5) members.  
(formerly Coordination/Administration)

*See the addendum for an outline of each committee's responsibilities.*

Every member of the Board of School Committee shall be appointed to serve on at least one standing committee.

No member of the Board of School Committee shall serve as Chair of more than one standing committee until each member has been elected as Chair of a standing committee or has refused to accept the chair of a standing committee when tendered.

#### **Rule 20: Special Committees**

The Vice Chair shall appoint all special committees of the Board of School Committee. Each special committee will elect its own chair.

Upon completion of the special committee's purpose, the full board shall vote to terminate the special committee.

### **Chapter 5: Officers of the Board**

#### **Rule 21**

All officers of the board except the chair shall be elected by open ballot at the organizational meeting of the Board of School Committee in January and shall hold their respective positions for a term of two years.

#### Chair of the Board

The mayor shall be the chair of the board. He/she shall be an ex-officio member with all the powers and privileges of the other committee members (Charter Section 4.02).

#### Vice Chair of the Board

The Vice Chair shall be responsible for the following:

- a. Perform the duties of presiding officer in the Chair's absence.
- b. Chair the Committee on Policy and Administration.
- c. Appoint special committees.
- d. Participate in agenda preparation with the Chair, the superintendent and the Clerk.

## Clerk of the Board

The Clerk shall be responsible for the following:

- a. Keep a complete record of all proceedings of the Board of School Committee and maintain all business and committee reports. Verbatim minutes of all meetings shall be available for inspection within the period of time as required by law.
- b. Provide notice of meetings and agendas for every meeting of any standing committee or special committee of the Board of School Committee.
- c. Perform the duty of clerk at all committee meetings.
- d. Participate in agenda preparation with the chair, the vice chair and the superintendent.
- e. Sign all teacher contracts on behalf of the Board of School Committee.
- f. Keep properly indexed copies of the Board of School Committee Rules and Policies of the Board of School Committee, with such amendments as may be made from time to time.
- g. Ensure Board of School Committee compliance with the terms of the Right To Know Law-RSA:91-A.
- h. Inform all new members of unfinished business and planned priorities of the previous Board of School Committee and pending actions no later than the end of the first month of the term of a new Board of School Committee and inform members of the lack of authority of one Board of School Committee to commit a succeeding Board of School Committee to a course of action, pursuant to a ruling of the Attorney General to the State Board of Education (1975).

## Treasurer

### **Chapter 6: Nominations and Hiring**

#### **Rule 22: Superintendent and Assistant Superintendent(s)**

The election of the Superintendent of Schools and the Assistant Superintendents shall be conducted as prescribed by the State Board of Education. A vote of the majority of the whole Board of School Committee shall be necessary to nominate candidates for these positions.

The Superintendent of Schools and the Assistant Superintendent(s) shall not be appointed to serve for more than two years. There shall be no limit to the number of reappointments.

#### **Rule 23: Appointments and Promotions**

When an additional teacher is required or a vacancy is to be filled, the Superintendent of Schools shall make a nomination for election by the Board, stating the qualifications and experience of the candidate.

No employee shall begin employment without the approval of the Board of School Committee.

*Note: Under ED 302.02 (i) of the State Board's administrative rules, the Superintendent of Schools "shall provide for temporary staff to fill vacancies and provide for supplies needed immediately for the*

*operation of schools." This authority allows the Superintendent of Schools to fill vacancies that may arise between Board of School Committee meetings.*

#### **Addendum: Committee Responsibilities**

The Committee on Finance is assigned the following duties and responsibilities:

- a. Hold at least one regular monthly meeting.
- b. Monitor the School District budget, revenues, and expenditures for the current fiscal year and consider and act on transfers among line items as proposed by the School District Administration in accordance with procedures and policies approved by the Committee and adopted by the full Board of School Committee for budget and fiscal administration.
- c. Consider and act on the budget process proposed by the Administration consistent with the requirements of law and City Charter and develop and approve the School District budget for submission to the full Board of School Committee for approval and forwarding to the Board of Mayor and Aldermen.
- d. Revise the budget after adoption of the final appropriation by the Board of Mayor and Aldermen if the appropriation differs from the budget adopted by the Board of School Committee and submit the revised budget to the full Board of School Committee for adoption.
- e. Assure and review an annual audit of School District finances as required by law and report the results thereof to the full Board of School Committee.
- f. Consider such other matters as may be referred to it by the Administration or other committees of the Board of School Committee.
- g. Review and make recommendations relative to Board of School Committee policies related to the fiscal operation of the School District.

The Subcommittee on Finance is assigned the following duties and responsibilities:

- a. Consider and act on manifests of expenditures reviewed by at least two (2) members of the Board of School Committee after approval of such expenditures by the Administration and after release of the checks by the Treasurer.
- b. On a semi-annual basis, the Administration shall provide a list of checks that are processed weekly or bi-weekly. These pre-approved checks shall continue to be included in the monthly warrant log. In the event that additional pre-approvals are required, the Administration shall present a request to the Committee.
- c. Consider and act on contracts and the acceptance of grants (substantive provisions of grants to be subject to the approval of the appropriate Board of School Committee committee, as well.)
- d. Report to the Finance Committee of the Whole.

The Committee on Buildings and Facilities is assigned the following duties and responsibilities:

- a. Periodically examine the condition of school buildings and sites and report its findings to the Board of School Committee, recommending such repairs, changes, and capital improvements as it may deem necessary.
- b. Consider problems brought to its attention by the Administration relative to school buildings and grounds maintenance.
- c. Examine potential sites for school buildings or facilities and recommend such sites to the Board of School Committee as it may deem advisable.
- d. Determine which site or sites it shall examine further and request funds necessary to appraise land and conduct engineering studies, and the Committee shall proceed to implement such decisions. As soon as funds are allocated for this purpose by the Finance Committee and the Board of School Committee, the Committee shall obtain site appraisals and engineering studies and shall present reports of such studies, together with its recommendations, for consideration by the Board of School Committee.
- e. Upon a decision by the Board of School Committee to proceed with the site acquisition, the Committee and/or its designee shall negotiate a purchase price and recommend a specific sum to the Buildings and Facilities Committee to be requested from the Board of Mayor and Aldermen for acquisition of a site and for authorization to the City Solicitor to take necessary action to acquire the site for transfer to the Board of School Committee.
- f. Three members of the Committee shall serve as the Board's representatives on the Joint School Buildings Committee (JSBC) required by RSA 199:3 to oversee expenditures of such funds to construct a new facility or to proceed with other capital improvements to buildings and sites.
- g. Keep the Board of School Committee informed of progress of construction and of JSBC actions and shall represent the interests of the Board of School Committee in all matters relative to construction. In cases of major changes in plans originally approved by the Board of School Committee, the Committee shall report such change requests for confirmation by the Board of School Committee prior to JSBC approval that such changes may be made by the architects or contractors.
- h. In all its deliberations, the Committee shall take care that matters of site studies, appraisals, and identification of land parcels are kept confidential in order to protect both the Board of School Committee and the City from land speculation transfers.
- i. Adhere to the provisions of RSA 199:2, 199:3 and 199:6 requiring Board of School Committee decision in matters of site selections and school construction plans.
- j. Review and make recommendations relative to Board of School Committee policies related to Building and Sites to the Board of School Committee.

The Committee on Curriculum and Instruction is assigned the following duties and responsibilities:

- a. Initiate and coordinate studies of the curriculum with the assistance of the Administration and teaching staff.
- b. Recommend changes in compliance with Board of School Committee Policies
- c. Approve the adoption of all curricula, textbooks, and ancillary materials for all District programs.

- d. Analyze, assess and evaluate budget proposals related to classroom instructional needs, which may include equipment, computer software, furniture, and fixtures.
- e. Review administrative recommendations of matters relating to instructional responsibilities and organizational structure, including class size.
- f. Review all curricular related applications for federal, state, or private funds before submission to the Finance Committee.
- g. Encourage presentations by administrators, teachers, and/or community agencies for the purpose of familiarizing committee members with school projects and curricular initiatives.
- h. Ensure that the Administration provide regular, ongoing assessment and analysis of the effectiveness of all programs.
- i. Ensure that the Administration provide regular, ongoing assessment of the effectiveness of all instructors and instructional strategies.
- j. Review and make recommendations relative to Board of School Committee policies related to Curriculum and Instruction to the Board of School Committee.

The Committee on Athletics and Extracurricular Fine Arts is assigned the following duties and responsibilities:

- a. Direct all athletic, both intramural and interscholastic, and extracurricular activities at District schools.
- b. Initiate and coordinate studies of athletic and extracurricular related issues with the assistance of the administration, coaching staff and advisors and in conjunction with other relevant parties.
- c. Review administrative recommendations and adopt policies relating to athletic and extracurricular procedures, guidelines and organizational structure.
- d. Encourage presentations by administrators, coaches, students and professionals for the purpose of familiarizing committee members with issues and initiatives.
- e. Recommend coaching nominations to the Board of School Committee.
- f. Review and make recommendations relative to Board of School Committee policies related to Athletics and Extracurricular Fine Arts to the Board of School Committee.

The Committee on Student Conduct is assigned the following duties and responsibilities:

- a. Review the progress of programs and activities that relate to student conduct and recommend policies for the alternative education programs.
- b. Review and recommend policies relating to the Student Code of Conduct.
- c. Hear and make decisions on student expulsion cases and appeals of long-term suspensions.

The Committee shall conduct disciplinary hearings in accord with the disciplinary procedures set forth in Ed. 317.04. All votes by the Committee which pertain to a student disciplinary case in which a parent has requested a non-public hearing shall remain confidential and shall not be subject to the requirement of these rules that votes take place in public session. Any appeal of a student disciplinary decision made by the Committee on Student Conduct shall be to the State Board of Education and not to the Board of School Committee. The Committee on Student Conduct shall provide statistical

reports to the Board of School Committee on a quarterly basis regarding student disciplinary decisions. These reports shall be presented in a manner which preserves the Federal and State privacy rights of individual students.

The Committee on Information Technology is assigned the following duties and responsibilities:

- a. Initiate and coordinate studies related to technology with the assistance of the Administration and IT staff.
- b. Approve the adoption of the District's Technology Plan.
- c. Analyze, assess and evaluate budget proposals related to District and classroom technology needs, which may include equipment, software, furniture, and fixtures.
- d. Review administrative recommendations of matters relating to responsibilities and organizational structure of the Information Technology Department.
- e. Review all technology applications for federal, state, or private funds before submission to the Finance Committee.
- f. Encourage presentations by administrators, staff, and/or community agencies for the purpose of familiarizing committee members with school projects and technology initiatives.
- g. Ensure that the Administration provide regular, ongoing assessment and analysis of the effectiveness of all programs.
- h. Ensure that the Administration provide regular, ongoing assessment of the effectiveness of all staff and operational strategies of the Information Technology Department.
- i. Consider and act on contracts and the acceptance of grants (substantive provisions of grants to be subject to the approval of the appropriate Board of School Committee, as well.)
- j. Review and make recommendations relative to Board of School Committee policies related to Information Technology to the Board of School Committee.

The Committee on Policy and Administration is assigned the following duties and responsibilities:

- a. To provide coordination of general administrative matters and other issues affecting areas of concern affecting more than one committee of the Board of School Committee.
- b. Serve as an advisory and consulting committee for the Administration in matters pertaining to no other standing committee.
- c. Consider matters referred by the Board of School Committee or the Vice Chair as they deem advisable.
- d. Review new policies and/or policy revisions recommended by the Board or Administration.

## **Addendum: Applicable State Law and Regulations of the State Board of Education**

### **Right to Know Law (RSA 91-A)**

#### 91 A:3 Nonpublic Sessions.

I. (a) Public bodies shall not meet in nonpublic session, except for one of the purposes set out in paragraph II. No session at which evidence, information, or testimony in any form is received shall be closed to the public, except as provided in paragraph II. No public body may enter nonpublic session, except pursuant to a motion properly made and seconded.

(b) Any motion to enter nonpublic session shall state on its face the specific exemption under paragraph II which is relied upon as foundation for the nonpublic session. The vote on any such motion shall be by roll call, and shall require the affirmative vote of the majority of members present.

(c) All discussions held and decisions made during nonpublic session shall be confined to the matters set out in the motion.

II. Only the following matters shall be considered or acted upon in nonpublic session:

(a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

(b) The hiring of any person as a public employee.

(c) Matters which, if discussed in public, would likely affect adversely the reputation of any person, other than a member of the public body itself, unless such person requests an open meeting. This exemption shall extend to any application for assistance or tax abatement or waiver of a fee, fine, or other levy, if based on inability to pay or poverty of the applicant.

(d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed against the public body or any subdivision thereof, or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

(e) Consideration or negotiation of pending claims or litigation which has been threatened in writing or filed by or against the public body or any subdivision thereof, or by or against any member thereof because of his or her membership in such public body, until the claim or litigation has been fully adjudicated or otherwise settled. Any application filed for tax abatement, pursuant to law, with any body or board shall not constitute a threatened or filed litigation against any public body for the purposes of this subparagraph.

- (f) Consideration of applications by the adult parole board under RSA 651A.
- (g) Consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county correctional facilities by county correctional superintendents or their designees.
- (g) Consideration of security related issues bearing on the immediate safety of security personnel or inmates at the county or state correctional facilities by county correctional superintendents or the commissioner of the department of corrections, or their designees.
- (h) Consideration of applications by the business finance authority under RSA 162A:7-10 and 162-A:13, where consideration of an application in public session would cause harm to the applicant or would inhibit full discussion of the application.
- (i) Consideration of matters relating to the preparation for and the carrying out of emergency functions, including training to carry out such functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life.
- (j) Consideration of confidential, commercial, or financial information that is exempt from public disclosure under RSA 91-A:5, IV in an adjudicative proceeding pursuant to RSA 541 or RSA 541-A.
- (k) Consideration by a school board of entering into a student or pupil tuition contract authorized by RSA 194 or RSA 195-A, which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general public or the school district that is considering a contract, including any meeting between the school boards, or committees thereof, involved in the negotiations. A contract negotiated by a school board shall be made public prior to its consideration for approval by a school district, together with minutes of all meetings held in nonpublic session, any proposals or records related to the contract, and any proposal or records involving a school district that did not become a party to the contract, shall be made public. Approval of a contract by a school district shall occur only at a meeting open to the public at which, or after which, the public has had an opportunity to participate.

III. Minutes of meetings in nonpublic session shall be kept and the record of all actions shall be promptly made available for public inspection, except as provided in this section. Minutes and decisions reached in nonpublic session shall be publicly disclosed within 72 hours of the meeting, unless, by recorded vote of 2/3 of the members present taken in public session, it is determined that divulgence of the information likely would affect adversely the reputation of any person other than a member of the public body itself, or render the proposed action ineffective, or pertain to terrorism, more specifically, to matters relating to the preparation for and the carrying out of all emergency functions, developed by local or state safety officials that are directly intended to thwart a deliberate act that is intended to result in widespread or severe damage to property or widespread injury or loss of life. This shall include training to carry out such functions. In the event of such circumstances, information may be withheld until, in the opinion of a majority of members, the aforesaid circumstances no longer apply.

**Regulations of the State Board of Education**  
**Powers and Duties of Board of School Committees**

1. The Board of School Committee shall adopt such policies as are necessary and desirable to control and effectuate the recruitment, employment, evaluation, and dismissal of teachers and other employees and may delegate authority to the Superintendent of Schools to carry out the provisions of such policies excepting that no teacher shall be employed who has not been nominated by the Superintendent of Schools and elected by the Board of School Committee.
2. The Board of School Committee shall adopt such policies as are necessary and desirable to control and effectuate the purchase of equipment, supplies, or services and may delegate to the Superintendent of Schools the authority to make commitments in accordance with such policy.
3. The Board of School Committee shall, through appropriate planning and required action, make suitable provision for the physical accommodation of all students in approved school houses or other suitable facilities; shall provide required transportation of students; and shall provide that all school buildings and other learning environments be maintained in a manner consistent with acceptable standards of health and safety.
4. The Board of School Committee shall seasonably prepare a budget of school expenditures and make suitable and timely assignments of the school money to the various needs of the schools. In state-aided districts, accounts shall be kept as the State Board of Education shall require and shall be open at all times to the inspection of the Superintendent, and any other officer of the State Board of Education and to the public in accordance with the Laws of the State of New Hampshire.
5. The Board of School Committee shall hold meetings for the transaction of business at least once a month and shall require the attendance of the Superintendent of Schools or his designee. The Board of School Committee shall cause a written record to be kept of each meeting.
6. The Board of School Committee shall, in consultation with the Superintendent of Schools, and in accordance with statutes and regulations of the State Board of Education, determine the educational goals of the School District, develop long-range plans, and identify measurable and attainable short-term objectives. The Board of School Committee shall require the implementation of educational programs designed to reflect the goals and objectives and further, the Board of School Committee shall require the appropriate review of such programs and make public the results of such investigation.

## **Regulations of the State Board of Education Powers and Duties of Superintendent of Schools**

The Superintendent of Schools shall serve as the executive head of the public schools. He/she 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 districts. The position shall develop and maintain a system of public schools, capably staffed to provide quality education and supportive services. The Superintendent of Schools shall provide, develop, and implement the procedures to achieve educational objectives within his/her administrative unit.

In performance of those duties, he/she shall be directly responsible to the State Board of Education through its Commissioner, and the Board of School Committee or Board of School Committees of the Supervisory Union.

The Superintendent of Schools may be supported by one or more assistants such as assistant superintendents, business administrators, and teacher consultants. He/she shall delegate such of his duties as is necessary and desirable for the efficient completion of the requirements of the position.

1. The Superintendent of Schools shall nominate all professional 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, he/she may delegate powers and duties to other personnel.
3. The Superintendent of Schools shall nominate all certificated staff and appoint other employees in accordance with the laws, regulations of the State Board of Education, and Board of School Committee policies.
4. The Superintendent of Schools shall be responsible for the selection and purchase of textbooks and all other scholastic apparatus and supplies in accordance with the regulations of the Board of School Committee and the State Board and see that the same are suitably distributed to the school, accurately accounted for, and economically used.
5. The Superintendent of Schools shall be responsible for developing and recommending to the Board of School Committee the annual budget for the support of the educational program and for the operation and maintenance of schools in accordance with Board of School Committee policy.
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 local Board of School Committee policy, and local and state law.
7. The Superintendent of Schools shall be responsible for the development of an educational plan for the School District or School Districts and for recommending a program of studies suitable to the needs of the pupils and the community in accordance with local Board of School Committee policies, state statutes, and State Board of Education regulations.

8. The Superintendent of Schools may, for cause, remove a teacher or other employee of the School District in accordance with state statutes.
9. The Superintendent of Schools shall recommend the dismissal of certified staff to the Board of School Committee, recognizing its authority to dismiss according to the statutes.
10. The Superintendent of Schools shall provide for temporary vacancies and shall have the authority to secure supplies immediately needed for the operation of the schools.
11. The Superintendent of Schools shall be responsible for maintaining records and making reports as required by the State Board of Education and the local Board of School Committee.
12. The Superintendent of Schools shall admit pupils to school attendance in accordance with the laws of the state and the regulations of the State Board of Education and policies of the local Board of School Committee. The Superintendent shall assign them to such classes and grades as he/she finds 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 local Board of School Committee policies.
15. The Superintendent of Schools shall be responsible, after notice, for the implementation of the policies and regulations of the State Board of Education. He/she is expected to participate in the development and evaluation of said policies and regulations as requested by the Commissioner of Education.

**Regulations of the State Board of Education**  
**Powers and Duties of Principals**

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 Board of School Committee policy and/or as directed by the Superintendent of Schools.
2. The school principal shall evaluate and make recommendations to the Superintendent concerning candidates for professional and nonprofessional positions within the school administrative unit in accordance with local Board of School Committee 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 Board of School Committee 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 Board of School Committee policy, state statutes and regulations of the State Board of Education.