

## AMHERST, MONT VERNON, SOUHEGAN, and SAU39 POLICY

### BDC – ELECTED AND APPOINTED BOARD OFFICIALS

#### **DISTRICT CLERK**

The District Clerk is an elected official except in Cooperative School Districts, where the District Clerk is appointed by the Board. The Board will fix the salary of the District Clerk, who shall not be a member of the Board. The District Clerk shall keep a true record of each District meeting and make any reports to the State of New Hampshire as may be required and shall carry out duties as required by law. If the District Clerk is absent at any the annual meeting, then a clerk *pro tempore* shall be chosen by the Board until the next annual District election. The SAU does not have a Clerk.

#### **TREASURER AND DEPUTY TREASURERS**

The Treasurer is an elected official except in Cooperative School Districts and the SAU, where the Treasurer is appointed by the Board and shall not be a member of the Board. The Treasurer shall receive such remuneration as the Board may determine, and perform such duties pertaining to the fiscal affairs of the organization as outlined in New Hampshire statutes relating to public schools. If no one is elected and accepts, then the Board shall appoint the Treasurer until the next annual election.

A Deputy Treasurer may be nominated by the Treasurer, subject to the approval of the Board.

The Treasurer and Deputy Treasurer must be a registered voter in the District (or SAU for SAU-wide position), not be a permanent employee of the District (or the SAU or any District within it for the SAU-wide position), and must have no conflict of interest in carrying out the duties of the position.

The adoption of policies is a primary function of a Board and the execution of policies is a primary function of the Superintendent.

Delegation by the Board of its executive powers to the Superintendent provides freedom for the Superintendent to manage the schools within the Board's policies and frees the Board to devote its time to policy-making and appraisal functions.

The Superintendent is responsible for the administration of Board policies, the execution of Board decisions, the operation of school programs, for keeping the Board informed about school operations and issues, and for satisfactory fulfillment of the duties required by statute and rules of the State Board of Education.

The Board will:

1. Give the Superintendent full administrative authority for properly discharging his professional duties, holding him responsible for acceptable results.
2. Act upon matters of employment or dismissal of school personnel only on the recommendation of the Superintendent.
3. Hold all meetings of the Board in the presence of the Superintendent except when his/her contract and salary are under consideration.
4. Refer all complaints to the Superintendent and discuss such complaints only at a regular meeting as required.

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<b>BOARD</b>	<b>SUPERINTENDENT</b>
1. To select a competent, educational leader as Superintendent.	To administer effectively and provide the professional leadership necessary.
2. To serve as a policy-making body.	To recommend sound policy and implement adopted policies by formulating and enforcing rules and regulations.
3. To grant authority to the Superintendent to administer the schools.	To make Board policy effective through efficient administration.
4. To exercise sound judgement in business affairs of the school district.	To keep the Board informed on financial matters, do sound long-range planning, and keep expenditures within the approved budget.
5. To deal always in an ethical, honest, straight-forward, open-and- above-board manner with the Superintendent, staff, students, and community.	To deal always in an ethical, honest, straight-forward, open-and-above board manner with the Board, staff, students, and community.
6. To provide within budget limitations, necessary personnel.	To present personnel needs to the Board.
7. To approve an organizational pattern for the administration.	To make assignments for each position with the Board’s authorization.
8. To take legal action required by law.	To recommend to the Board all action required by law.
9. To examine and approve an annual budget.	To recommend an annual budget with necessary supporting data.
10. To function as a Board, rather than as individuals.	To deal with the Board as a whole, rather than with individuals members.
11. To carry on communications with staff members through the Superintendent.	To see that the staff can have necessary communication through the Superintendent with the Board.
12. To hold the Superintendent accountable for results.	To accept responsibilities for results.
13. To remember that schools exist for the benefit of students and the community.	To remember that schools exist for the benefit of the students and the community.
14. To fulfill other duties required by regulations of the State Board of Education and State Law.	To fulfill such other duties required by regulations of the State Board of Education and State Law.

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Revised: November 15, 2021

Adopted: November 18, 2019 (Souhegan)