

ORGANIZATION AND OPERATION OF THE SUPERVISORY UNION BOARD

- A. **SUPERVISORY UNION #21 SCHOOL DISTRICTS:** The school districts of Hampton, Hampton Falls, North Hampton, Seabrook, South Hampton, and Winnacunnet shall constitute Supervisory Union #21.
- B. **SUPERVISORY UNION BOARD:** The combined School Boards of the six school districts.
- C. **VOTING RIGHTS:** Each of the six school districts shall be entitled to three representatives having one vote each on the Supervisory Union Board. In voting on the selection of supervisory union personnel, the salaries relating thereto, and all other business required for the operation of the supervisory union office, each district employing more than eight full-time teachers for pay shall be entitled to one additional vote for each five teachers or major part thereof regularly employed during the current year in excess of eight. Such additional votes shall be cast on the basis that each representative present shall be entitled to vote an equal proportion of the additional votes available.
- D. **POWERS AND DUTIES:** The Supervisory Union Board is empowered to:
- Nominate, when necessary, a Superintendent.
 - Act upon the Superintendent's nomination for:
 - a. Assistant Superintendent
 - b. Business Administrator
 - Fix the salaries of all Supervisory Union personnel.
 - Adopt a budget for the expenses of the Supervisory Union.
 - Adopt policies affecting the Supervisory Union.
- E. **VACANCY ON THE BOARD:** Any vacancy on the Board shall be filled in accordance with the statute governing the Board of the school district of the resigned member.
- F. **ELECTION OF SUPERVISORY UNION PROFESSIONAL STAFF:** When a vacancy occurs in the supervisory union professional staff, the Chair of the Joint Board will work with a sub-committee as a screening committee. The Superintendent of Schools shall serve on the committee (except if the Superintendent of schools' position is being vacated.)

DATE:

Adopted:
Reviewed:
Revised: November 13, 2003
Cancellation:

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G. EMPLOYMENT OF OFFICE PERSONNEL: All other Supervisory Union personnel shall be recommended for employment by their immediate supervisor and approved by the Superintendent of Schools and joint board. The Board shall elect the professional staff members for the next fiscal year and fix the salaries of all Supervisory Union personnel.

H. MEETINGS:

1. **Annual:** The Supervisory Union Board shall meet annually on the first Tuesday of May in each year, at a time and place fixed by the Chairperson. The Board shall organize by electing the following officers:

- Chairperson
- Vice Chairperson
- Treasurer
- Secretary

2. **Semi-Annual:** The Supervisory Union Board shall hold a meeting between November 15 and the first Tuesday in December in each year for the purpose of preparing a recommended budget for the next fiscal year for the expenses of the Supervisory Union.

3. **Budget Hearing – Public:** There shall be held within the Supervisory Union prior to January 1st at a time and place specified by the Supervisory Union Board Chairperson a public hearing, upon the recommended budget. The Supervisory Union Board shall adopt a budget, following the public hearing, for the next fiscal year.

4. **Special Meetings:** The Supervisory Union Board may hold special meetings at the call of the Chairperson or at the request of any one of the six 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.
- b. The public budget hearing shall be held in an appropriate facility.

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- I. An agenda shall be prepared by the Superintendent of Schools for each Board member prior to the meeting.
- J. The Union Board may go into executive session by a majority vote of the members, in accordance with the state law.

A caucus of reasonable duration may be called by any one of the six member school boards. The Union Board will recess while individual boards are holding a caucus.

ANNUAL AUDIT: There shall be an annual audit.

NON-DISCRIMINATORY POLICY: The Supervisory Union Board does not discriminate on the basis of race, color, sex, or national origin in the educational programs or activities which it operates and that are required by Titles VI and IX.

ADMINISTRATIVE AUTHORITY: The Superintendent of Schools is the Chief Executive Officer of the school districts and, in his/her absence, the Assistant Superintendent will act as Chief Administrative Officer with the same power and responsibilities as vested in the Superintendent.

(See also AA School District Legal Status)

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