

State Mandated SAU Services to School Districts


Presented to the Cornish School District Planning
Committee
9/8/2014

**TITLE XV
EDUCATION
CHAPTER 194-C
SCHOOL ADMINISTRATIVE UNITS
Section 194-C:4**

194-C:4 Superintendent Services -
*Each school administrative unit or single
school district shall provide the following
superintendent services:*

Educational Mission

194-C:4. I. An educational mission which indicates how the interests of pupils will be served under the administrative structure.



Superintendent Office

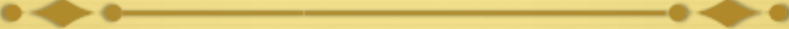
✦ Strategic Vision

194-C:4.II(a-r) Governance, organizational structure, and implementation of administrative services including, but not limited to:

What follows is a list of the required services aligned with the
the deliverers of those services.

Financial Oversight and Management

194-C:4.II(a) Payroll, cash flow, bills, records and files, accounts, reporting requirements, funds management, audits, and coordination with the treasurer, and advisory boards on policies necessary for compliance with all state and federal laws regarding purchasing.



Human Resources

- **Benefits**

Business Office

- **Accounts Payable**
- **Accounts Receivable (Revenue)**
- **Payroll**
- **Budget preparation and management**
- **Banking and Scholarship Accounting**
- **Audit facilitation, preparation, planning and execution**
- **Contracts (Food Service, Maintenance, Transportation, Copiers)**
- **Tuition billing/receiving**
- **Federal Grant administration and reports (W2s and 1099s)**

Source: NH Revised Statutes

Annotated;7/23/2014 Letter to SAU Planning

Committee re: SAU#6 Services the Cornish

School District Receives

Employees

194-C:4.II(b) Recruitment, supervision, and evaluation of staff; labor contract negotiation support and the processing of grievances; arrangement for mediation, fact finding, or arbitration; and management of all employee benefits and procedural requirements.

Superintendent

- ***Oversees*** recruitment and hiring
- Negotiations
- Ensures that someone is designated as the Title IX coordinator and official receiver of complaints of sexual and other workplace harassment - 194-C:4.II(d).

Human Resources

- Maintenance of Employee Files (Contracts, evaluation reports, benefits, leaves, licenses)
- Employee Relations Support
- Compliance with state and Federal Labor Laws (FMLA, ADDA, Worker's Comp)
- Employee Benefits
- Staff HQT
- Certification

Curriculum

194-C:4.II(c) Development, review, and evaluation of curriculum, coordination of the implementation of various curricula, provisions of staff training and professional development, and development and recommendation of policies and practices necessary for compliance relating to curriculum and instruction.

Superintendent

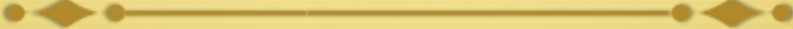
- Educational Leadership
 - Works with administration and Board to set the mission and vision and align the delivery of instruction
 - Ensures that standards are being met through curriculum, instruction, professional development, and assessment
 - Supports academic excellence and development of the “whole student”

Technology

- Professional development to ensure that all faculty is fully capable of integrating technology into their instruction.

Special Education

194-C:4.II(d) Compliance with laws, regulations, and rules regarding special education, Title IX, the Americans with Disabilities Act, home education, minimum standards, student records, sexual harassment, and other matters as may from time to time occur.



Director of Special Education and Student Services

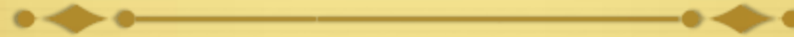
- Compliance with all laws, regulations, and rules regarding Special Education
- IDEA Grant application and reporting (development of a district service plan)
- Professional development of all Special Education faculty and service providers
- IEP Compliance
- Student evaluation for eligibility

Director of Special Education and Student Services (cont)

- Physical Therapy and Occupational Therapy Services
- Catastrophic Aid Reporting
- Medicaid Billing Management
- SPED Administrative representation in legal disputes
- Out-of-District Coordinator
- Home education coordinator

Pupil Achievement and Assessment

194-C:4.II(e) Pupil achievement assessment through grading and state and national assessment procedures and the methods of assessment to be used.

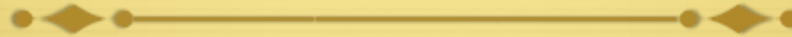


Superintendent's Office

- Educational Leadership
 - Ensures that students are assessed through required state and federal measures.
 - Assists administration and faculty to ensure that students are assessed through multiple measures.

On-Going District Need Assessment

194-C:4.II(f) The on-going assessment of district needs relating to student population, program facilities and regulations.



Superintendent

Facilities: Work with administration to assess facilities needs and usage

Business Office

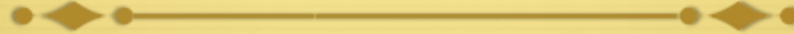
- Facilities: RFP issuance management.
- Buying power – volume purchasing

Technology

- Work with administration on whole system issues: Purchasing, Planning, Data Systems Service, Innovative Services, Manage Software Subscriptions, Antivirus protection

Compliance with Federal, State. and Local Requirements

194-C:4.II(g) Writing, receiving, disbursement, and the meeting of all federal, state, and local compliance requirements.



Superintendent

- Ensure compliance with all federal and state reporting

Business Office

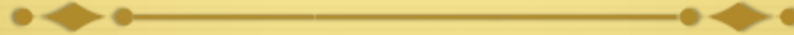
- All required federal, state, and local financial reporting
- Federal Grant administration and reports

Special Education

- IDEA Grant application and reporting
- Increased access to SPED PD through consolidation of IDEA grant

Insurance/Legal

194-C:4.II(h) Oversight of the provision of insurance, appropriate hearings, litigation, and court issues.



Superintendent

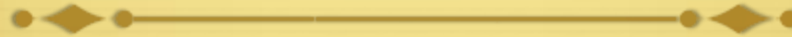
- Oversight of all legal issues and contact with District Counsel
- Negotiations

Special Education

- SPED Administrative representation in legal disputes

School Board

194-C:4.II(i) School board operations and the relationship between the board and the district administration.



Superintendent Office

In conjunction with the Board and school administration:

- Strategic Planning
- Policies

Daily Administration

194-C:4.II(j) The daily administration and provision of educational services to students at the school facility including, but not limited to, fiscal affairs; staff, student, and parent safety and building issues; and dealing with citizens at large.

Superintendent

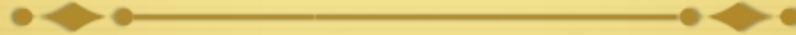
- Educational Leadership
 - Ensure that building leadership is providing appropriate site-based management and complying with all requirements.

Business Office

- Contracts (Food Service, Maintenance, Transportation, Copiers)

Administrative and School Facilities

194-C4.:II (k) Assignment, usage, and maintenance of administrative and school facilities.



Superintendent

- Educational Leadership
 - Ensures that building leadership maintains and appropriately utilizes school facilities

Business Office

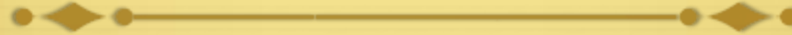
- Facilities: RFP issuance management. Buying power – volume purchasing

Technology

- Ongoing management of systems

Designation of Number, Grade, or Age Levels

194-C:4.II(l) Designation of number, grade or age levels and, as applicable, other information about students to be served.

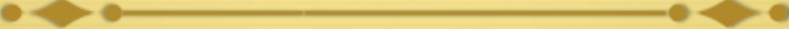


Superintendent

- Educational Leadership
 - Work with building administration to ensure that students are being appropriately served.

Governance/Discipline

194-C:4.II(m) Pupil governance and discipline, including age-appropriate due process procedures.

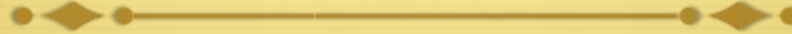


Superintendent

- Disciplinary Guidance
 - Work with building administration to ensure proper procedures are followed according to pupil discipline policies.
 - Provide legal guidance and contact with District Counsel regarding any pupil discipline issues.

Administrative Staffing

194-C:4.II(n) Administrative staffing.

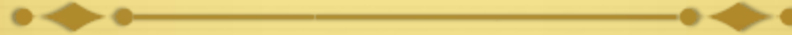


Superintendent

- Educational Leadership
 - In a large district with multiple schools, design administrative structure with the Board.
 - In a single school district, ensure that the Board hires appropriate school leadership.

Transportation

194-C:II.4(o) Pupil transportation.



Superintendent

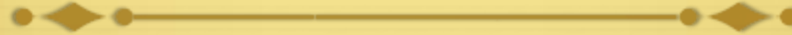
- Ensure that building administration provides appropriate and legally required pupil transportation.

Business Office

- Contracts: Transportation

Budget

194-C:4.II(p) Annual budget, inclusive of all sources of funding.



Superintendent

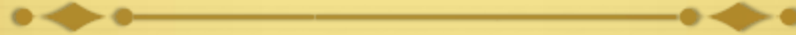
- Budget guidance/goals/priorities

Business Office

- Budget Preparation
- Budget Management

Calendar

194-C:4.II(q) School calendar arrangements and the number and duration of days pupils are to be served pursuant to RSA 189:1.

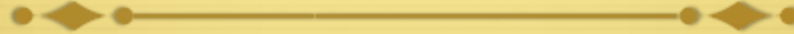


Superintendent

- Work with building administration and Board to set the school calendar according to statute.
- Negotiations with teachers regarding days worked beyond required student days for the purposes of professional development and other professional work.

Consultants

194-C:4.II(r) Identification of consultants to be used for various services.




Superintendent

- Educational Leadership
 - Work with all district and building administrators to determine need for consultants and identify appropriate resources for consultation.

Business Office

- Contracts

The background of the slide is a collage of various vintage postage stamps and postmarks. Visible elements include a red circular postmark from 'PAR AVION' (Airmail) with a date of '02 29 33', a red rectangular postmark from 'MADRID' with a date of '1930', and a red circular postmark from 'COSTA RICA'. There are also various numbers and other markings scattered across the collage.

Sample Alternative Organization Plans for a Single District SAU



Superintendent – Oversees that the requirements of 194-C:4 are met

Responsibility	Duty of	Fulfills requirement
Educational Mission; Financial Oversight /Management; District Needs Assessment; Fed/State/Local Compliance; Insurance/Legal; School Board; Grade Levels; Discipline; Administrative Staffing; Transportation; Budget; Calendar; Consultants; Contracts/Negotiations	Superintendent/B usiness Manager (part time - possibly with payroll services contracted)	194-C:4.I 194-C:4.II.a,b,f,g,h,i,j,l,m,n,o,p,q,r
Educational Mission; Employees; Curriculum; Achievement/ Assessment; District Need Assessment; Daily Administration; Facilities; Grade Levels; Discipline; Budget; Calendar; Consultants	Principal / Curriculum Coordinator (full time)	194-C:4.I 194-C:4.II.b,c,e,f,j,k,l,m,p,q,r
Special Education; Fed/State/Local Compliance	Director of Special Services (subcontracted or hired full time with teaching and/or case management duties)	194-C:4.II.d,g
Maintenance of tech infrastructure, professional. development, facilitate tech integration in curriculum	Director of Technology (subcontracted)	194-C:4.II.c.k
Clerical support to Superintendent: payroll, accounts payable, accounts receivable, high school and out of district tuition, Medicaid billing, food services, HR services.	Administrative Assistant to Superintendent (salaried position with benefits)	194-C:4.II.a,d

Superintendent – Oversees that the requirements of 194-C:4 are met

Responsibility	Duty of	Fulfills requirement
Educational Mission; Financial Oversight; All Special Education functions; District Need Assessment; Fed/State/Local Compliance; Insurance/Legal; School Board; Administrative Staffing; Budget; Consultants; Contracts/Negotiations	Superintendent/Special Education Director (full time)	194-C:4.I 194-C:4.II.b,d,f,g,h,i,l,m,n,p,r
Educational Mission; Employees; Curriculum; Professional Development; Achievement/Assessment; Discipline; District Need Assessment; Daily Administration; Facilities; Transportation; Food Services; Grade Levels; Budget; Calendar; Consultants	Principal / Curriculum Coordinator/Site Coordinator (full time)	194-C:4.I 194-C:4.II.b,c,e,f,j,k,l,m,o,p,q,r
Financial Oversight /Management; Budget; Transportation; Federal and State grants	Business Manager (subcontracted with payroll services)	194-C:4.II.a,d,g,p
Maintenance of tech infrastructure, staff development, facilitate tech integration in curriculum	Director of Technology (subcontracted)	194-C:4.II.c.k
Clerical support to Superintendent and HR functions.	Administrative Assistant to Superintendent (salaried position with benefits)	194-C:4.II.a,b,d