

SCHOOL ADMINISTRATIVE UNIT #48
SUMMARY OF SAU SERVICES TO MEMBER DISTRICTS

Campton – Ellsworth – Holderness – Pemi-Baker Regional – Plymouth – Thornton – Waterville Valley - Wentworth

School Administrative Unit #48 provides a wide range of services to member districts. Through the SAU, our School Districts meet the requirements of Ed302.2 (attached). The following is a summary of many of the services which are provided by the SAU office to member districts.

FISCAL SERVICES

- Coordinates annual CPA audit
- Manages cash flow
- Pays invoices
- Documents and bills tuition
- Produces payroll and files all state & federal reporting
- Maintains records and files
- Manages bank accounts
- Produces and files reports
- Manages federal and state grant funds and related reporting requirements
- Consults regularly with school district treasurer concerning school district business
- Communicates with municipal office concerning school district cash flow needs
- Develops annual budgets
- Monitors annual budgets
- Coordinates transportation
- Provides required services outlined in Ed303.2 d,f,k
- Supervises fiscal services personnel and their work
- Reviews and signs all reports, audits, and forms relating to fiscal services
- Advises the school board concerning changes in procedures that would enhance efficiency of school district business operations
- Develops and recommends to school boards policies necessary for compliance relating to management of school district funds
- Files necessary annual reports and forms for receipt of Building Aid by local districts.
- Updates school boards and school personnel concerning changes in any federal or state laws or regulations relating to any of the above

PERSONNEL & LABOR RELATIONS

- Advertises and recruits staff
- Develops and maintains personnel files on all staff
- Interviews finalists and recommends staff
- Produces salary and benefit sheets for budgeting process
- Supervises & evaluates principals
- Ensures and monitors the evaluation of professional & non-professional staff
- Negotiates and generates contracts
- Processes grievances and conducts grievances hearings
- Arranges for mediation, fact finding and/or arbitration when necessary

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- Manages all benefit packages (health, dental, life and disability insurance claims, workers comp, unemployment Section 125, etc.)
- Manages separation process for employees (e.g. administers COBRA)
- Processes requests for personnel information (e.g. from banks, mortgage companies, prospective employers, graduate schools, etc.)
- Administers requirements of Section 504 and the Americans with Disabilities Act
- Updates school board and school personnel concerning changes in any federal or state laws regulations relating to any of the above.
- Maintains personnel database
- Generates hiring reports (personnel action forms, new hire reporting, etc.)

REGULATORY COMPLIANCE

- ESOL Compliance
- Special education
- Title IX
- Harassment
- Section 504
- Americans with Disabilities Act (ADA)
- Discrimination
- Home education
- Minimum standards
- Student records
- Develops and recommends to school boards policies necessary for compliance with all of the above
- Updates school boards and school personnel concerning changes in any federal or state laws or regulation relating to the above
- Develops and recommends to school boards policies necessary for compliance with relations to relating to any of the above
- Homeless Education

SPECIAL EDUCATION

- Provides leadership, direction and resources for district principals and special education personnel
- Works with, provides direction to special education staff
- Coordinates with building administrators – recruitment, acquisition & replacement of special education personnel
- Assist special education teachers and IEP teams with cases when assistance is required/requested
- Responsible for arranging specialized transportation of students with educational disabilities that require transportation as related service
- Assist case managers in locating consultants and specialists for students with needs beyond expertise of the school
- Works with districts developing appropriate special education programs and services
- Coordinates new special education programs within SAU #48

- Monitors local programs and makes recommendations to building administrators, assistant superintendents and superintendent
- Administers reimbursement from Medicaid, court-ordered Chapter 402 and Catastrophic Aid programs
- Act as liaison between State Department of Education, agencies, organizations, groups & citizens and districts of SAU #48
- Involved in assisting building administrators in annual evaluation of special education staff
- Conduct or develop in-service workshops & training for special education personnel
- Responsible for implementation of state and federal legislation: PS 99-457 (Preschool); IDEA '04; Section 504
- Analyze data, distribute data to districts, supervise updates of student information within Special Education Information System (SPEDIS).
- Develop & revise policies & procedures in compliance with state and federal legislation
- Ensure appropriate case management of students in the SAU who receive education in out-of-district placements
- Represent the SAU and/or districts in matters of litigation, due process hearings, etc.
- Make application on behalf of districts for federal or state funds that become available or to which districts are entitled (IDEA)
- Implement, supervise budget for federal and state grants

CURRICULUM & INSTRUCTION

- Curriculum Development
Curriculum Review
- Coordination of Curriculum Implementation
- Staff training and staff development
- Provides training and staff development
- Provides training and assistance to principals in supervising implementation of the curriculum and instruction
- Updates school boards and school personnel concerning changes in any federal or state laws or regulations relating to curriculum and instruction
- Develops and recommends to school boards policies necessary for compliance relating to curriculum and instruction
- Master curriculum maps available on line at www.sau48.org

FACILITIES

- Develop safety training for facilities personnel i.e. MSDS, PPE
- Monitor asbestos removal, 6 month inspection, 3 year re-inspection
- Monitor oil tank annual inspections and/or tanks Oil tank replacements
- Monitor quarterly water testing, 3 year renewal
- SAU 48 District wide service contracts to include:
 - ° Fire, sprinkler, fire extinguishers, kitchen-hoods, back-up generator, boiler, water treatment, HVAC, DDC system, #2 Fuel oil.

- Preventative maintenance work order system
- Energy saving programs
- Facilities training: Building maintenance, building cleaning
- Facilities 5 year Capital Improvement Plans
- Oversee facilities constructions plans and projects

CAREER AND TECHNICAL EDUCATION

- Provides oversight to Carl Perkins Grant
- Completes and files all reports necessary to receive funding
- Provides direction and supervision

MEDICAL SERVICES

- Concussion management including, but not limited to: baseline testing, concussion evaluation, concussion management, and return to learning and play administration
- Concussion education (parents, coaches, and students)
- Impact testing (Computerized neuro-cognitive baseline and post-concussion testing)
- Orthopedic assessment and management
- Injury prevention
- Injury rehabilitation
- Health and medical related policy development and consultation
- Family concussion and injury consultation
- Emergency Action Planning
- Maintain and update required services mandated by state law and NHIAA
- Coordinate contracted medical services provided by others to all schools within SAU 48.

LEGAL ISSUES

- Consults with legal counsel concerning legal issues facing the school district
- With legal counsel, represents the school board in hearings, litigation, and court action involving the school district
- Advises the school board concerning legal issues relating to education
- Plans for and posts board meetings, hearings, and district meetings to meet legal dates and requirements

GRANT WRITING AND GRANT MANAGEMENT

- Title I A Helping Disadvantaged children meet high standards
- Title II A Professional Development
- Title II D Technology
- Title IV A Safe and Drug-Free Schools
- Title V Innovative Programs
- Title VI Rural Education Achievement Program (REAP)
- Career Technical Education Perkins Grant
- Competitive grants

- Update school boards and school personnel concerning changes in any federal or state laws or regulations relating to any of the above

STAFF DEVELOPMENT

- Monitors Every Student Succeeds Act staff regulations
- Develops and delivers staff development programs for professional and non-professional staff relating to: curriculum and instruction, regulations, procedures, practices, and policies which impact employees and/or their working conditions or
- Provides monthly professional development meetings for principals
- Maintains records necessary for certification and re-certification of staff
- Updates school boards and school personnel concerning changes in any federal or state laws or regulations relating to any of the above
- Develop and recommend to school boards policies necessary for compliance relating to any of the above

STUDENT ASSESSMENT

- Keeps instructional personnel and school boards informed about advances/changes in tests and testing procedures, and, when necessary, selects appropriate tests for use in SAU schools
- Implements the state achievement testing program
- Disseminates test results to the schools and to the school boards
- Keeps principals and school boards informed of changes in state regulations and requirements for achievement testing and state mandated testing

PURCHASING

- Provides SAU members and their town governments with the opportunity to participate in a cooperative purchasing collaboratively
- Conducts bidding for member districts whenever the size of a purchase, state law and/or local policy

LONG RANGE PLANNING

- Develops and analyzes student population projections
- Collects and distributes statistical and facilities data as requested
- Advises local boards and planning groups re: programmatic, legal or regulatory requirements that impact facilities planning
- Provides information to state agencies as requested relative to planning
- Provides bidding/supervision of privatized services, transportation, nursing, etc.

BOARDS AND GOVERNMENTAL MEETINGS

- Plans and develops agendas
- Attends 15 regularly scheduled board and subcommittee meetings per month (not including special meetings or work sessions on budget, etc.)
- Attends Commissioner's meetings, Department of Revenue Administration, and State Department of Education meetings

TECHNOLOGY

- Maintains the District's technology infrastructure, including wireless and internet access and hardware units (laptops, screens, projectors and telephones), and operating systems.
- Supports software installation and back-office functions necessary to maintain intended functionality of individual software packages; coordinates, integrates and maintains databases.
- Establishes systems and routines to safeguard the security of technology systems, and to back-up information (both on-site and off-site).
- Ensures compliance with New Hampshire House Bill 1612 (HB 1612) by developing a data security plan to protect students, teachers, and department records from cyberattack.
- Provides short-term and long-term planning reflecting the rapidly changing and expanding utilization of technology by end-users within the district.
- Directs online assessment systems and setup including NWEA, SAS, PSAT/SAT Digital, and KITE.
- Works with administrators and educators to develop and implement the District Technology Plan.
- Actively seeks partnerships for technology in the community.
- Provides leadership with MS Active Directory, Google Admin, group policies, security groups, and network logon scripting.
- Sets up and maintains Windows 10, Microsoft Server. Linux server and Mac OS X experience/knowledge advantageous.
- Advises administration on the acquisition and maintenance of technology software, hardware, and infrastructure.
- Consults with administrative team in preparing annual budgets.
- Provides leadership in classroom technology including SmartBoards, clickers, document cameras, sound systems, projectors, cameras, etc. a strong plus.
- Oversees student data systems, PowerSchool and School Messenger preferred.