

SUMMARY OF SAU 48 SERVICES TO MEMBER DISTRICTS

Campton – Ellsworth – Holderness – Pemi-Baker Regional – Plymouth – Rumney -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 that are provided by the SAU office to member districts.

FISCAL SERVICES

- Coordinates annual CPA audit
- Manages cash flow
- Pays invoices
- Documents and bills for tuition
- Produces payroll and files all state & federal reporting
- Maintains records and files
- Manages bank accounts
- Produces and files financial reports
- Manages federal and state grant funds and related reporting requirements
- Consults regularly with the school district treasurer concerning school district business
- Communicate with the 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 including Tax Rate data calculations to the State Department of Revenue Administration
- Management of all Nutrition Programs to include Contracted Services, Free & Reduced Applications, Account Collections, and compliance with Federal regulations.
- Advises the school board concerning changes in procedures that would enhance the efficiency of school district business operations
- Develops and recommends to school boards policies necessary for compliance relating to the 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
- Files direct reporting of ACA requirements to IRS

PERSONNEL & LABOR RELATIONS

- Advertises and recruit staff
- Develops and maintains personnel files on all staff
- Interviews finalists and recommends staff
- Produces salary and benefits sheets for the budgeting process
- Supervises & evaluates principals
- Ensures and monitors the evaluation of professional & non-professional staff
- Negotiates and generates contracts
- Processes grievances and conducts grievance hearings
- Arranges for mediation, fact-finding, and/or arbitration when necessary
- Manages all benefit packages (health, dental, life and disability insurance claims, workers comp, unemployment Section 125, etc.)
- Manages separation process for employees

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- 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 federal or state laws or regulations relating to the above.
- Maintains personnel database
- Generates hiring reports (personnel action forms, new hire reporting, etc.)
- Conducts or assists in staff investigations
- Conducts or assists in student investigations

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 regulations 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.
- Monitors local programs and makes recommendations to building administrators, assistant superintendents, and superintendent.
- Develops and manages annual special education budgets.
- Assists schools in locating and contracting with specialists (Vision, OT, PT, Psychologist, etc.).
- Creates purchase orders and pays invoices for contracted services.
- Coordinates with building administrators on matters of special education personnel.
- Assists IEP teams with cases when assistance is required/requested.
- Arranges specialized transportation for students with IEPs which specify this related service.
- Works with districts on developing appropriate special education programming and services.
- Coordinates new special education programs within SAU #48 as needed.
- Administers reimbursement from Medicaid, Court-Ordered Chapter 402, and Special Education Aid programs.
- Acts as liaison between the State Department of Education, agencies, organizations, community partners, and districts of SAU #48.
- Monitors implementation of state and federal legislation: IDEA Part B, IDEA Part C; Section 504, NH Ed 1102.04.
- Analyzes and distributes data to districts, and supervises updates of student information within NHSEIS.
- Conducts annual Child Find.

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- Develops and revises special education/504 policies and procedures in compliance with state and federal legislation.
- Oversees reporting and compliance, including preparation and submission of all reports and data for federal, state, and district monitoring of special education.
- Ensures appropriate case management of students in the SAU who receive education in out-of-district placements.
- Develops budget and oversees Preschool Program.
- Provides staff development for special education personnel.
- Represents the SAU and districts in matters of litigation, due process hearings, etc.
- Makes applications on behalf of districts for federal or state funds that become available or to which districts are entitled (IDEA). Manages approved grants.
- Coordinates monthly Interagency Meetings and monitors court-involved students.

CURRICULUM & INSTRUCTION

- Curriculum Development
- Curriculum Review
- Coordination of Curriculum Implementation
- Provides training and staff development
- Maintenance and submission of PD Master Plan on file with NHED
- Provides training and assistance to principals in supervising the 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 are available online 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 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 10-year Capital Improvement Plans
- Oversee facilities construction plans and projects

SAFETY AND SECURITY

- Maintain and update Emergency Operations Plans for each facility
- Coordinate site visits from New Hampshire Homeland Security and provide recommendations to enhance safety
- Ensure functionality of the controlled access system
- Coordinate SAU Threat Assessment Protocols at each building
- Ensure functionality of surveillance systems
- Coordinate with local law enforcement and first responders to enhance safety and security.
- Provide recommendations on necessary infrastructure changes.

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TECHNOLOGY

- Upgrade applications, peripherals, and infrastructure on an ongoing basis
- Maintain a secure network Perform regular Cyber Security checks and updates
- Hardware maintenance and regular cleaning
- Maintain and update 5-year technology, infrastructure, and software plans
- Oversee infrastructure plans and projects
- Provide hardware, software, and connectivity for staff and student use
- Maintain our mobile device one-to-one initiative for students K-12
- Develop and implement a plan for digital instruction for K-12 staff
- Participate in the national Student Data Privacy Consortium to have all of our technology applications vetted for security of PII information
- Upgrade classroom instructional resources with emerging technology items
- Provide adequate technical staff for support to be readily available on-site for both infrastructure and application

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 includes but is 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
- Document policies related to cooling for an exertional heat stroke victim consistent with guidelines established by the American College of Sports Medicine and the National Athletic Trainers' Association.
- Maintain and update required services mandated by state law and NHIAA
- Coordinate contracted medical services provided by others to all schools within SAU 48
- Obtain student-participant medical information relative to any injury or illness related to or involving any head, face, or cervical spine, cardiac injury or diagnosis, exertional heat stroke, sickle cell trait, asthma, allergies, or diabetes for each student-athlete before participation.
- Identify when students can return to play after a sports or illness-related injury.
- CPR, First Aid instruction, and certification of staff, students, and coaches.
- Identify the location of any automated external defibrillators (AEDs) and personnel trained in the use of the automated external defibrillator.
- Maintain and update required services mandated by state law and NHIAA.

LEGAL ISSUES

- Consults with legal counsel concerning legal issues facing the school district

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- 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 Part A Helping Disadvantaged children meet high standards
- Title II Part A Professional Development
- Title IVA Safe and Health Schools, Well-Rounded activities, and technology
- Title V Part B Subpart 2 - RLIS
- Title VI Rural Education Achievement Program (REAP)
- IDEA Grants
- Robotics Grant
- Career Technical Education Perkins Grant
- Procuring competitive grants to enhance programming currently available
- Ensure compliance with ESEA Consolidated Monitoring/Audit conducted by NHED
- Provide professional development to staff to ensure compliance with NHED monitoring indicators
- 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 that impact employees and their working conditions or
- Provides monthly professional development meetings for principals
- Maintains records necessary for certification and recertification of staff
- Provides support with adding teaching endorsements including creating a statement of eligibility (SOE), and site-based licensing plans (SBLP).
- 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 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 cooperative purchasing collaboratively
- Conducts bidding for member districts whenever the size of purchase, state law, and/or local policy

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LONG RANGE PLANNING

- Develops and analyzes student population projections
- Collects and distributes statistical and facilities data as requested
- Advises local boards and planning groups regarding programmatic, legal, or regulatory requirements that impact facility 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