



DOVER SCHOOL DISTRICT SAU 11

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Empowering all Learners

MEMORANDUM

TO: Members of the Dover School Board;
FROM: Dr. William R. Harbron, Superintendent
DATE: June 12, 2023
RE: Board Policy and Job Description Modification: Business Administrator

BA LICENSURE REPEAL:

Some of you may be aware that the State Board of Education has elected to repeal the Business Administrator (BA) endorsement (NH ED Rule 506.03). This means there would no longer be a requirement for BAs to be licensed by the NH State Board of Education. The repeal will take effect July 1st with the Commissioner and the State Board Chair, agreeing to the following:

- The BA position is unique and would be amenable to codifying a DOE position that provides a best practice for (School Boards and Superintendents) recruiting/hiring association-certified BAs (while they can't mention NHASBO specifically, NHASBO would become the de-facto certifying agency for BAs in the state of New Hampshire).
- It was agreed that the issue with BAs working for Charter Schools would have to be addressed (NHRS participation issue).
- It was also stated that the DOE would allow any currently licensed BAs to renew their license this year (before June 30th), even if they aren't currently up for renewal this year. (This will require a manual change of the renewal dates by the DOE, but it would allow licensed BAs 3 years).
- They were also amenable to allowing those currently on the licensure path to complete the process (and issue them a license), as long as it was completed before June 30th.

BOARD ACTION REQUESTED:

The repeal of the requirement does not eliminate the Business Administrator's eligibility for retirement, but it does allow for the position to be moved from the higher withholding rate of 21.02% to the lower rate of 14.06% (District's cost for Fiscal Year 2022-2023). In order for this reduction in expense to be realized, the requirement for the Business Administrator to maintain this certification under the NHDOE would need to be removed from any board policies, and any board approved job descriptions stating such.

For this reason, I am requesting that the Dover School Board approve the removal of the NHDOE licensure requirement for the District's business administrator from all existing policies, and job descriptions.

Furthermore, I am requesting that the School Board approve the job title of "Business Administrator" be replaced with "Chief Financial Officer" in all existing board policies and job descriptions.