



School District Governance Association of New Hampshire

Model Policy Approved 2025-08-18

Professional Staff Hiring

Policy Code(s) GCF

Policy Text	Annotations
<p>The school board is solely responsible for hiring and discharging professional staff. Only a majority vote of the board authorizes a professional hire or a discharge. The Superintendent has authority to hire and discharge non-professional staff. Professional staff are defined as all those employees who require certification by the NH Department of Education, or those with teaching responsibilities, or high-level administrative responsibilities, or non-teaching professional staff.</p>	<p>This is consistent with NH DOE Administrative Rule 302.01 (c): The administrative and leadership services shall be defined and directed by the governing body employing the superintendent.</p> <p>Professional staff include principals, assistant principals, SPED coordinators, librarians, physical therapists, speech/language pathologists, psychologists, guidance counselors, etc.</p>
<p>Hiring Professional Staff At least one board-designated member of the school board, and as many as would not constitute a quorum, shall be present during interviews for administrative [professional] candidates once the best three candidates have been selected for subsequent interviews. In all cases, at least one board member must be present during interviews when there is just one application. This is to ensure that the board is confident that the best candidates are ultimately presented to the board. At least one board member must be present for the final interview before a candidate is proposed to the board. The entire board must be given the candidate's full resume including educational attainments, work history and recommendation letters along with proposed position step level, title, and salary at least a week in advance of the board's vote to approve employment. In the case that the Superintendent recommends a relative, close friend, or him or herself for a position, the board as a whole is required to interview the top three candidates in public.</p>	<p>This is to ensure the best candidates are being presented to the board and that the board is aware of the quality of the applicants and recommended applicants. To discourage nepotism and favoritism, the board as a whole must interview a minimum of three candidates in public for positions in which the superintendent has nominated a relative, friend or him or herself.</p>
<p>Adequate notification and Accommodation of Board Members The board may attend staff hiring at their discretion. The Superintendent shall at all times inform the board well in advance of interview times and places and will work to accommodate board involvement if so requested.</p>	
<p>Non-renewals and Re-employment of Professional Staff</p>	

<p>The superintendent shall present the information listed below to the school board at least two weeks prior to the legal deadline for notification of non-renewals as established by statute. Currently, this is April 15, or within 15 days of the adoption of the district budget by the legislative body, whichever is later.</p> <ol style="list-style-type: none"> 1) a list of teacher non-renewals; 2) a list of nominations for re-employment for the coming academic year; 3) the district's teacher-student ratio based on these nominations and requested new hires; 4) department level academic results from all testing sources; 5) the results of teacher evaluations; 6) the most recent "Mandatory Report to Voters" per RSA 189:76. <p>This is to ensure the board is renominating quality teaching staff and adequately staffing the district. As the list of staff non-renewals and renewals can be a sensitive matter, the board may wish to discuss this information in non-public under RSA 91-A:3 (a) "personnel exemption."</p>	<p>School board members who participate in this are bound by confidentiality. RSA 189:14-a Failure to be Renominated or Reelected. –</p> <p>I. (a) Any teacher who has a professional standards certificate from the state board of education and who has taught for one or more years in the same school district shall be notified in writing on or before April 15 or within 15 days of the adoption of the district budget by the legislative body, whichever is later, if that teacher is not to be renominated or reelected, provided that no notification shall occur later than the Friday following the second Tuesday in May.</p> <p>New hires include replacements for departing staff and new positions.</p>
<p>Advertising for Professional Staff</p>	
<p>At no time is any administrator to advertise for professional staff without the express vote of the board authorizing both the advertisement and the hiring, even in cases where the position is currently filled and suffers an unexpected resignation. This is to ensure the board is always in full control of the employment and numbers of professional staffing.</p>	
<p>Exit Interview for Professional Staff</p> <p>The board welcomes all staff to either write or appear before them by way of an exit interview so that the board can be keep apprised of staff issues and morale. The board will refrain from calling upon "personnel issues" or "reputation" in RSA 91-A, II(a) and/or (c) to enter into nonpublic session for exit interviews. Frank discussion of supervisory complaints by an exiting employee is in no way to be construed as a reputational matter by the board and should be conducted in public.</p>	

Nomination by the Superintendent Once interviews properly attended by school board representation, and background, criminal history and employer checks have been conducted, the superintendent may nominate one or a pool of candidates for the board's approval, as per RSA 189:39. The school board may approve or reject any nominee by the superintendent. Open discussion of candidates shall be done in public and shall not be sheltered under the nonpublic exemption of "reputation" under RSA 91-A unless unproven allegations of criminal or professional misconduct by a specific applicant under consideration is to be discussed.	People hired by a public body and entrusted to direct the education of children are to expect public vetting and scrutiny of their application and qualifications for employment. Parents should expect no less. It is a vile current practice to silence all discussion in public about hires or conduct them secretly in nonpublic sessions where the public cannot assess the level of scrutiny given to candidates.
No Delegation of these Responsibilities The Board may not delegate the responsibilities set out in this policy to a smaller cohort of board members or to an administration official, including the Superintendent.	
References	
RSA 91-A, II	Right to Know Law, nonpublic sessions
RSA 189:13	Dismissal of Teacher
RSA 189:13 (c)	Credentialed Applicant and Candidate Criminal History Records Check
RSA 189:14-a	Failure to be Renominated or Reelected
RSA 189:39	Professional staff are to be nominated by superintendent
RSA 189:76	Mandatory Report to Voters
NH DOE Administrative Rules 302 and 303	Responsibilities of Superintendents and School Boards