

HB 1403 - AS INTRODUCED

2026 SESSION

26-3245

12/06

HOUSE BILL **1403**

AN ACT relative to credentials for the position of school business administrator.

SPONSORS: Rep. Damon, Sull. 8; Rep. Ebel, Merr. 7; Rep. Balboni, Rock. 38; Rep. Fellows,
Graf. 8; Rep. Bricchi, Merr. 15

COMMITTEE: Education Policy and Administration

ANALYSIS

This bill establishes required credentials for the position of school business administrator.

Explanation: Matter added to current law appears in ***bold italics***.
Matter removed from current law appears ~~[in brackets and struckthrough.]~~
Matter which is either (a) all new or (b) repealed and reenacted appears in regular type.

STATE OF NEW HAMPSHIRE

In the Year of Our Lord Two Thousand Twenty-Six

AN ACT relative to credentials for the position of school business administrator.

Be it Enacted by the Senate and House of Representatives in General Court convened:

1 1 New Section; School Business Officer; Required Credentials. Amend RSA 186 by inserting
2 after section 8 the following new section:

3 186:8-a School Business Administrator; Credentials Required.

4 I. An individual shall have the following entry-level requirements to be certified as a
5 business administrator:

6 (a) Have completed a state board of education-approved program in the area of business
7 administration at the bachelor's or master's degree level; or

8 (b) Have completed a bachelor's or master's degree in business, and:

9 (1) Have acquired the competencies, skills, and knowledge as itemized in paragraph
10 III and through experience in comparable business management positions; or

11 (2) Have demonstrated the equivalent of completing an approved program in
12 business administration through experience in comparable business management positions and
13 having successfully completed an individualized professional development plan.

14 II. The candidate shall file the following materials and documents with the bureau of
15 credentialing:

16 (a) Completed application forms;

17 (b) Previous work record;

18 (c) Education record; and

19 (d) A minimum of 3 confidential references from persons who can attest to the
20 candidate's proficiencies in the required leadership area.

21 III. Qualifications for business administrators shall include the following skills,
22 competencies, and knowledge in the following areas:

23 (a) Educational organization;

24 (b) Financial resource management;

25 (c) Human resource management;

26 (d) Facility and property management;

27 (e) Information management;

28 (f) Risk management;

29 (g) Pupil transportation; and

30 (h) Food service.

1 IV. In the area of educational organization, the candidate shall have knowledge and the
2 ability to administer and organize, including the ability to:

3 (a) Identify and apply management and leadership styles, including, but not limited to,
4 concepts of behavioral science and organizational structure theory;

5 (b) Develop and maintain positive organizational culture;

6 (c) Manage organizational change; and

7 (d) Knowledge of and ability to manage public policy and intergovernmental relations,
8 including the ability to:

9 (1) Assist in the development and application of policies and rules of local boards of
10 education, state educational authorities, state legislatures, and the federal government;

11 (2) Develop a financial model to monitor a school district's financial health; and

12 (3) Select professional advisors and contractors, including, but not limited to,
13 attorneys.

14 (e) Knowledge of and ability to manage legal issues, including familiarity with:

15 (1) RSAs 32, 33, 35, and others relating to budget, debt, and capital reserve funds;

16 (2) Laws around various state aid programs, including adequate education aid,
17 building aid, special education aid, and Medicaid billing;

18 (3) Laws relating to federal aid and program requirements, including RSA 94-142,
19 IDEA, and ESEA grant programs;

20 (4) State reporting requirements, including department of revenue administration
21 forms and reporting requirements;

22 (5) State and federal constitutional rights that apply to individuals within the public
23 education system; and

24 (6) Appropriate statutory and constitutional authority regarding the administration
25 of public schools and significant statutory and case law relative to:

26 (A) Financial resource management;

27 (B) Human resource management;

28 (C) Facility and property management;

29 (D) Information management; and

30 (E) Management of ancillary services; and

31 (7) Practice and application of ethical standards as they relate to the entire
32 profession of school business administration.

33 (f) Communicate clearly and effectively the financial status of the school district or
34 school administrative unit to the school board or the school administrative unit board and the
35 community within the district.

36 V. In the area of financial resource management, the candidate shall have the following
37 abilities and knowledge:

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1 (a) Knowledge of and the ability to apply the principles of school finance, including the
2 ability to:

3 (1) Explore alternative available revenue sources;

4 (2) Interpret the state funding model; and

5 (3) Analyze the impact of shifts in local, state, and federal funding and the effect on
6 local spending plans;

7 (b) Knowledge of and ability to implement budgeting and financial planning, including
8 ability to:

9 (1) Prepare a budget calendar to meet the time constraints of budget preparation;

10 and

11 (2) Prepare revenue projections and estimates of expenditures for school and
12 district-wide budgets;

13 (c) Knowledge of and ability to manage purchasing, including:

14 (1) Ability to apply the following:

15 (A) Generally accepted ethical concepts, as identified in the 2nd Edition of the
16 International School of Business Management Professional Standards and Code of Ethics as
17 referenced in Appendix II; and

18 (B) Computerized procedures in the bidding and purchasing process.

19 (2) Use of regional or cooperative purchasing with other school districts,
20 municipalities, counties, and the state purchasing bureau;

21 (3) Specification and competitive bidding;

22 (4) Contracting and contract administration;

23 (5) Performance contracting;

24 (6) Insurance and bonding; and

25 (7) Lease purchasing;

26 (d) Knowledge of and ability to manage supply and fixed asset management, including
27 the ability to:

28 (1) Manage and control inventories;

29 (2) Plan and implement a program for the maintenance and repair of equipment;

30 (3) Oversee the development and management of inventories; and

31 (4) Monitor and distribute supplies and equipment;

32 (e) Knowledge of real property management, including the ability to apply legal and
33 ethical management policies, procedures, and practices;

34 (f) Knowledge of and ability to implement accounting, auditing, and financial reporting,
35 including the ability to:

36 (1) Develop and monitor systems to account for, control, and report school district
37 revenue and expense;

1 (2) Prepare and analyze interim and annual financial reports for school boards,
2 communities, and other appropriate entities;

3 (3) Determine revenues and expenditures by fund, using state-approved charts of
4 accounts; and

5 (4) Establish and verify compliance with finance-related legal and contractual
6 provisions;

7 (g) Facilitate management control of all financial operations and funds, using
8 appropriate technology;

9 (h) Ability to manage a school district's cash, investments, and debt, including the
10 ability to:

11 (1) Comprehend procedures and legal constraints for cash collection and
12 disbursement;

13 (2) Select professional advisors/contractors, including, but not limited to:

14 (A) Bond counsel;

15 (B) Accountants and auditors;

16 (C) Actuaries;

17 (D) Financial advisors;

18 (E) Underwriters; and

19 (F) Banking institutions.

20 (3) Analyze the legal constraints and methods of issuing long-term general obligation
21 bonds and lease purchasing, including:

22 (A) The bond rating process;

23 (B) Role of the bonding attorney; and

24 (C) Rating services;

25 (i) Knowledge of and ability to evaluate technology available for school finance
26 operations, including the ability to:

27 (1) Keep current with technology applications;

28 (2) Maintain a working knowledge of the technology and software that are available
29 for business and financial operations;

30 (3) Evaluate and apply various technology tools for use in the business office; and

31 (4) Promote and assist in the development of staff training in technology for the
32 business office;

33 (j) Determine and advocate for the allocation of appropriate resources toward the
34 purchase and installation of technology and technology infrastructures in the school and business
35 office; and

36 (k) Participate in the development and issuance of specifications for technology
37 purchasing and technology infrastructure for school and business office functions.

1 VI. In the area of human resource management, the candidate shall have the following
2 abilities and knowledge:

3 (a) Knowledge of and ability to manage human relations, including the ability to:

4 (1) Identify and apply management theory and leadership styles including concepts
5 of behavioral science and organizational structure theory;

6 (2) Develop and maintain organizational culture; and

7 (3) Manage organizational change;

8 (b) Knowledge of and ability to manage the administration of personnel and benefits,
9 including:

10 (1) Knowledge of federal and state laws, rules, and regulations, including, but not
11 limited to, wage and hour requirements, Family Medical Leave Act, Fair Labor Standards Act,
12 Comprehensive Omnibus Budget Reconciliation Act, Americans with Disabilities Act, and workers'
13 compensation;

14 (2) Ability to coordinate the development and management of an appropriate
15 personnel information management system;

16 (3) Ability to administer collective bargaining agreements and personnel policies;

17 (4) Procurement and contract management for employee benefits such as workers'
18 compensation, unemployment compensation, medical and disability insurance; and

19 (5) Coordination of efforts relating to various employee committees such as safety
20 committees and wellness committees;

21 (c) Knowledge of and ability to manage business office staff development, including the
22 ability to assist district staff in determining their professional development needs for the
23 enhancement of employee training and development programs; and

24 (d) Knowledge of and ability to manage labor relations and collective bargaining,
25 including:

26 (1) Knowledge of NH RSA 273, the public sector collective bargaining law, as well as
27 case law pertaining to labor relations; and

28 (2) Ability to analyze and review jurisdictional, state, rules, and federal laws and
29 regulations with respect to collective bargaining and impasse procedures, including, but not limited
30 to, mediation and fact-finding.

31 VII. In the area of facility and property management, the candidate shall have the following
32 abilities and knowledge:

33 (a) Knowledge of and ability to manage facilities planning, including the ability to assist
34 in developing and implementing a strategic plan for facilities;

35 (b) Knowledge of and ability to manage maintenance and operations, including ability to
36 understand the steps and procedures required to keep schools clean, energy efficient, and well-kept
37 through routine custodial services, preventive maintenance, and energy management; and

1 (c) Knowledge and ability to manage facility construction, reconstruction, and
2 renovation projects, including the ability to enter into:

- 3 (1) Contracts for architectural, engineering, and construction;
4 (2) Bonding and insurance;
5 (3) Construction contract management and administration;
6 (4) Permitting; and
7 (5) School building approval and state construction aid programs.

8 VIII. In the area of information management, the candidate shall have a knowledge of and
9 ability to manage business office technology, including the ability to:

- 10 (a) Oversee the technical aspects of information management;
11 (b) Direct, protect, analyze, and update the information managed by the business office;

12 and

- 13 (c) Understand how district information is used in state and federal funding models.

14 IX. In the area of risk management, the candidate shall have the following abilities and
15 knowledge:

- 16 (a) Ability to ensure that a comprehensive risk management program is in place;
17 (b) Anticipate and manage risks, taking into consideration the individual nature of each
18 situation;
19 (c) Develop strategies and action plans to reduce exposure to risks;
20 (d) Knowledge of legal requirements for insurance; and
21 (e) Ability to direct the process of selecting/employing an insurance consultant or risk
22 manager.

23 X. In the area of transportation, the candidate shall have the following abilities and
24 knowledge:

- 25 (a) Knowledge of state requirements for a student transportation program;
26 (b) Knowledge of and ability to analyze the methods available for providing
27 transportation;

28 (c) Ability to ensure that a school bus maintenance and replacement program is
29 established and maintained;

30 (d) Ability to develop, implement, and maintain an efficient and comprehensive routing
31 and bus stop plan; and

32 (e) Ability to develop and implement a comprehensive human resource plan to include
33 recruiting, training, and retention of bus drivers.

34 XI. In the area of food service, the candidate shall have the following abilities and
35 knowledge:

- 36 (a) Knowledge of state and federal requirements of the food service program;

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1 (b) Knowledge of and ability to analyze the methods available for providing food service
2 and

3 (c) Knowledge of food safety and sanitation.

4 XII. The commissioner of the department of education shall adopt rules, after public hearing
5 and pursuant to RSA 541-A, relative to requirements to be certified as a business administrator.

6 2 Effective Date. This act shall take effect 60 days after its passage.