

**St. Albans City School District
St. Albans, Vermont**

Board Bylaws

Code: 2010

Adopted: 3/16/88

Amended: 7/8/93

Amended: 8/19/97

Article I The Board of School Commissioners

A. The Board of School Commissioners has the responsibility, under the Vermont Statutes and the St. Albans City Charter, for the operation and maintenance of the public schools of the City of St. Albans. The main function of the Board of School Commissioners is to formulate and disseminate policies which will govern the operation of said schools.

B. The membership of the Board of School Commissioners, the terms of office and method of election of membership, shall be in accordance with the applicable Vermont Statutes and the City Charter; the Charter taking precedence in areas where there is a conflict.

C. It should be stressed that the authority of the Board of School Commissioners can only be exercised at a duly warned meeting with a quorum of Commissioners present. Individual Commissioners have no power to take action or to make decisions on behalf of the whole Board of School Commissioners unless authorized to do so by the Board of School Commissioners.

Article II Board Committees

A. In order to more easily handle the workload and to promote an efficient operation of the School District the Board of School Commissioners will organize itself into the following standing committees:

1. Policy
2. Curriculum
3. Building/Finance
4. Personnel

Committee assignments will be made by the Chairperson of the Board of School Commissioners.

B. Function of the Standing Committees

1. Policy: To review periodically the current policies, and to make recommendations to the Commissioners for changes. When directed by the Board of School Commissioners, the committee will make recommendations for new policies on matters to which it is assigned.
2. Curriculum: To review, on a continuing basis, the course of study available to the students, its contents and method of presentation, including co-curricular activities, and to make recommendations for changes to the Board of School Commissioners. The committee shall keep abreast of changes and trends in education as they apply to the City School. The committee will also act at the direction of the Board of School Commissioners in matters of curriculum. It will keep in close contact with the community in order to be able to make recommendations which reflect the wishes and needs of the community.
3. Building/Finance: To review, on a continuing basis, the condition of the buildings and grounds which are entrusted to the Board of School Commissioners to maintain, and to make recommendations for repair, renovations and additions, when necessary. To report to the Board of School Commissioners periodically on the above, and to study problem areas as directed by the Board of School Commissioners.
4. Personnel: To represent the Board of School Commissioners in labor relations, including negotiations, grievances and similar matters.

To recommend procedures for the employment of both professional and non-professional personnel and to recommend the employment of candidates for both kinds of positions.

To review periodically the current master agreements and policies on conditions of employment and to make recommendations for changes.

- C. Unless a committee of the Board of School Commissioners has been specifically authorized by the full Board of School Commissioners at a duly warned meeting to take certain action its function shall be to make a report to the Board of School Commissioners recommending action. A quorum of a committee of the Board of School Commissioners shall be majority of the Commission members appointed to that committee.
- D. The Board of School Commissioners may from time to time form ad hoc study or advisory committees for the purpose of studying matters of concern to the Commissioners, and making reports on their findings or recommendations

to the Board of School Commissioners. Such Committees may, but need not, include members of the Board of School Commissioners.

Such committees shall be representative of the community in relation to the task assigned them. The Board of School Commissioners shall approve the members of an ad hoc committee and their method of selection upon the recommendation of the Superintendent.

Such ad hoc committees shall serve in an advisory capacity only, proposing recommendations based on an analysis of a problem, and shall exist only as long as is necessary for the study and the report to the Board of School Commissioners on particular projects assigned to them. They shall be discharged when their work is completed, or earlier if by a vote of the Board of School Commissioners.

E. All committee meetings shall be called by the Committee Chairperson in conjunction with the Superintendent or his/her designee, with official notification for same coming from the Superintendent's Office.

F. The Superintendent or his/her designee should attempt to attend all committee meetings and be involved in the development of all positions or policies to be recommended to the full Board of School Commissioners for adoption.

G. Building Level Administrators and staff will serve as a resource and their attendance and participation in committee meetings will be at the directions of the Superintendent.

H. Committee meetings should be task oriented and scheduled regularly on a need basis until such time as the task is completed.

I. Any member of the Board of School Commissioners may attend, and participate in the discussion of any meeting of any committee of the Board of School Commissioners, whether said Commissioner is appointed as a committee member or not. However, only appointed committee members shall have the right to vote.

Article III Organization

A. At the first regular meeting following the City elections in March, the Board of School Commissioners shall elect the following officers: Chairperson, Vice Chairperson and Clerk, from its own membership. The Board of School Commissioners shall appoint a secretary who need not be a member of the

Board of School Commissioners.

- B. The terms of office shall be until the next annual City election.
- C. If a vacancy occurs on the Board of School Commissioners, this vacancy shall be filled by the City Council according to the provisions of the St. Albans City Charter.
- D. The functions of the officers of the Board of School Commissioners shall be as follows:
 - 1. Chairperson - The Chairperson shall preside at all Board of School Commissioner meetings, and shall be responsible for the proper conduct of these meetings. He/she shall act as parliamentarian for the meetings. The Chairperson shall also be responsible for the calling of any special meetings which might be necessary from time to time. He/she shall sign legal documents and contracts and act in other circumstances on behalf of the Board of School Commissioners when so directed by the Commissioners at a duly warned meeting.
 - 2. Vice Chairperson - The Vice Chairperson shall serve in the absence of the Chairperson, and in the performance of this service shall exercise all of the powers of the Chairperson.
 - 3. Clerk - The Clerk shall be responsible for maintaining all permanent records of the proceedings of the Board of School Commissioners, an original copy of which shall be retained in the Superintendent's Office and an additional copy to be filed in the school office.

Article IV Meetings

- A. Regular meetings shall be held on the 2nd and fourth Thursday of each month, from 7:00 p.m. to 9:30 p.m. at the St. Albans City School. The Commissioner may vote to continue beyond the 9:30 closing time, however, it is the intent to make every effort to finish the meeting in a timely manner.
- B. A quorum composed of four (4) members shall be necessary for the transaction of all legal business.
- C. The Clerk of the Board of School Commissioners, or the Superintendent of Schools, shall give at least twenty-four hours notice of a Board of School Commissioners' meeting to each member of the School Board and also to the St. Albans Daily Messenger and to Radio Station WWSR, specifying the time,

place and purpose of the meeting, except in the case of regularly scheduled meetings which have been previously announced. No action of the Board of School Commissioners will be valid unless it takes place at a properly called meeting.

D. Special meetings may be called by the Board Chairperson or the Superintendent of Schools. In cases of emergency the twenty-four notice of meeting may be waived, although every effort will be made to notify the Board of School Commissioners members and the media as early as possible.

E. The agenda for each meeting shall be prepared by the Superintendent of Schools in conjunction with the Board Chairperson. Any Commissioner desiring to have an item placed on the agenda shall call the Chairperson by the Wednesday morning prior to the Commissioner's meeting. Items not appearing on the agenda shall be considered by the Commissioners only with the majority consent of the Commissioners. Items requiring action which do not appear on the agenda in advance, will be delayed until the subsequent meeting except in cases of emergency.

Persons, not members of the Board of School Commissioners nor of the administration, desiring to place subjects on the agenda shall submit these items in writing to the Superintendent at least one week prior to the meeting. It shall be the prerogative of the Chairperson as to whether the item in question is placed on the agenda.

Copies of the agenda will be mailed on the Friday prior to the Commissioners meeting to all Commission members, all administrators in the central office and the school office and to the St. Albans Daily Messenger and Radio Station WWSR.

The agenda should include all necessary background information for action items so that the Commissioners may make informed decisions. Important action items not requiring an immediate vote should generally be discussed at one meeting and then brought to a vote at the subsequent one.

F. In addition to the Superintendent and Assistant Superintendent, the Principal and Assistant Principal will be expected to attend all Board of School Commissioner meetings unless excused by the Superintendent or Board of School Commissioner Chairperson. Other staff members will attend on invitation of the Commissioners or Superintendent.

G. The following Order of Business will be adhered to at regular Board of School Commissioners meetings:

1. Call to order - 7:00 p.m.
2. Pledge of Allegiance
3. Consent Agenda
 - 3.1 Approval of Minutes of Previous Meeting(s)
 - 3.2 Financial Reports (First Meeting of the Month)
 - 3.3 Committee Reports (If Appropriate)
 - 3.4 Communications
 - 3.5 Administrative Reports (If Appropriate)
 - 3.6 Action Items (If Appropriate)
4. Action Items - Old Business
5. Action Items - New Business
6. Recognition of and Any Statements from Visitors
7. Executive Session (If Appropriate)
8. Adjournment

Any Commissioner present at the Board meeting may request that an item under the consent agenda be removed from that agenda and assigned to another section of the main agenda, such amendment to the agenda shall only occur with the majority consent of the Commissioners.

H. Robert's Rules of Order shall govern the proceedings of the Board of School Commissioners.

I. Meetings of the Board of School Commissioners for the transaction of business shall be open to the public, except that the Board of School Commissioners may, by majority vote, meet in Executive Session to discuss such matters as provided for under the Vermont Statutes.

J. The Chairperson, at his/her discretion, may under Section G, Item 6 (Order of Business) recognize members of the public for purposes of addressing the Board of School Commissioners for reasonable lengths of time. This time period will be in accordance with Robert's Rules of Order. Subjects raised by the audience will not be formally discussed nor acted upon without being on the agenda, unless in the majority view of the Commissioners the subject in question is of such a nature that the

welfare of the school district necessitates immediate Board review.

During other portions of the meetings the Chairperson may, with the Board of School Commissioners' approval, open a topic to discussion by the public.

K. The Commissioners will review any policy, rule or regulation upon written request of any parent or citizen of the City of St. Albans. Any policy revision, order to be considered, must be delivered to the Board of School Commissioners' members at least seventy-two hours prior to the meeting, and must appear on the agenda. Proposed policy deletions, additions or changes presented at such meetings shall be subject to the timetable specified in the Vermont statutes.

L. Any complaints or representation, other than matters of policy or regulations referred to in Section K above, which any person or persons desire to make about school matters must be presented to the Superintendent of Schools or to the Principal. An appeal on the decision of the principal may be made to the Superintendent, and an appeal on the decision made by the Superintendent may be made to the Board of School Commissioners. Any appeal to the Commissioners must be in writing, signed and the person making the complaint must appear before the Commissioners in person.

M. Minutes shall be taken of all meetings of the Board of School Commissioners. They should be complete, covering all topics discussed and contain a record of all votes taken. They should be in accordance with 1VSA section 312.

Article V Amendments

A. These bylaws may be amended by a vote of the majority of the Board of School Commissioners at a regular or special meeting, duly and properly warned, provided written notice and the text of the particular change proposed has been given to each member at least fourteen days in advance.

B. If any article or section of these bylaws is declared unconstitutional or illegal by any court of law having jurisdiction in the matter, or if disapproval by any state or federal authority having jurisdiction, the validity of the remaining provisions of these bylaws shall not be effected thereby.

