

**Franklin Central Supervisory Union
Board By-Laws**

**FRANKLIN CENTRAL SUPERVISORY UNION
Board By-laws**

Article I

Adopted: 12/15/05

- A. The Board of School Directors has the responsibility under Vermont Statutes for the operation and maintenance of the Supervisory Union. The main function of the Board of School Directors is to employ a Superintendent of Schools, as Chief Executive Officer, pay the proportionate share of the salary and expenses of the Supervisory Union based on the number of full-time teachers or their equivalent in part-time teachers employed in each member district and formulate and disseminate policies which will govern the operation of the Supervisory Union.
- B. The membership of the Supervisory Union Board of Directors will consist of three representatives, each having one vote, from each of the respective member districts, elected by and from the respective district's school board.
- C. Terms of office shall be for one year. Vacancies which occur during the term of office will be filled by election by the respective school board.
- D. The authority of the Supervisory Union Board of School Directors can only be exercised at a duly warned meeting with a quorum of Directors present. Individual Directors have no authority nor power to take any action nor make decisions on behalf of the Board unless authorized to do so by the Board.
- E. For the transaction of all business, a quorum composed of a majority of Board members, and a quorum of districts represented, shall be necessary.

Article II – Executive Committee

- A. In order to promote an efficient operation of the Supervisory Union a four member Executive Committee comprised of the Chairperson of the Board of each of the member school districts will serve on the executive committee unless the local Board chooses to elect another person to serve on the Executive Committee. The Executive Committee shall act on behalf of the Supervisory Union Board on matters delegated by the Board.
- B. The following is a list of the responsibilities of the Executive Committee:
 - 1. Budget Planning;
 - 2. Negotiating Administrative Contracts;

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3. Planning Board Training;
 4. Review Administrative Goals prior to Board meeting;
 5. Review IDEA-B Special Education Grant allocations;
 6. Review Consolidated Grant allocations;
 7. Other issues related to office management; *and*
 8. ***To facilitate the evaluation of the Superintendent and to bring the completed evaluation to the Board for their approval.***
- C. A quorum of the Executive Committee shall consist of a simple majority of the representatives from the member districts.
- D. Any member of the Supervisory Union Board or any school board member may attend and participate in the discussion of any meeting of the Executive Committee. However, only appointed Executive Committee members shall have the right to vote.

Article III – Organization

- A. The Chairpersonship of the Supervisory Union Board shall rotate among St. Albans City School District, then Fairfield Town School District, then St. Albans Town School District, and then the BFA Union School District. Such rotation shall continue in the same order unless or until this section is amended as per the provisions of Article V of these By-laws. A School District may waive its right to the Chair, when it comes up, if the school district is next in the rotation. The next District in the rotation shall assume the Chairpersonship and the rotation shall continue in order as per the provisions of this section.

At the first regular meeting following the last member district's election of board members, the appropriate member of the Executive Committee, as per this Section of the By-laws, shall assume the Supervisory Union Board Chairpersonship and the Board shall elect the following officers: Vice Chairperson and Clerk from its own membership. A Treasurer shall also be elected.

- B. ***At the Supervisory Union organizational meeting the meeting times and dates will be established.***
- C. The functions of the officers of the Board shall be as follows:
1. The Chairperson – The Chairperson shall preside at all board meetings and shall be responsible for the proper conduct of these meetings. He/she shall act as parliamentarian for the meeting. The Chairperson, in conjunction with the Superintendent, shall be responsible

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for calling all meetings of the Board, setting the agenda and enforcing the Board's By-laws.

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 the oversight of all permanent records of the proceedings of the Supervisory Union Board, an original copy of which shall be retained in the Superintendent's Office.

4. Treasurer – The Treasurer shall work under the direct supervision of the Superintendent of Schools and shall conduct the business transactions approved by the Board and the Superintendent. Records shall be kept of all transactions in accordance with sound and acceptable accounting procedures and as required by state and federal statute.

Article IV – Meetings

- A. The Supervisory Union Board shall meet at least four times annually to conduct the following business: annually to set the budget, evaluate the Superintendent, to organize itself, authorize the issuance of employment contracts, approve policies, authorize the Superintendent to apply for grants on behalf of its member towns, and other issues that need to come before the Board.
- B. The Clerk of the Board or the Superintendent shall give at least twenty-four hours notice of a Board of Directors' meeting to each member of the Board, all administrators at the central office, designated newspaper and radio station, schools, town/city clerks, and Public Education Government (PEG Access), specifying the time, place, and purpose of the meeting. No action of the Board will be valid unless it takes place at a properly warned meeting.
- C. Special meetings may be called by the Board Chairperson or the Superintendent of Schools. In cases of emergency, the twenty-four hour notice may be waived, although every effort will be made to provide proper notification as early as possible.
- D. The agenda for each meeting shall be prepared by the Superintendent of Schools in conjunction with the Board Chairperson. Any Director desiring to have an item placed on the agenda shall call the Chairperson or Superintendent by the Wednesday (eight (8) days prior to) the scheduled Directors' meeting. Items not appearing on the agenda shall be considered by the Directors only with the majority consent of the Directors. Items

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requiring action which do not appear on the agenda in advance will be delayed until the subsequent meeting, except in cases of emergency.

- E. Persons, not members of the Board of School Directors 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 is placed on the agenda.
- F. If possible copies of the agenda will be mailed no later than the Friday prior to the Directors' meeting to all members, all administrators at the central office, designated newspaper and radio station, schools, town/city clerks, and Public Education Government (PEG Access).
- G. The agenda shall include all necessary background information for action items so that the Directors may make informed decisions. Important action items not requiring an immediate vote should be discussed at one meeting and then brought to a vote at the subsequent one.
- H. The Superintendent and/or *Designee* will be expected to attend all *Supervisory Union* Board of School Directors' meetings, unless excused by the *Chair of the Board*. Other staff members will attend on invitation of the Directors or Superintendent.
- I. The following Order of Business will be adhered to at regular Board of School Directors' meetings:
 - 1. Call to order – 6:00 p.m.
 - 2. Approval of Minutes from previous meeting(s)
 - 3. Visitors
 - 4. Old Business
 - 5. New Business
 - 6. Other Business, if necessary
 - 7. Adjournment to Executive Session, if necessary
 - 8. Adjournment
- J. Robert's Rules of Order shall govern the proceedings of the Board of School Directors.

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- K. Meetings of the Board of School Directors for the transaction of business shall be open to the public, except that the Board of School Directors may, by majority vote, meet in Executive Session to discuss such matters as provided for under the Vermont Statute.
- L. The Chairperson, at his/her discretion, may, under Section 4 of the Order of Business, recognize members of the public for the purpose of addressing the Board of School Directors 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 views of the Directors the subject in question is of such a nature that the welfare of the school district necessitates immediate board review.
- M. Minutes shall be taken of all meetings of the Board of School Directors. They should be complete, covering all topics discussed and contain a record of all votes taken. They should be in accordance with 1 V.S.A. §312(b)(1) and (2).

Article V – Amendments

- A. These By-laws may be amended by a vote of the majority of the Board of School Directors 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.
- B. If any article or section of these By-laws is declared unconstitutional or illegal by a 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 By-laws shall not be affected thereby.

Amended: October 21, 2003
Revised: March 17, 2004
Revised: March 22, 2004
Adopted: May 6, 2004
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Adopted: October 21, 2004
Revised: November 18, 2004
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