

**BELLOWS FREE ACADEMY UNION DISTRICT # 48  
AND NORTHWEST TECHNICAL CENTER  
Board By-laws**

Article I

- A. The Board of School Directors has the responsibility under Vermont Statutes for the operation and maintenance of the Bellows Free Academy Union District # 48.
- B. The membership of the Board of School will consist of three (3) representatives from St. Albans City and two (2) from St. Albans Town each having one vote, from each of the respective member districts. Representation may change if there are shifts in population.
- C. Terms of Office: Officers of the Board shall hold office for a three (3) year term, and will be elected at the annual election of officers.
- D. The authority of the 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 the simple majority of Board members is necessary.

Article II – Committees

- A. The Board of Directors shall have standing committees in order to ease the handling of its workload and to ensure for an efficient operation in the discharge of its duties. They are: Finance/Building, Curriculum, Policy, and Personnel. Committee assignments shall be made by appointment of the Chairperson.

Finance/Building: To review, on a continuing basis, the condition of the buildings and grounds entrusted to the Board of Directors, and to make recommendations for repair, renovations and additions, when necessary. The committee shall report to the Board of Directors periodically, and will study problem areas as directed by the Board of Directors.

Working closely with the administration, the committee will recommend a budget for the following school year. It will also closely monitor the current school year budget and make recommendations regarding changes, which are necessary due to unforeseen circumstances.

Curriculum: To review, on a continuing basis, the course of study available to students, its contents and methods of presentation, including co-curricular activities, and to make recommendations for changes to the Board of Directors. The committee shall keep abreast of changes and

trends in education as they apply to Bellows Free Academy. The committee will also act at the direction of the Board of Directors 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.

Policy: To review periodically the current policies and to make recommendations to the Board of Directors for changes. Upon direction of the Board of Directors, the committee will make recommendations for new policies on matters assigned to it. The policy committee will serve as members on the FSCU Policy Committee.

Personnel: To represent the Board of Directors 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 in accordance with the schools hiring policy.

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

- B. The Board may from time to time form ad hoc study or advisory committees for the purpose of studying matters of concern to the Board and report findings and recommendations to the Board. Such ad hoc committees may, but need not, include members of the Board. The Committee will serve in an advisory capacity.
- C. The Board will appoint a member to serve on the Collins Perley Board of Trustees.

### Article III – Organization

- A. Meeting for Election of Officers: At the next regular meeting following the elections in March, the Board shall elect a chairperson, vice chairperson, and clerk from its own membership. The Board may appoint a secretary who need not be a member of the School Board. The Board will sign the VSBA recommended School Board Code.
- B. Terms of Office: Officers of the Board shall hold office until the next annual election of officers.
- C. Vacancies: If a vacancy occurs in the Board, the vacancy shall be filled by the School Board, until the next Town Meeting Election, according to the provisions of the Vermont Statutes Annotated.
- D. Officers:

1. Chairperson: The chairperson shall, per Vermont Statutes, preside at all School Board meetings. The chairperson shall act as a parliamentarian and be responsible for the appropriate conduct of all meetings. The chairperson shall, per Vermont Statutes, sign legal documents and contracts for the Board and perform other duties, as the School Board may determine. ***The Chairperson may delegate to the Principal, Business Manager or Superintendent the authority to sign contracts as necessary.***

2. Vice chairperson: The vice chairperson shall, per Vermont Statutes, serve in the absence of the chairperson, and in the performance of this service, shall exercise all the powers of the chairperson.

3. Clerk: The clerk, per Vermont Statutes, shall maintain permanent records of the proceedings of the School Board, an original copy of which will be retained in the Superintendent's office and an additional copy to be filed in the school office.

#### Article IV – Meetings

- A. The Board shall meet at least once a month to conduct the following business: annually to set the budget, to organize itself, authorize the issuance of employment contracts, approve policies, approve warrants, and to review reports of the administration and staff.
- B. Meetings shall be held on the first Tuesday of the month, or when called. The time of the meetings will be determined at the organizational meeting in March.
- C. The Chair of Board or the Superintendent shall give at least twenty-four hours notice of a Board of Directors' meeting to each member of the Board, designated newspaper and radio station, school, 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.
- D. 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.
- E. 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 requiring action which do not appear on the agenda in advance will be delayed until the subsequent meeting, except in cases of emergency.

- F. 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.
- G. If possible copies of the agenda will be mailed no later than the Thursday prior to the Directors' meeting to all members, the school administration, the central office administration, and the BFA designated newspaper and radio station, schools, town/city clerks, and Public Education Government (PEG Access).
- H. 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.
- I. The Superintendent/designee and Principal/designee will be expected to attend all Board of School Directors' meetings, unless excused by the School Board Chair/Designee. Other staff members will attend as requested by the Board or Superintendent.
- J. The following Order of Business will be adhered to at regular Board of School Directors' meetings:
  - 1. Call to Order
  - 2. Pledge of Allegiance
  - 3. Visitors
    - 3.1 Student Representative Report
  - 4. Consent Agenda:
    - 4.1 Approval of Minute(s)
    - 4.2 Superintendent's Summary
  - 5. Old Business:
  - 6. New Business:
    - 6.1 Committee Reports:
      - a. Curriculum (Chair)
      - b. Finance/Building (Chair)
      - c. Personnel (Chair)
      - d. Policy (Chair)
    - 6.2 Collins Perley Report
  - 7. Other Business:

8. Agenda Items for Next Meeting
  9. Approve Warrants
  10. Executive Session (if needed)
  11. Adjourn.
- K. Robert's Rules of Order shall govern the proceedings of the Board of School Directors.
- L. 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.
- M. 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.
- N. Minutes shall be taken of all meetings of the Board of School Directors. They should be complete; covering all topics discussed and contains a record of all votes taken. They shall 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 at least five (5) days prior to the meeting in which changes are to be voted on.
- 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.

Warned: 09/11/07  
Adopted: 10/9/2007