

Chittenden East Supervisory Union #12  
Board of School Directors

By-Laws

These by-laws shall govern the conduct of business by the Chittenden East Supervisory Union Board of School Directors. They codify local practice, in accordance with Vermont Statutes and applicable Regulations of the Vermont State Department of Education. In cases of conflict between the by-laws and State Statute, the Vermont Statutes take precedence over these by-laws, except in the matter of determining a quorum.

ARTICLE 1: NAME

The name of this organization shall be the Chittenden East Supervisory Union Board of School Directors hereinafter the "CESU Board".

ARTICLE 2: PURPOSE

The purpose of the CESU Board is to carry out those responsibilities assigned to it by the Vermont Statutes and by the member School Districts.

ARTICLE 3: AUTHORITY

Authority of the CESU Board is defined in V.S.A., Chapter 16, Title 16.

ARTICLE 4: MEMBERSHIP

The Chittenden East Supervisory Union is comprised of seven School Districts, namely: Bolton, Huntington, Jericho, Richmond, Underhill ID, Underhill Town and Mt. Mansfield Union. (Mt. Mansfield Union School District serves Browns River Middle School, Camels Hump Middle School and Mt. Mansfield Union High School.) Each of the seven member School Districts shall elect three, and only three, of their School Board Directors who shall represent that district and act for it in meetings of the CESU Board. The total of twenty-one (21) members so elected shall constitute the entire CESU Board. CESU Board members shall serve for a one-year term commencing with the Annual CESU Board Meeting held in the spring of each year in accordance with ARTICLE 6: MEETINGS. For any single CESU Board Meeting, each School District may appoint one or more of its School Board Directors as alternates to serve in place of one or more of its elected CESU Board members for that meeting only. A duly appointed alternate shall assume all the powers of an elected member of the duration of the single meeting. Vacancies on the CESU Board shall be filled by appointment by the school board of the District which was represented by the vacating CESU Board member. The person so selected shall serve for the duration of the term vacated. (See V.S.A., Chapter 7, Title 16, §266.)

## ARTICLE 5: OFFICERS

Officers of the CESU Board shall be elected to one-year terms from among the members of the CESU Board by majority vote at the Annual Meeting of the CESU Board. Officers may not be replaced by alternates.

- \* Chairperson
- \* Vice-Chairperson
- \* Clerk

The Chairperson and also the Vice-Chairperson are authorized to sign warrants and contracts for the Chittenden East Supervisory Union. These officers shall serve also in the same capacity on the Executive Committee.

## ARTICLE 6: MEETINGS

**Annual Meeting** – The Annual Meeting shall be held between March 15 and May 15 each year for the purpose of conducting the following business:

- Vote on approval of the auditors' report for the previous school year.
- Vote on approval of the Chittenden East Supervisory Union Annual Report for the previous year.
- Adopt a CESU Board budget for the ensuing school year, including budgets for the Central Office, Special Education, Shared Programs and Transportation.
- Appoint a Chittenden East Supervisory Union Treasurer for the ensuing school year.
- Vote on a contract for the Chittenden East Supervisory Union Superintendent when appropriate.
- Hear Standing Committee and Executive Committee reports for the previous school year.
- Elect CESU Board Officers.
- Act on other appropriate business.

**Other Meetings** – Special meetings shall be called by the Chairperson upon petition by five members. The Executive Committee may also call other meetings of the CESU Board. If a Fall Meeting is called, it shall be held between September 15 and November 15. At any Fall Meeting, reports from the CESU Board Standing Committees and the Executive Committee shall be heard. Other appropriate business may be acted upon.

**Quorum** -- A majority of the CESU Board (11 members), including duly appointed alternates, representing at least three of the member Elementary School Districts, and also Mt. Mansfield Union School District shall be present in order to constitute a quorum for the transaction of business. A legal vote taken at such a meeting shall be binding upon each school district in the Chittenden East Supervisory Union (see V.S.A., Chapter 7, Title 16, §263).

**Voting** – Elections and the transaction of all other business at such CESU Board meetings shall be determined by majority vote of all CESU Board members (or their alternates) who are present, provided that a quorum is present (see V.S.A., Chapter 7, Title 16, §264).

## ARTICLE 7: EXECUTIVE COMMITTEE

**Membership** – Comprised of the elected Chairperson, Vice-Chairperson and Clerk of the CESU Board; the Chairperson (or other designated School Board Director) from each of the member Elementary School Districts; and the Chairperson and Vice-Chairperson (or other two designated School Board Directors) of the Mt. Mansfield Union School District for a total size of eight (8) to eleven (11) members. (The total size is variable because those School Districts represented by the Chairperson, Vice-Chairperson and Clerk may designate one additional Executive Committee member for each Executive Committee Officer from that School District.)

**Officers** – Officers of the CESU Board shall serve as officers of the Executive Committee in the same corresponding capacities.

**Meetings** – The Executive Committee shall meet upon the call of the Chairperson, but not less than three times per year. Special meetings shall be called by the Chairperson upon petition by five or more members of the Executive Committee. All meetings are open, except when meeting in Executive Session in accordance with applicable Vermont Statutes.

**Quorum** – A majority (more than half of the total size of the Executive Committee as defined previously in this Article) of the Executive Committee representing at least three of the member Elementary School Districts, and also Mt. Mansfield Union School District shall be present in order to constitute a quorum for the transaction of business.

**Voting** – All business conducted at Executive Committee meetings shall be determined by majority vote of all Executive Committee members present, provided that a quorum is present.

**Authority** – The Executive Committee shall have authority to act on behalf of the CESU Board on any matters specifically delegated to it by the CESU Board. On all other matters it may advise the Chairperson, the Superintendent and the CESU Board. Decisions of the Executive Committee are binding on the CESU Board only on matters defined in the section “Power and Duties” under this Article, and other matters specifically defined by the CESU Board. All other decisions are binding only upon ratification by the CESU Board (see V.S.A., Chapter 7, Title 16, §264(b)).

**Powers and Duties** – The Executive Committee is delegated to:

- Develop proposals and budgets for full CESU Board action for the Central Office, Special Education, Shared Programs and Transportation.
- Develop agendas for full CESU Board meetings.
- Develop a slate of candidates for CESU Board offices.
- Handle general Chittenden East Supervisory Union personnel issues as brought forward by the Superintendent.
- Conduct yearly evaluations of Chittenden East Supervisory Union personnel and programs.
- Advise member Districts.
- Schedule CESU Board meetings.

- Select and propose to the CESU Board a candidate or candidates for Superintendent.
- Hire other Chittenden East Supervisory Union administrative officers.
- Establish salaries for the Superintendent and other Chittenden East Supervisory Union employees.
- Negotiate and ratify the contract with Chittenden East Supervisory Union instructional personnel.
- Approve administrative policies of Chittenden East Supervisory Union, including fiscal management, personnel salary and benefits, and curriculum coordinator.
- Hire consultants.
- Employ attorneys.
- Authorize and approve settlements in litigation.
- Select recipients for the Golden Apple Award given by the Chittenden East Supervisory Union.
- Appoint a Local Standards Board Member for a period of three (3) years.
- Act on any other matter on behalf of the CESU Board, in urgent or emergency situations when action is necessary for the best interest of the Chittenden East Supervisory Union, if a quorum of the full CESU Board cannot be gathered for a meeting.
- Adopt a Chittenden East Supervisory Union calendar for the ensuing school year.

#### ARTICLE 8: COMMITTEES

**Membership** – Each member district of the Chittenden East Supervisory Union may appoint one of its School Directors as a voting member and one of its School Directors as an alternate to each Standing Committee of the CESU Board. Mt. Mansfield Union School District may appoint one additional voting member to each committee.

**Chairperson** – Each committee shall elect a chairperson.

**Meetings** – A meeting of a Standing Committee may be called by the committee chairperson, the CESU Board Chairperson, the Superintendent, a majority of the members of that committee.

**Authority** -- Committees recommend action to the Executive Committee of the CESU Board. A standing committee may perform those duties assigned to it by the CESU Board and other duties reasonably consistent with its assignment. Committees may not take other action that has financial impact on the Chittenden East Supervisory Union without expressed delegation of such authority by the Executive Committee or the CESU Board.

**Standing Committees** – The three Standing Committees of the CESU Board for Policy, Transportation and Curriculum shall have the following missions:

**Policy:** It is the mission of the Policy Committee to develop policies pertaining to the goal of public education to be presented to each respective School Board for voting purposes and to encourage consistency throughout the district, whenever possible, with regards to the development of a particular policy.

**Transportation:** The member districts of the Chittenden East Supervisory Union are committed to safe and economical transportation of students to and from school. The Chittenden East Supervisory Union shall provide full or partial transportation for students involved in some school activities. The Chittenden East Supervisory Union will adopt and enforce guidelines necessary to assure a safe and acceptable environment for all students riding its buses.

**Curriculum:** The purpose of the Curriculum Committee is to foster the continued development, revision and coordination of curriculum amongst the sending and receiving schools of the Chittenden East Supervisory Union. The committee will act in an oversight capacity in the development, review and coordination of curriculum. The scope of the curriculum planning will be that of K-12. The committee will review and make recommendations throughout the development and review process regarding curriculum.

**Other Committees** – May be appointed by the CESU Board Chairperson or the Executive Committee to serve for specified periods of time to carry out specific assigned tasks. One example is the Negotiations Committee, which has the following mission:

**Negotiations:** The role of the Negotiations Committee is to represent the interests of Chittenden East Supervisory Union as it negotiates agreements with the Green Mountain-NEA, who represent all classroom teachers and school nurses who are employees of Chittenden East Supervisory Union schools. This agreement must be ratified individually by the Board of School Directors of each of the schools that comprise the Chittenden East Supervisory Union.

ARTICLE 9: AMENDMENT

These by-laws may be amended by majority vote of the Directors at a duly warned meeting of the CESU Board; provided that each proposed amendment and its intent have been communicated to each member district School Board at least 45 days prior to the date of the CESU Board meeting at which it is to be considered.

- Approved: May 12, 1993
- Amended: May 10, 1999
- Amended: October 25, 2004
- Amended: May 7, 2007
- Amended: May 19, 2008
- Amended: May 4, 2009