



Box 68 Jericho, VT 05465 899-3832

BY-LAWS OF SAXON HILL SCHOOL (Revised February, 2006)

DEFINITIONS

**STAFF
BOARD**

Includes teaching staff and Director of Educational Programs. The group of members elected to oversee the administration of the school, address concerns and maintain the philosophy of the school.

BOARD MEMBER

One of the officers of the school as described in Article V. A board position may be shared by two persons from a member family, but one of the parties must be designated as the signatory for the office. A board position may not be shared by persons from separate member families.

MEMBER FAMILY

A family unit that has at any time paid the membership fee.

CURRENTLY ENROLLED CHILD

A child who is enrolled in a program for either the current or upcoming school year.

ARTICLE I - OBJECT

- SECTION 1. The purpose of Saxon Hill School, Inc. (SHSI) is to act as a guide helping each child discover himself /herself and the world about him/her.
- SECTION 2. The philosophy of SHSI is stated in the parent handbook.
- SECTION 3. SHSI is based upon a spirit of cooperation which requires every member family to become involved in the activities of the school.

ARTICLE II. - MEMBERSHIP

- SECTION 1. Each member family pays a membership fee at the time of their first enrollment in SHSI. The amount of the fee is determined by the full membership in conjunction with budget approval.
- SECTION 2. Member families with a currently enrolled child are required to attend all full membership meetings to assist in conducting the business of the school (see Article VII). Member families are encouraged to attend monthly board meetings.
- SECTION 3. Member families share in the administration of the school by serving as board members or on committees as appointed by the board.
- SECTION 4. Member families are responsible for the up keep of the equipment and facilities used or owned by SHSI. Each member family shall be required to clean the



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school during one weekend or vacation each year. Board members are exempt from this cleaning requirement. If the number of school weeks to clean and the number of member families is not equal, the cleaning committee shall be responsible for determining a system that assures the school is cleaned each weekend and vacation.

SECTION 5. Member families shall abide by the health policies described in the parent handbook as well as those required by State of Vermont Licensing Regulations.

SECTION 6. Member families shall sign and agree to abide by the parent contract at the time of enrollment.

ARTICLE III - ENROLLMENT

SECTION 1. Students shall be required to meet the age criteria outlined in the parent handbook (Article VIII, Section 3) in order to be enrolled.

SECTION 2. Applications shall be accepted as described in the Registration Policies and Procedures document. Applications shall be accepted according to the following priorities.

- A. Children of Staff
- B. Currently enrolled students of SHSI.
- C. Siblings of currently enrolled or alumni of SHSI.
- D. New Families not previously members of SHSI.

SECTION 3. At the time of registration a registration fee must be paid for each applicant. The amount of the fee shall be established for the following year by the full membership in conjunction with budget approval. The fee is not refundable.

SECTION 4. If a child is absent from school for an extended period of time due to illness, the member family may apply to the board for an abatement in tuition.

SECTION 5. If a child is absent from school for an extended period of time for any reason other than illness, tuition must be paid to maintain his/her enrollment.

SECTION 6. Tuition for each program shall be established by the full membership in conjunction with budget approval and shall be paid by the dates designated by the board.

SECTION 7. Students enrolled after the due date of the first tuition payment shall pay tuition according to the procedure set by the board.

SECTION 8. The number of students enrolled in each program shall not exceed 17 and must comply with all provisions of current state licensing regulations. Teacher recommendations, with board agreement, shall determine actual class size.



SECTION 9. SHSI will not discriminate in its acceptance of enrollees as required and provided for in federal (ADA) and state law.

ARTICLE IV - TERMINATION OF ENROLLMENT

SECTION 1. If a member family fails to meet tuition payments, the board may require that they withdraw their child(ren) from SHSI.

SECTION 2. Enrollment in SHSI may be terminated by giving thirty days written notice to the president of SHSI. Termination of enrollment does not relieve a member family of its tuition obligation. The member family who withdraws after payment of the April tuition deposit but prior to the June installment payment will forfeit its non-refundable deposit payment. After the June installment payment due date but prior to the commencement of school the member family withdrawing shall be held responsible for two month's tuition from the date of notification. After the June installment and after the commencement of school the member family withdrawing shall be held responsible for two month's tuition (2/9 of annual tuition). The board may waive or reduce this requirement if it can refill the vacancy created by the withdrawal with no loss of tuition revenue to the school; in such an event, the withdrawing family will be responsible for a pro-rated portion of the two months' tuition, subject to a minimum of its non-refundable deposit. All other considerations may be brought to the Board.

SECTION 3. The teaching staff at SHSI attempts to meet the needs of every student. If a child is experiencing difficulty in his/her program, the teacher shall discuss the situation with his/her parents or guardians and may seek professional consultation pertinent to the individual situation. If the situation does not improve, is detrimental to the class as a whole, and if the teacher requests, the board may require that the parents withdraw the child from SHSI. Any prepaid tuition may be considered for refund by the board. Termination of enrollment in this situation does relieve a member family of its tuition obligation.

ARTICLE V - BOARD MEMBERS

SECTION 1. The board of SHSI shall consist of a president, vice president, registrar, secretary, treasurer, Jericho Historical Society liaison, Director of Educational Programs, and three parents-at-large, i.e. one parent or parenting couple from each class. Each board member shall hold office for one year from July 1st through June 30th. A co-founder of the school, Willadine G. Cochran shall be a permanent voting member of the board for as long as she wishes to serve.

SECTION 2. SHSI board members, with the exception of the director of educational programs, are self nominated and then elected by a majority vote of the full membership. Board members shall serve as unpaid volunteers, with the exception of the director of educational programs.

SECTION 3. Board members shall have voting privileges at board meetings during their term(s) of office.

SECTION 4. Administration of the SHSI by-laws shall rest in the hands of the board.



SECTION 5. Duties of the board members:

A. PRESIDENT

The President is responsible for overseeing the general operation of the school and shall work closely with the DOE throughout the year.

GENERAL RESPONSIBILITIES:

- Attend and preside at all board and full membership meetings
- Encourage deliberation and participation of all board members
- Sign checks and all other contracts and obligations of the school authorized by the board
- Engage contracts with the staff
- Oversee staff performance appraisals
- Obtain any necessary legal consultation
- Oversee purchase and maintenance of necessary insurance pursuant to Article XII of the By-Laws of Saxon Hill School
- Maintain copies of all documents pertinent to the administration of the school
- Communicate periodically with full membership via President's newsletter
- Assist DOE and Treasurer in long range fiscal planning, and in preparation and review of operating budget
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

B. VICE PRESIDENT

GENERAL RESPONSIBILITIES:

- Assist the President and DOE when issues arise
- Organize committee assignments for membership
- Assist committee chairs when needed
- Write thank you notes for general donations and when requested by President or DOE
- Attend all board and full membership meetings
- Maintain accurate key distribution list
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

GENERAL CHRONOLOGY OF ACTIVITIES:

JULY

- Continue updating committee assignments
- Assist with summer projects as needed

AUGUST

- Meet with President to assist with planning FMM
- Contact barn sale chair to check on progress of committee
- Contact B&G chair to check on progress of committee

SEPTEMBER



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- Post final draft of committee assignments on bulletin boards at school
- Distribute barn sale committee chair report immediately after sale is over

NOVEMBER-DECEMBER

- Assist President with budget planning process

JANUARY

- Distribute committee chair reports and set date for collecting them (usually March is fine; after Artisan's Auction)

FEBRUARY

- Talk with staff and DOE to get input on committees (expectations for next year)

MARCH

- Announce dates when committee assignment forms will be distributed (usually 2-week period) and when assignments will be issued
- Begin talking with families about assignments for next year
- Collect committee chair reports

APRIL

- Review committee selection process at board meeting; get board input on committee numbers, adding eliminating committees and other committee issues
- Distribute committee selection forms 1-2 weeks prior to April vacation and collect them before vacation
- Begin organizing committee assignments; collect missing selection forms; make phone calls

MAY

- Issue committee assignments first week of May, by cubby and email to existing families; by email and US mail to new families
- Present committee assignments to board; discuss committee issues
- Send reminder notice to all committee chairs that committee responsibilities begin on June 1st; remind new chairs to contact last year's chair to exchange info and get key(s)
- Review job responsibilities with new VP

C. REGISTRAR

The Registrar works closely with the DOE throughout the registration process.

GENERAL RESPONSIBILITIES:

- Attend all board and full membership meetings
- Take phone calls and answer general questions about SHS
- Be sure answering machine is functioning at SHS at all times, with current message
- Register all students and maintain up-to-date membership file
- Have general information packets available at school for visitors (general letter, brochure, registration form, parent contract, tuition rates and other program info)
- Plan and oversee open houses prior to annual registration
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

GENERAL CHRONOLOGY OF ACTIVITIES:

JULY

- Continue updating class lists
- Continue registering students
- Provide staff and board members with class lists

AUGUST



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- Set registration dates for following school year at FMM
- Distribute final draft of class lists to staff, board members, cleaning chair, treasurer's assistant

SEPTEMBER

- Make copies of registration form and parent contract for interested parties who call
- Prepare mailing info for interested families

OCTOBER

- Work with DOE and staff to organize new family info meetings
- Plan open houses

NOVEMBER

- Begin advertising registration dates in the community (coordinate with publicity chair/committee)

DECEMBER

- Make 75 copies of registration form and parent contract for registration
- Post registration dates, times, policy and procedure
- Continue with advertising of registration dates and times

JANUARY

- Be sure all forms are ready for registration (registration form, parent contract, tuition assistance forms, parent handbook, brochures, health forms, etc.)
- Continue advertising in community

FEBRUARY

- Distribute first draft of class lists to board members and DOE
- Continue registering children

MAY

- Provide Secretary with updated class list for all member mailing after May board meeting

JUNE

- Review job responsibilities with new Registrar

D. SECRETARY

GENERAL RESPONSIBILITIES:

- Attend all board and full membership meetings
- Take minutes at all meetings
- Pass around attendance sheet at all meetings
- Type up and distribute minutes to all current and new families, staff and director
- File master copy of minutes upstairs and post one copy on the bulletin board
- Maintain current address and/or email list of families for mailing purposes
- Make by-laws available to the members. All updates must be filed, given or mailed to current and new families, staff and director. Update all parent handbooks in upstairs file.
- Send out written notices of upcoming board and full membership meetings (this can be noted on previous month's minutes)
- Update SHS master documents as needed.
- Post the current by-laws on bulletin board
- Maintain alumni list
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication.

GENERAL CHRONOLOGY OF ACTIVITIES:



JULY

- Make sure copy machine is working well for the start of the year
- Send out minutes

AUGUST

- FMM: be sure that the registration dates for next year's registration in January (established by the Registrar and voted on by members at the FMM) are included (in bold) in the minutes
- Get all details on the Barn Sale from committee chairs in to the minutes
- Send out minutes and include: Parent Helper Information Sheet
- Get registration and class list information from Registrar and update Alumni list

SEPTEMBER – NOVEMBER

Distribute minutes

DECEMBER

- Remind families of the registration procedure and dates in the minutes
- Initiate discussion of any necessary changes to Parent Handbook prior to registration

JANUARY – MARCH

- Distribute minutes
- Get Parent Handbook printed (if necessary). Ensure master copy is accurate with all updates and correct page order. Obtain folders (big tab 8 dividers) and ensure SHS stickers for front of handbook. Put handbooks together.
- February—begin distributing minutes of board meetings to new families who have registered for the following year
- Distribute Parent Handbook at full membership meeting in March to returning families and new families. Mail handbooks to new families who did not attend the full membership meeting.

MAY

- Distribute minutes
- Send out May mailing. This includes cover letter, field trip permission form, school calendar, tuition payment schedule, admission form, immunization certificate, release authorization, parent helper references, abuse/neglect form, May minutes.

JUNE

- Distribute minutes.
- Review job responsibilities with new Secretary.

E. TREASURER

GENERAL RESPONSIBILITIES:

The treasurer, assisted by the treasurer's assistant, shall:

- Attend all board and full membership meetings
- Receive all monies paid to the school
- Make all disbursements (salaries, staff benefits, rent, utilities, expense reimbursements, fundraiser expenses, etc)
- Manage cash to maintain adequate funds for upcoming expenses while maximizing interest earnings
- Assist DOE and President in preparation and review of operating budget
- Present a budget to the full membership for approval
- Maintain accurate and complete accounting records, and make those records available to member families and the board at all times
- Provide appropriate financial reports at all monthly board and full membership meetings



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- Receive and evaluate scholarship applications
- Make recommendations to the board for scholarship awards in accordance with the SHSI Scholarship Policy
- Make alternative off-schedule tuition payment arrangements for those member families specifically requesting them
- Issue tuition receipts for those member families specifically requesting them
- Assist the DOE with teacher/staff contracts
- Maintain staff absence records
- Review and distribute staff tax documents
- Ensure compliance with all regulatory reporting requirements
- Make detailed proposals in support of policy decisions
- File all necessary tax documents
- Ensure insurance coverage is adequate and up to date
- Secure heating fuel as appropriate
- Arrange for prior fiscal year to be audited
- Ensure that the authorization for incoming board members is in place at applicable financial institutions and other organizations
- Assist DOE and President with long range fiscal planning
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

F. PARENT AT LARGE (PAL) DUTIES

GENERAL RESPONSIBILITIES:

- Attend all monthly board meetings and any special board meetings that may arise during the school year
- Act as a liaison between families in the class, the teachers and the board. Maintain open communication with the teachers at all times. Encourage and guide parents to discuss any class concerns directly with the teachers.
- Act as a liaison between the board and two or more committees. Gather information pertaining to committee activities prior to monthly board meetings and report those to the board. Maintain communication, offer support and provide direction as needed to all assigned committees.
- Initiate the SHS telephone tree with pertinent messages for families such as Full Membership Meeting or upcoming special event reminders, notification of special board meetings, or any other topic deemed appropriate for the class.
- Activate SHS telephone tree as requested by teachers, board or committee chairperson. PAL's will initiate the phone tree in the event of a school closing or delay and contact the teachers.
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication.
- For all class field trips, it is the PAL's responsibility to check that all children 8 and under are in appropriate car/booster seats, according to Vermont State Law. If they are not, then they may not go on the field trip.
- Participate in staff evaluations as requested by the President.

GENERAL CHRONOLOGY OF EVENTS:

JULY/AUGUST

- Contact the teacher prior to the start of school to discuss any staff/class needs.



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- Upon receipt of a current class list from the Registrar, create a parent helper schedule and a telephone tree.
- Distribute the class list, parent helper schedule, and telephone tree to families and staff at the August Full Membership Meeting. Update these forms as needed (see Helpful Hints).
- Call each family in the class prior to the August FMM. Introduce yourself; inform them that they will receive the class list, parent helper schedule, and telephone tree at the meeting, and respond to any questions/concerns they may have.
- It can be helpful for families to have a social gathering before school begins. Determine if there is interest, and, if so, organize an event.

SEPTEMBER

- At the start of school, obtain a list of parents interested in substituting for the teacher. Obtain a substitute from the list when requested to do so by a staff member. Inform substitutes that in order to be paid they must complete a Staff Substitute Form and put it in the Treasurer's box (see Helpful Hints).
- At the start of school, distribute the Insurance Verification for Field Trip Drivers Form to all families in the class. Collect all forms by mid-September. Generate a list of qualified field trip drivers and provide the list to the teacher. Return the original forms to the President for filing. Parents must have a signed form on file in order to drive SHS children, other than their own, on field trips.

JANUARY – MARCH

- Elicit input and select an appropriate class project to be donated to the Artisan Auction; make a plan with the teacher for completing the project during class time (see Helpful Hints).

MAY

- Towards the end of the school year, gather ideas from member families in the class and purchase an appropriate token of appreciation for the teacher and assistant (see Helpful Hints).

JUNE

- Orient incoming PAL to the position by providing relevant PAL materials such as copies of class schedules and phone trees, corresponding committee report forms and any additional committee information. Also, provide a copy of these duties and facilitate understanding by reviewing them together.

HELPFUL HINTS

Parent Helper Schedule/Telephone Tree

- Review copies of previous PAL's parent helper schedule and telephone tree for ideas.
- Consider beginning the parent helper schedule with yourself or another family with previous SHS experience
- Consider scheduling families in alphabetical or another consistent pattern of order. This will benefit the children as they await their parent's turn to help.
- Avoid a long tree of families on the telephone tree, as messages tend to become less accurate (i.e. use 3 or 4 branches instead of 2), and end each branch with your name (to be sure the phone tree worked).
- Instruct families to leave a message and call the next person on the tree if they get an answering machine.
- If possible, avoid any toll calls on the telephone tree.

Substitutes

- Teachers and Assistants will seek a substitute from fellow staff members. If staff is unavailable, the teacher or assistant will then ask the PAL to find a substitute. Keep the substitute list up-to-date and handy as often times short notice is given when a substitute is required. Consider recruiting additional substitutes from the class if the list consists of less than three or four names.

Artisan Auction

- For the last few years, each class has made an item for donation to the Artisan Auction. Past projects have included painting and decorating a "mitten box", painting and decorating a child's table and chairs set,



creating an original piece of art on canvas. The items have all been a joint effort by all members of the class and have included some method of identifying each individual child's contribution.

Teacher Gifts

- Elicit parent input/ideas
- Keep costs appropriate
- Coordinate the collection of money and purchase of items
- Include some form of child involvement (can range from items created by the children, items with the children's signatures, drawing, or photos, having kids present the gifts, etc.).
- To avoid duplication of gifts, discuss your gift choice with the other PAL assigned to the same teachers (if applicable), and consult the list of items received by teachers in previous years. Be sure to update this list before giving it to the new incoming PAL.

Miscellaneous

- PALs need a key to the school in order to have access during the non-school hours for planned class social events and to perform various board duties. Also, a family may request school access to retrieve forgotten items.
- Be sure to print family names in the upper right hand corner on all correspondence placed in cubbies.

ADDITIONAL ACTIVITIES:

- Over the years, some classes have been very active in coffee hours, playgroups, and/or summer outings at local parks. Other classes have not. It usually depends on the individual families' schedules and interests. PALs could determine if interest exists and host or organize one of these events accordingly.
- Consider informal recruitment of a different family member each month to attend the monthly board meeting as a representative of the class for the purpose of improving family involvement and enhancing communication between staff, board and families.

G. HISTORICAL LIAISON DUTIES

The Historical Liaison (together with the President) is the primary contact person between Saxon Hill School and the Jericho Historical Society (SHS' landlord). Being a consistent, familiar contact facilitates communication with the JHS and creates a solid connection.

GENERAL RESPONSIBILITIES:

- Attend all monthly board meetings of the JHS to present questions, concerns or information on behalf of SHS
- Attend all SHS board and full membership meetings and relay questions, concerns or information from the JHS
- Be available by phone or email to both parties to answer questions that come up between meetings
- Secure locations and schedule all SHS full membership meetings (usually at SHS with the exception of the August meeting which is usually at the Jericho Community Center)
- Assist with FMM set up and clean up
- Transfer key and review responsibilities with the incoming Historical Liaison at the June SHS board meeting



- Attend the June JHS meeting with the incoming Historical Liaison to make introductions
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

H. DIRECTOR OF EDUCATION DUTIES

The DOE agrees to perform all duties as described in the Director of Educational Programs job description in the Staff Handbook to the best of her/his abilities.

GENERAL RESPONSIBILITIES:

- Attend all board and full membership meetings
- Hire, supervise, evaluate and manage all staff
- Conduct orientation of new staff and board members
- Identify and provide training and professional development opportunities for staff
- Evaluate staff with President
- Schedule staff meetings to establish curriculum themes for the year
- Review/revise curriculum ensuring continuity between programs and discuss program issues as they arise
- Draw upon expertise of fellow staff or outside consultants to enrich staff's experience and knowledge
- Facilitate and support fundraising activities for SHS as appropriate
- Together with President, board and membership, as appropriate, complete all necessary paperwork for state licensing and NAEYC accreditation
- Be visible in all programs of SHS
- Communicate monthly, in writing, with full membership (via Director's Perspective newsletter)
- Assist President and Treasurer in long range fiscal planning, and in preparation and review of operating budget
- Make an effort to be aware of any concerns that may arise. Guide families toward the cooperative spirit of SHS by modeling appropriate behavior and attempt to dispel any negative gossip by providing accurate information and maintaining open positive communication

- I. The board shall maintain close communication with the staff, appoint committee chairpersons, oversee committee effectiveness, and coordinate publicity for SHSI. The board shall be responsible for the administration of the school, assist members in fulfilling their responsibility to the school, and is empowered to act in response to any issues which arise in the administration of the school. All board members shall attempt to assist each other in their duties and participate in projects which the board deems beneficial to SHSI.
- J. Every board member shall act in a fiduciary manner, that is, he/she must act in the best interests of SHSI.

SECTION 6. In the event of a permanent vacancy in one of the offices a special election will be held within sixty days. The election may be held at a special meeting called for this purpose (Article VI, Section 2) or a regularly scheduled full membership meeting whichever shall first occur within the sixty day period. Until the election



is held the board will make a temporary appointment to fill the vacancy.

SECTION 7. In an emergency situation, 5 or more board members may take action in person or over the phone if the full board is unavailable or unable to address the situation. The full board must be notified as soon as possible. The aforesaid action includes the expenditure of up to \$300.

SECTION 8. A board member may be removed with or without cause. The procedure for removal from office of any board member shall be initiated by the presentation of a petition, signed by 15% of the member families with currently enrolled children, to the board. The petition shall be acted upon within two weeks at either a special meeting called for this purpose (Article VI, Section 2) or a regularly scheduled full membership meeting. At this meeting a vote of the member families present shall be held to decide whether the board member is to be removed. A simple majority vote shall be sufficient to remove the board member in question. Following the vote, at the same meeting, nominations from the floor to fill the board vacancy shall be accepted and a simple majority vote taken to fill the vacancy.

ARTICLE VI - MEMBERSHIP MEETINGS

SECTION 1. The President shall call at least three full membership meetings each year. All member families with currently enrolled children are required to attend. The meetings should be scheduled in August, January, and March. Included in the agenda will be:

- A. August full membership meeting
 1. Outline of responsibilities of member families
 2. Introduction of school programs
 3. Introduction of board members and teaching staff
 4. Registration dates for the following school year
- B. January full membership meeting
 1. Budget for upcoming school year
- C. March full membership meeting
 1. Election of board members for the upcoming school year
 2. Introduction to member-family responsibilities
 3. Start date and number of sessions for upcoming school year
 4. Make-up days for current school year

SECTION 2. A special meeting of the full membership may be called at the discretion of the president or by the presentation to the president of a petition signed by 15% of the member-families with currently enrolled children requesting such a meeting.

SECTION 3. A written warning of the regularly scheduled full membership meetings shall be given to each member family with a currently enrolled child at least two weeks in advance of the meeting. If a special membership meeting is called and warned less than two weeks in advance, member families must be notified by phone as



well as in writing.

- SECTION 4. Each member family shall be entitled to one vote at full membership meetings.
- SECTION 5. A quorum consists of any number of member families present at a regular or special membership meeting.
- SECTION 6. No proxy shall be voted at any meeting of SHSI. A written poll is not a proxy and should be stated as such.
- SECTION 7. Each member of the staff shall be entitled to one vote. If any member of the teaching staff is part of a member family, that family shall be entitled to only one vote. They do not gain an extra vote.
- SECTION 8. The members shall use and refer to Robert's Rules of Order during full membership meetings. Any questions will be answered through reference to the edition of the book in the president's possession. In the event of any inconsistency between Robert's Rules of Order and these by-laws, these by-laws supersede.

ARTICLE VII - BOARD MEETINGS

- SECTION 1. The board shall meet at least once a month. All member families are encouraged to attend and participate in discussions, but only board members vote on matters which come before the board (Article V, Section 3).
- SECTION 2. The procedures for board meetings are governed by Robert's Rules of Order.
- SECTION 3. A majority of members of the board being in attendance constitutes a quorum for transaction of business.
- SECTION 4. The board, at its discretion, may meet in executive session open only to the board members and invited consultants. All such meetings shall comply with the State of Vermont's open meeting law. A motion to go into executive session shall indicate the business of the executive session, and no other matter may then be considered. A majority of board members must vote to go into executive session. Only employee contracts; mediation or grievances which the premature public disclosure of would place SHSI or a person at substantial disadvantage; the appointment, employment, evaluation, disciplinary action or dismissal of a board member or employee; scholarships; and other issues deemed confidential shall be discussed in executive session. Issues discussed during executive session are highly confidential and cannot be discussed outside the session.



ARTICLE VIII - PROGRAMS

- SECTION 1. The SHSI philosophy as stated in the parent handbook shall be incorporated into all programs and executed by the teaching staff.
- SECTION 2. SHSI shall maintain the highest standards of early school development and teaching methods.
- SECTION 3. SHSI program descriptions are found in the parent handbook. Changes to hours in a program, meeting times, numbers of students per class, numbers of teaching staff per class, meeting days, and/or age requirements shall be approved by the full membership.
- SECTION 4. SHSI offers a state licensed kindergarten program.
- SECTION 5. The number of sessions and start date for each program for the upcoming year shall be determined pursuant to Article VI, Section 1C. The calendar shall be as similar to the Chittenden East School District calendar as possible.
- SECTION 6. Adult to child ratios in each program shall comply with State of Vermont licensing regulations.
- SECTION 7. Extension of school programs up to one week due to snow days and/or other unscheduled closings shall be voted on pursuant to Article VI, Section 1C. The school calendar shall note the possibility of such extension before the beginning of school.

ARTICLE IX - STAFF

- SECTION 1. Staff shall have a college degree and/or special experience acceptable to the board and in compliance with State of Vermont licensing regulations. Staff shall have verifiable resume and references.
- SECTION 2. Staff salaries and benefits shall be determined by the board. Staff shall be paid according to the contract agreed upon by the staff member, the Director of Educational Programs, and the board.
- SECTION 3. Teaching candidates and the Director of Educational Programs shall be interviewed and hired by the board in consultation with staff and/or SHSI member families as deemed appropriate. Staff shall be offered a one year written contract. Staff schedules and duties shall be outlined in the contract.
- SECTION 4. The staff shall be allowed absences for illness or personal reason without loss of pay as negotiated in the annual written contract.



- SECTION 5. Substitutes shall be obtained by the teaching staff or the appropriate parent-at-large.
- SECTION 6. Staff contracts shall be negotiated on or before March 15th. SHSI shall have no obligation to renew any contract. The decision to renew any contract shall be in the board's sole and exclusive discretion.
- SECTION 7. Upon 30 days notice, a staff member or the board may terminate a contract for just cause.

ARTICLE X - HOUSING

- SECTION 1. SHSI shall pay rent and other housing costs as determined by negotiation between the board and the owner of the property used for school purposes.

ARTICLE XI - FINANCE

- SECTION 1. An outgoing treasurer shall surrender the account books to a new treasurer. An audit of the books shall be completed before the next full membership meeting by qualified SHSI members and/or a hired professional designated by the board.
- SECTION 2. Responsibility for signing checks rests with the treasurer and the president. Other board members shall be authorized by the full board to do so as necessary. The outgoing treasurer shall be responsible for updating necessary signature cards for the bank account(s).
- SECTION 3. The board shall obtain the approval of the full membership for any unbudgeted expenses over \$1000.00.
- SECTION 4. School funds may be expended for the following purposes:
- A. Rent, utilities, and other housing costs (Article XI);
 - B. Teaching staff salaries and employment expenses;
 - C. Expenses for teaching staff development;
 - D. Purchase of supplies, equipment, and services including administrative expenses;
 - E. Necessary insurance;
 - F. Maintenance of present equipment, building, and grounds;
 - G. Initial output for fundraising;
 - H. Scholarships;
 - I. Community Services.

SECTION 5. RESERVES

SHSI reserves have 2 purposes. The first purpose is to provide SHSI with a buffer in the event of a financial emergency. The second is to provide SHSI with



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a funding vehicle for investments that will be of ongoing value to the school. The reserves are intended neither to cover routine operating expenses nor to fund an anticipated deficit in the next year's budget. Insuring careful budgeting and spending remains primary among the board's fiduciary responsibilities.

SECTION 6. RESERVES

The Board shall maintain reserves of 15% of the current annual budgeted expense for an "emergency Fund". The board may maintain additional reserves as an "opportunity fund".

- A. The "emergency fund" is intended to protect SHSI against financial difficulties resulting from variances in budgeted income or expenses that are vulnerable to change.
 1. Examples of income sources considered vulnerable include special events (ie- Barn sale, Artisan's Auction, etc.), grants/donations, summer camp and tuition.
 2. Examples of expenses considered vulnerable include electricity, heat, substitute pay, publicity and buildings and grounds.
- B. The "opportunity fund" is intended to finance investments that will be of ongoing value to the school. Examples of short-term "opportunity fund" expenses include equipment replacement (such as a copy machine or playground equipment) and program expansion (such as pilot summer or enrichment programs). Examples of long-term "opportunity fund" expenses include investing in property and/or a new classroom building.

SECTION 7. RESERVES

Once payment of expenses causes the "emergency fund" balance to fall beneath 15% of the current annual budget, it is the Board's responsibility to replenish the fund as soon as possible. In the following order, it is the Board's duty to:

- A. expand fundraising in the current fiscal year;
- B. reduce current fiscal year's expenses;
- C. utilize the funds from the "commitment to reserve" line item included in the annual budget;
- D. use interest earned from the reserve fund; and
- E. as a last resort, reallocate money from the opportunity fund to replenish the emergency fund.

ARTICLE XII-INSURANCE AND INDEMNIFICATION

- SECTION 1. SHSI shall indemnify any and all of its board members and/or committee chairpersons; former board members and/or former committee chairpersons against expenses actually and necessarily incurred by them in connection with the defense of any action, lawsuit, or proceeding in which they are made parties or a party by reason of having been a board member and/or committee



chairperson, except in cases where the aforesaid member has been found to have breached his/her fiduciary duties.

- SECTION 2. SHSI shall annually purchase directors and officers insurance in an attempt to ensure indemnification as stated in Section 1.
- SECTION 3. SHSI shall annually purchase general liability insurance.
- SECTION 4. SHSI shall annually purchase workman's compensation insurance for all staff members.

ARTICLE XIII - COMMITTEES

- SECTION 1. The standing committees may include, but are not limited to, the following:
 - A. Exterior equipment and grounds
 - B. Interior equipment and facilities
 - C. Ways and means
 - D. Scrounge
 - E. Cleaning
 - F. Treasurer's Assistant
 - G. Book Orders
 - H. Publicity / T-shirts
 - I. Health Officer
 - J. Future Planning
- SECTION 2. Committees shall be assigned by the board as school needs and the number of participating families allow.
- SECTION 3. Committee descriptions are found in the Parent Handbook.

ARTICLE XIV - ADVISORY COUNCIL

- SECTION 1. The purpose of the SHSI Advisory Council is to provide guidance and support to SHSI, its board, members, and staff, through advice and counsel with specific emphasis on historical continuity and long range planning. The Advisory Council shall work in tandem with the SHSI board on specific projects relevant to the future of SHSI. The Advisory Council shall also serve in a mediation capacity when a grievance occurs with a board decision which has not been resolved through discussion with the board.
- SECTION 2. Membership shall consist of five (5) persons. A majority of members shall be SHSI members prior to election to the Advisory Council. No members may have currently enrolled children. Members shall be recruited from the surrounding community and shall provide the following expertise when possible: one member shall have extensive early childhood education experience, one



member shall have legal expertise willing to provide counsel to the SHSI board, one member shall have financial management and planning experience, and other areas of expertise as needs dictate. The current president and Director of Educational Programs of SHSI shall be a non-voting members of the Advisory Council and shall act as liaison between the Advisory Council and the SHSI board.

The Advisory Council members shall elect one member to act as chair for a renewable term of one year. One member shall also act as secretary to take and distribute minutes.

In the event that any Advisory Council member experiences a conflict of interest with any issue brought before the council, they will excuse themselves from all deliberations and abstain from voting on the issue.

SECTION 3. Members shall be elected at the SHSI Full Membership Meeting in conjunction with SHSI board members. Elections shall follow the same procedures as for SHSI board members, except that Advisory Council members shall be elected by a majority of SHSI members present. Advisory Council members shall become, if not already, honorary members of SHSI.

Each member shall serve a term of three (3) years on a rotating basis. Initial terms of one and two years shall establish the rotation.

Terms shall run from July 1 to June 30. In the event of an Advisory Council member resignation, a special election shall be held at the next SHSI Full Membership Meeting to fill the vacancy.

SECTION 4. The Advisory Council shall meet a minimum of two (2) times a year, in July and January. Additional meetings shall occur as necessary to fulfill the purpose of the Advisory Council. The agenda shall be established by the SHSI membership and directed toward issues pertinent to the future well-being of SHSI.

Any Advisory Council member, including the current SHSI President, shall be able to call a meeting. Except in emergency situations, notice of at least two weeks shall be given for all meetings. SHSI member families with currently enrolled children shall be notified in writing. Public notice shall also be given in a manner deemed appropriate for the agenda. Announcements on community bulletin boards shall constitute a minimum level of public notice.

A quorum shall consist of a majority of Advisory Council members. A majority, for voting purposes, shall consist of a majority of all members. All meetings shall be open to all interested parties. All attendees may participate in any discussions but only Advisory Council members may vote. Minutes of all meetings shall be posted in the school within one week of any meeting.

The Advisory Council, at its discretion, may meet in executive session open only to the Advisory Council members and invited consultants. All such meetings shall comply with the state of Vermont's open meeting law. A motion to go into



executive session shall indicate the business of the executive session, and no other matter may then be considered. A majority of board members must vote to go into executive session. Only employee contracts; mediation or grievances which the premature public disclosure of would place SHSI or a person at substantial disadvantage; the appointment, employment, evaluation, disciplinary action or dismissal of a board member or employee; scholarships; and other issues deemed confidential shall be discussed in executive session. Issues discussed during executive session are highly confidential and cannot be discussed outside the session.

ARTICLE XV - AMENDMENTS

SECTION 1. These by-laws may be amended by a majority vote at any full membership meeting. A two week written notice of proposed amendments shall be given to all member families with currently enrolled children. Within one month of any amendments, a revised copy of the by-laws incorporating all changes shall be made available to all member-families. Two copies shall be posted at the school. All board members, staff, and committee chairpersons shall have up-to-date copies.

ARTICLE XVI - CONFLICTS

SECTION 1. These by-laws take precedence over other policy statements.

ARTICLE XVII - DISSOLUTION

SECTION 1. In the event SHSI shall be dissolved, all its remaining monies and equipment after satisfaction of any outstanding debts or liabilities, shall be donated to the Jericho Elementary School for kindergarten use.