

Changes made:

Meetings Section – December 10, 1998; Revised by CIS January 20, 1999

Meetings & General Sessions – Revised by CIS February 16, 2000

Meetings Section – Revised by CIS November 14, 2001

Mission Section – Revised by CIS September 29, 2008

# COUNCIL OF INDEPENDENT SCHOOLS

## MISSION

The Council of Independent Schools is created under 16 V.S.A. §166(d) to represent the Independent Schools of Vermont. As such, it shall serve as an advocate for Independent Schools and serve as the advisory group for the Commissioner of Education and the State Board of Education on all matters pertaining to Independent Schools within the State, in a manner consistent with §166(d).

## ORGANIZATION

The Council is appointed by the Commissioner of Education. The Council consists of 11 members. No fewer than three (3) shall be representatives of recognized independent schools, nine (9) shall be from within the Independent School's community; two (2) shall be members from the public-at-large.

Council members, whose term is to expire, and schools may provide nominations for replacement of Council members directly to the Council Chair. All nominations must be received by November 1 of each year and the packet must contain a resume and a letter of recommendation. The Council shall select candidates and forward its recommendations to the Commissioner by December 1.

Vacancies that occur may be filled when they occur or may be vacant until the November cycle as outlined above.

Candidates appointed by the Commissioner will take office effective at the January meeting unless filling a vacancy, in which case the appointee shall take office upon appointment.

Each member of the Council shall serve for two (2) years and may be reappointed for up to an additional two terms.

## FUNCTIONS

The Council shall:

advise the Commissioner on policies and procedures with respect to Independent Schools within the State of Vermont;

make recommendations to the Commissioner with respect to any school the Commissioner considers potentially appropriate for hearing;

hold its annual organizational meeting before March 1; and

elect a Chair and Vice-Chair from among its members at the annual organizational meeting.

## MEETINGS

The Council will meet at least three (3) times each calendar year.

Agendas for all meetings will be developed and distributed to all Independent Schools.

All meetings will be warned in accordance with Vermont's Open meeting Law.

Emergency meetings may be called by the Chairperson at anytime.

At least a majority of the Council members shall be present to constitute a quorum.

If a vote is necessary concerning any issue, a simply majority of those present will suffice.

## GENERAL

The Independent School Consultant employed by the Department of Education will serve as the secretary for the Council, and distribute agendas, monthly meetings, and minutes to all Independent Schools within the State. The consultant shall maintain the historical records for the Council.

The Council members are expected to assist in the development of meaningful agendas for the Council and to represent Independent Schools located within their area.

Members of the Council will be encouraged to host meetings of the Council to ensure that Council meetings are held across the state.

The meeting schedule, with location, will be developed at the annual organizational meeting.

Agendas for each meeting will be prepared by the Chair and State Consultant. Agendas of all meetings will be distributed by the consultant to independent schools.