

Annual Organizational Meeting Minutes

Type of meeting: Organizational Meeting, Annual
Date and time: Monday, July 8, 2024, 6:30pm
Location: Sauganash Elementary School
In attendance*: X Depak Bapu, Parent, Chair X Lori Hoagland, Parent
X Robert Szczesniak, Parent X Christine Tassone, Parent
- Stephen Couper, Parent X Sundas Abrar, Parent (virtual)
X Tom Pikarski, Community (virtual) X Elaine Fitzgerald, Community
X Hallie Askuvich, Teacher (virtual) X Anna Ihanna, Teacher
X Christine Munns, Principal X Theresa Ciccone, Non-Teacher
Prepared by: Elaine Fitzgerald
Date prepared: July 10, 2024
Approved on**: TBD

Action items to do before next meeting:

1. Prepare takeaway flyer and committee signups for Organizational Day.
2. Very definition of "quorum" and propose any required changes to Bylaws.

* Attendees in remote are indicated as "virtual".

**Minutes are draft versions until approved at a regular meeting.

ANNUAL ORGANIZATIONAL MEETING NOTICE AND AGENDA

Sauganash School Local School Council
6040 N. Kilpatrick Ave. Chicago, IL 60646
Annual Organizational Meeting for 2023-24 School Year
meet.google.com/sgc-tsea-sxx

[Join by phone](#)

(US) +1 575-323-8875 PIN: 534 654 842#

Monday, July 10, 2023 at 6:30 p.m.

1. Call Meeting to Order Principal Munns
 - a. Meeting called to order at 6:40pm.
 - b. General Announcements:
 1. Jan 3, 2025 is the projected last day of Principal Munns' employment.
 2. School Wide Organizational Day is Thurs Aug 15, 2024 from 9am to 2pm at the school. LSC agreed to promote the LSC via a one page take-away sheet. LSC will also have committee sign up sheets. Sheets will: 1. Briefly describe the committee, 2. propose a time commitment, 3. Provide place to collect names and emails.
2. Roll Call / Establish Quorum Principal Munns
 - a. See "In attendance" above
3. Selection of Temporary Chairperson Principal Munns

(May be any member)
Note: At this point, the Temporary Chairperson presides at meeting until selection of the permanent Chairperson

- a. *Depak Bapu – Temporary Chair*
- 4. Selection of Temporary Secretary Temporary Chairperson
 - a. *Elaine Fitzgerald – Temporary Secretary*
- 5. Approval of Agenda Temporary Chairperson
 - a. *Motioned and approved with a modification to add item “13c. Review Committees”. Remarks were made to correct school year from 2023-24 to 2024-25 and correct the meeting date to read 2024.*
- 6. Nominations and Selection of Chairperson Temporary Chairperson
 - a. *Depak Bapu – Chair*

Note: At this point, the newly-elected Chairperson presides at meeting and assumes his/her new duties.

- 7. Nominations and Selection of the Secretary Newly Elected Chairperson
 - a. *Elaine Fitzgerald – Secretary*

Note: At this point, the newly-elected Secretary assumes responsibility for taking the minutes of the meeting.

- 8. Nominations and Selection of the Vice-Chair Newly Elected Chairperson
[Optional]
 - a. *Robert Szczesniak – Vice-Chair*
- 9. Nominations and Selection of FOIA/OMA Officer(s) **(Only if Office is Vacant)** Newly Elected Chairperson
 - a. *FOIM/OMA Officer – Tom Pikarski*

- 10. Set Regular Meetings Schedule for School Year Newly Elected Chairperson
 - a. *Next years meeting dates were established as follows:*

| | |
|---|---|
| <i>Aug 14 , 2024 - LSC Training</i> | <i>Jan 13, 2025</i> |
| <i>Sept 16, 2024</i> | <i>Feb 10, 2025</i> |
| <i>Oct 7, 2024</i> | <i>Mar 10, 2025</i> |
| <i>Nov 18, 2024 – State of the School</i> | <i>Apr TBD, coordinated with release date of budget</i> |
| <i>Dec – no meeting</i> | |

- 11. Adopt / Re-adopt Bylaws or Establish Bylaws Committee **[Optional]** Newly Elected Chairperson
 - a. *Bylaws were reviewed and discussed. Items of note:*
 1. *Definition of a meeting quorum needs defined and clarified in the bylaws to address what constitutes a quorum given allowable virtual attendance. Conditions for voting and style of committee meetings outside of regular meetings were discussed.*

12. Adopt / Re-adopt Rules of Order for LSC Meetings Newly Elected Chairperson
[Optional]

a. Rules of Order were re-adopted; Basis is Robert's Rules of Order.

13a. Approval of Outside Vendor Services and School Usage Principal Munns
(Right At School, Test Prep Chicago, Chess Academy)

a. (3) vendors listed above were approved for school usage.

13b. Approval of Internal Accounts Payment Cap Principal Munns

a. Standing rule through CPS is payment amounts greater than or equal to \$5,000 are reviewed by the LSC. Historically, the LSC has had a \$1,000 payment cap. There was discussion and a decision was made to keep the \$1,000 payment cap in place. In addition to the regular communication in the principal's report, the payment cap will be added into the description of the budget committee and communicated at the next regular meeting.

13c. Review Committees Principal Munns

- a. The following committees and their chairs were agreed upon:

| | |
|---------------------------|------------------------------|
| Budget – Deepak, Robert | Student Council - Madelaine |
| Principal Review - Hallie | School Events - Elaine |
| LRE – Anna, Theresa | Safety - Lori |
| PPLC - Hallie | Principal Selection - Robert |
| BAC - Anna | |

14. Announce Date of First Regular Meeting & Adjournment Newly Elected Chairperson

- b. Next meeting: Mon, Aug 14, 2024, 6:30pm at Sauganash Elementary School
- c. Items on next agenda: principal selection process training by CPS LSC representation.

End of meeting notes