



SAUGANASH LOCAL SCHOOL COUNCIL * 2015-2016

Where we "Believe to Achieve the Power of the Chief"



SAUGANASH LOCAL SCHOOL COUNCIL BYLAWS * 2015-2016

Bylaws of Sauganash Elementary School Local School Council

Article I - Name and Authority

Section 1. **Name.** The name of this Local School Council shall be the Sauganash Elementary School Local School Council (hereinafter "LSC").

Section 2. **Offices.** The LSC shall maintain its offices and records at 6040 N. Kilpatrick Avenue, Chicago, Illinois, 60646.

Section 3. **Authority.** The LSC is a Local School Council organized under the authority of the Illinois School Code.

Article II – Governance

These Bylaws, the applicable rules and regulations of the Chicago Board of Education and the Illinois School Code shall govern the operation of this LSC.

Article III – Purpose

The purpose of the LSC shall be to carry out its responsibilities pursuant to the Illinois School Code and Board Rules and to improve the quality of education at the attendance center.

Article IV - Basic Policies

The following are basic policies of the LSC:

- a. The LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.
- b. The name of the LSC shall not be used in any manner to suggest LSC approval or endorsement except in those instances where the LSC has considered a matter over which they have been granted authority to act and affirmatively approved by a majority vote of its membership. Nothing in this Article shall prohibit an LSC member from giving his or her independent endorsement. Any LSC member using his name for an independent endorsement shall so indicate in the endorsement. Nothing contained in this Article shall be construed to restrict the constitutional rights of an individual who is a member of the LSC. The LSC will not devote or allow the use of its resources for the publication and distribution of statements or campaign material, in any political campaign on behalf of or in opposition to any candidate for public office.
- c. Neither the LSC nor any of its members acting in their official capacity as members of the LSC shall directly or indirectly use or allow the use of any of its resources in any campaign for Local School Councils on behalf of or in opposition to any candidate for a Local School Council.
- d. No member of the LSC or of an LSC committee shall take or receive either directly or indirectly, any money, or thing of value that is to serve as a means of influencing his or her action in his or her capacity as a member of the LSC or an LSC committee. No member shall solicit, accept, or agree to accept for personal gain any direct or indirect favor, gift, loan, free service, gratuity, entertainment, or other items of economic value if the donor has or is seeking to obtain contractual or other business or financial relations with the Board or with the LSC; has interests that may be substantially affected by the performance or nonperformance or the member's duties on the LSC; or is attempting to reward or influence the member's impartiality or give that appearance.



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These prohibitions do not preclude: (a) acceptance of unsolicited advertising or promotional material of nominal value; or (b) acceptance of food, entertainment, and refreshments of nominal value of infrequent occasions in the ordinary course of a meeting, inspection tour, or training session in which the member is properly in attendance.

- e. The LSC shall, to the maximum extent allowed by the law, participate in the decision-making process to improve the quality of education for the students of the school.

Article V – Membership

Section 1. **General Powers.** The affairs of the LSC shall be managed by its members.

Section 2. **Number, Tenure and Qualifications.** The LSC shall be composed of eight (8) elected members, two (2) teachers appointed by the Board, plus the principal of the attendance center and, if the LSC of a high school, a student member. Each member shall hold office until the end of his or her term of office, until his or her death or resignation, or until his or her removal in accordance with the Illinois School Code. The eight (8) elected members of the LSC shall consist of six (6) parents of students currently enrolled at the attendance center, who are not employees of the Board of Education; and (ii) two (2) community residents residing within the attendance area or voting district of the attendance center, who are not employees of the Board of Education and who have no children attending the school; plus there shall be (iii) two (2) teachers employed at the attendance center who shall be appointed by the Board of Education following an advisory non-binding referendum of staff. In high schools, the students shall participate in a non-binding election in order to recommend to the Board of Education a student to serve for one year on the LSC.

The student member shall be allowed to vote on all non-personnel matters. The principal of each attendance center shall serve on the LSC and exercise those powers allowed by statute.

Section 3. **Nomination and Election.** The LSC shall conduct elections for LSC membership in accordance with the provision of the Illinois School Code and the guidelines and procedures adopted by the Board of Education to ensure fair and equitable elections. The LSC shall not adopt or use any other election guidelines or procedures.

Section 4. **Term.** Members of the LSC shall serve for a term of two (2) years (except the student member of the high school Local School Council shall serve for one year). Any LSC member who wants to resign from the LSC during his or her term shall submit a written resignation to the LSC. Any LSC member who loses his or her eligibility to serve shall resign or be removed in accordance with Board of Education Rule 6-28, Board Rule 6-29, or Board Rule 6-30.

Section 5. **Dues.** There shall be no obligation for any member of the LSC to pay dues or any type of membership fee.

Section 6. **Compensation.** Members of the LSC shall serve without compensation and without reimbursement of any expenses incurred in the performance of their duties, except as may otherwise be provided by the Board of Education.

Section 7. **Vacancies.** In the event a vacancy occurs during a parent or community member's term for whatever reason, the LSC shall appoint a person otherwise eligible for election to the vacant position to serve on the LSC for the remainder of that member's term. In the event that less than the minimum number of parent or community persons eligible are elected to the LSC



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at a regular LSC election, the LSC shall appoint eligible persons to serve as members of the LSC for terms consistent with the terms held by the elected members of the LSC.

Section 8. **Organizational Meeting.** The Organizational Meeting of the LSC shall be held no sooner than July 1 and no later than July 14 of each year. At the organizational meeting, the LSC shall elect a parent member as its chairperson and a secretary from among its members, each to serve terms of a one-year term. The time and place of the LSC's regular meetings shall be convenient to the public.

Section 9. **Regular Meetings.** Regular meetings of the LSC shall be held on an annual schedule determined by the LSC at its organizational meeting. The time and place of such meetings shall be convenient to the public. The LSC may only take action during regular meetings on items listed on the agenda.

Section 10. **Special Meetings.** Special meetings of the Local School Council may be called by the chairperson or by any four (4) members by giving notice in writing, specifying the time, place and purpose of the meeting. The LSC may only take action during special meetings on items listed on the agenda. Notice of special meetings shall be given in accordance with the provisions of Article V, section 12 of these Bylaws and the Open meetings Act. The time and place of such special meetings shall be convenient to the public.

Section 11. **Participation.** All LSC meetings shall be open to the public, except during closed sessions as otherwise provided in the Open Meetings Act (OMA).

Section 12. **Notice.** The School Code requires that public notice of LSC meetings be given in accordance with the OMA.

The LSC must set a schedule of the time and place of its regular meetings at the LSCs first organizational meetings and publicize that schedule. An agenda must be posted at least 48 hours in advance of holding every regular or special meeting. Items not specifically stated in the agenda may still be considered at the regular meeting. (No action [vote] may be taken at this meeting).

If a change is made in the schedule of regular meetings dates, the LSC must have at least 10 days notice of the change by publication in a newspaper of general circulation in the school community that the LSC serves. Notice of such change must be posted at the school. If there is a change to only a single meeting date, then the 10 day notice and publication requirement do not apply.

The LSC must give public notice of any special, rescheduled, regular or reconvened meeting at least 48 hours before that meeting is held. The agenda of the meeting must be included in a public notice. These notice requirements do not apply to reconvened meetings if the meeting was open to the public and either the reconvened meeting is held within 24 hours after the original meeting or an announcement of the reconvened meeting was made at the original meeting and there was no change in the agenda.

In addition to the public notice requirements above, notice of special meetings must also be given to LSC members pursuant to Section 34-2.2(a) of the Illinois School Code.

Section 13. **Quorum and Manner of Acting** (a) The LSC may only act when a quorum is present.



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Six (6) members, elementary schools, seven (7) members high schools constitutes a quorum. (b) The principal and the high school student representative shall not be counted for purposes of determining whether there is a quorum present, and shall have to vote, on any of the following matters:

- Evaluation of the principal;
- Renewal of the principal's contract or the inclusion of any provision in, or modification of, the contract;
- The direct selection of a new principal;
- The determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal; or
- The selection of a principal in cases where the Chief Executive Officer fails or refuses to make a selection after the LSC submits a list of candidates to the Chief Executive Officer.

Generally, except as noted in subsection (d) below, whenever a vote is taken on any measure before the LSC, a quorum being present, the affirmative vote of a majority of the full membership then serving shall determine the outcome of that measure, (d) Seven (7) affirmative votes are always required, regardless of the number of vacancies on the LSC, for the following actions:

- Selection of a new principal.
- Request to the Chief Executive Officer to approve written dismissal charges against the principal.

(e) Seven (7) in elementary school, eight (8) in high school affirmative votes are required, regardless of the number of vacancies on the LSC for the transfers of money within funds.

Section 14. Non-functioning LSC Members. A Local School Council member may be removed from the council by a majority vote, if the council member has missed three (3) consecutive regular meetings or five (5) regular meetings in a twelve (12) month period. A vote to remove a council member shall only be valid if the council member has been notified personally or by certified mail, mailed to the person's last known address, of the council's intent to vote on the council member's removal at least 7 days prior to the vote. The council member in question shall have the right to explain the reasons for his or her absence and shall be eligible to vote on the question of his or her removal from the council. An LSC member may be removed pursuant to Board Rules for failure to disclose required criminal convictions and/or for failure to comply with the Ethics Code and/or failure to comply with the training mandate.

Article VI – Officers

Section 1. Enumeration and Qualifications. The officers of the LSC shall be a chairperson and a secretary and such other officers as the LSC may decide to elect from among its members. The chairperson shall be a parent member of the LSC. Each officer shall each serve a term of one year.

Section 2. Election of Office. The LSC shall elect its officers at the organizational meeting of the LSC.

Section 3. Term of Office. The term of office for officers of the LSC shall be one year provided that the term of office for a member who is filling the unexpired term of a vacant, resigned, or removed member shall be the remainder of the unexpired term.

Section 4. Vacancies. In the event a vacancy occurs during an officer's term for any reason, such vacancy shall be filled by appointment in the same manner as provided for the original election of the officer.



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Section 5. **Chairperson.** The chairperson shall preside at all meetings of the LSC. He or she shall have the authority to call special meetings of the LSC by giving notice to the other members of the LSC in writing, specifying the time, place, and purpose of the meetings, and by giving general notice in the manner provided in Article V, section 12. Subject to the direction and control of the entire LSC, the chairperson shall have general supervision, direction, and control of the business and affairs of the LSC and shall perform all duties incident to the office of chairperson and such other duties as may be assigned to him or her by the LSC. The Vice Chair may not sign documents for the chair unless the bylaws give the Vice Chair the authority to sign in absence of the chairperson.

Section 6. **Secretary.** The secretary shall conduct the official correspondence, preserve all documents and communications, maintain an accurate record of the proceedings of the LSC in the minute books (maintain one minute book in the school office and duplicate minute book kept by the secretary), issue notices of regular and special meetings as required by these Bylaws, or perform all duties incident to the Office of the Secretary and such other duties as may be assigned to him or her from time to time by the LSC. Minutes shall contain the time, date and place of each meeting (open or closed), the names of all LSC members recorded as present, and a record of matters discussed and votes taken. Upon the expiration of his or her term, the secretary shall deliver to the LSC the books, records, papers, minute books, and other property of the LSC.

Section 7. **Other Officers.** The LSC may elect such other officers as it determines are necessary for the proper operation of the LSC. In the event that such officers are elected, their terms shall expire at the same time that the terms of the chairperson and the secretary expire, and the LSC shall amend these Bylaws to describe the duties and responsibilities of such other officers.

Section 8. **Vice Chairperson.** The Vice Chairperson presides at the LSC meetings in the absence of the Chair.

Article VII – Committees

Section 1. **Committees.** The LSC may create such standing committees and special committees from time to time as it determines are necessary for its operation, provided that if standing committees are created, the LSC shall amend these Bylaws to describe the membership, duties, and responsibilities of such committees.

Section 2. **Committee Powers Limited.** The committees shall have the power to make recommendations to the LSC and such other powers as provided in these Bylaws. The committees shall not have the power to make final decisions concerning the exercise of the powers of the LSC or binding the LSC. All committees created by the LSC are subject to the requirements of the Illinois Open Meetings Act.

Article VIII - Powers and Duties

The power and duties of the LSC shall include:

- a. Evaluating the performance of the principal, taking into consideration the annual evaluation of the principal conducted by the Chief Executive Officer, or designee, determining whether the performance contract of the principal shall be renewed, and by a vote of seven members, directly selecting a new principal to serve under a 4-year performance contract or to fill a vacancy in the position of the principal within 90 days after the date such vacancy occurs;



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- If unable to directly select a principal, the LSC must submit 3 names to the CEO;
- b. Executing a uniform principal performance contract and, if necessary, establishing additional criteria to that contract with the principal which shall not discriminate on the basis of race, sex, creed, color, or disability unrelated to ability to perform and which shall be consistent with the Board of Education's Uniform Contract for Principals;
 - c. Approving the School Expenditure Plan prepared by the principal with respect to funds allocated and distributed to the attendance center by the Board of Education and such other powers and duties enumerated in the Illinois School Code concerning the expenditure of State Chapter I funds and lump sum budgeting;
 - d. Making recommendations to the principal concerning textbook selection;
 - e. Advising the principal concerning the attendance and disciplinary policies of the attendance center;
 - f. Approving the SIPAAA and reporting at least twice a year to the public on progress and problems with respect to implementation of the Plan;
 - g. Evaluating the allocation of teaching and non-teaching staff resources to determine if such allocation is consistent with instructional objectives and school programs as reflected in the SIPAAA;
 - h. Making recommendations to the principal concerning respective appointments of persons to fill any vacant, additional, or newly created positions for teachers or non-teaching staff at the attendance center;
 - i. Acquiring training as required by *The Illinois School Code*;

Article IX - General Provisions

Section 1. **Conflicts.** Any provision of these Bylaws that conflict with the Illinois School Code, as amended from time to time, shall be null and void.

Section 2. **Amendment to Bylaws.** These Bylaws may be amended at any regular meeting of the LSC by a two-thirds vote of the LSC, provided that notice and the language of the proposed amendment shall have been given to all members and to the public at least seven (7) days before the regular meeting at which such amendment is to be considered.

Section 3. **Parliamentary Authority.** The rules contained in the current edition of Robert's Rules of Order shall govern the meetings of the LSC in all cases in which the rules are applicable and not in conflict with these Bylaws or The Illinois School Code of Illinois.

Section 4. **Contracts.** No Board of Education employee, LSC member, or LSC may bind the Board of Education to a contract without the approval of the Board of Education. However, the principal may approve contracts, not to exceed \$10,000, for non-biddable items if the contract is endorsed by the LSC.

Section 5. **Physical Presence:** Telecommunications. (See note below). A quorum of the LSC must be physically present at all meetings.

A majority of the full membership of the LSC constitutes a quorum.

Provided a quorum is physically present, an LSC member may attend a meeting by video or audio conference if he or she is prevented from physically attending because of: (1) personal illness or disability, (2) personal employment purposes,



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(3) LSC business, (4) a family or other emergency or (5) such other reasons authorized under Section 7 of the Open Meetings Act (5/ILCS 120/7). If a member wishes to attend a meeting by video or audio means, he or she must notify the Chairperson at least 24 hours before the meeting unless advance notice is impractical. The Chairperson will inform the Principal in order to make appropriate arrangements.

Video or audio conference must be clearly audible to LSC members and the public in attendance. The Chairperson shall indicate in the meeting minutes whether the members of the LSC were physically present for the meeting or present by means of video or audio conference. An LSC member, who attends a meeting by audio or video means, as provided in this bylaw, may participate in all aspects of the meeting including voting.

Chairperson,
Local School Council _____

Secretary,
Local School Council _____

Date adopted by LSC _____

by a vote of _____ if favor and _____ opposed.

Note: The provisions of this draft bylaw, Article IX-Section 5, are the minimum statutory requirements other than the length of notification that is given the Chairperson, the audibility requirement and the process for accommodating the request. Alternatively, an LSC may prohibit members from participating by video or audio means altogether by not adopting this rule as part of the bylaws. Also, an LSC may modify the sample bylaw (1) to include additional requirements such as mandating that a member attending by phone participate for the entirety of the meeting until adjournment, (2) to alter the 24-hour notification period to identify a longer or shorter notice period, or (3) to identify a different LSC member, other than the Chairperson, to receive notice (e.g. Secretary).