

Bylaws of the Grover Cleveland Elementary School Local School Council

Article I – Name and Authority

Section 1. Name. The name of this Local School Council shall be the Grover Cleveland Elementary School Local School Council (hereinafter “LSC”).

Section 2. Offices. The LSC shall maintain its offices and records at 3121 W Byron Street, Chicago, IL 60618, with the agreement and cooperation of the principal.

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:

1. The LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.
2. 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 or her name for an independent endorsement shall so indicate in the endorsement. Nothing in this Article shall be construed to restrict the constitutional rights of an individual who is a member of the LSC.
3. 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.
4. 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.

5. 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.

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.

6. 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, three (3) members in elementary schools or four (4) members in high schools appointed by the Board of Education, plus the principal of the attendance center. The 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 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. The appointed members of the LSC shall consist of two (2) teachers and one (1) non-teacher staff member and, in a high school, one (1) student. The appointed members shall be appointed by the Board of Education following non-binding advisory preference polls of the school staff and, in high school, the students. 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.

Section 3. Nomination and Election. The LSC shall assist and cooperate with the Board of Education in conducting elections for LSC membership at the attendance center in accordance with the provisions 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. All members shall serve a term of two (2) years except the student member in a high school, who shall serve a term of one (1) year. Any LSC member who decides to resign from the LSC during his or her term may submit a written resignation to the LSC Chairperson, LSC Secretary or Principal, who shall forward the written resignation to the entire LSC. Any LSC member who fails to meet the eligibility requirements for their office will be subject to removal from office in accordance with Board of Education Rules 6-28, 6-29 or 6-30. Any such member may resign from office in lieu of removal.

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 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. Removal of Members. The LSC may remove members by a majority vote for missing three (3) consecutive regular meetings or five (5) regular meetings in a twelve (12) month period. The regular meetings that may be considered in removing a member are the regular meetings scheduled at the Annual Organizational Meeting. The LSC must notify the member by personal delivery or certified mail directed to the member's last known address of its intent to vote on his or her removal at least seven (7) days prior to the vote. At the meeting at which the LSC will vote on removal, the member shall have the right to explain the reasons for his or her absence and to vote on the question of his or her removal.

Pursuant to Board Rules, the Board of Education may also remove members for any of the following reasons:

- Failure to meet the eligibility requirements for their office
- Failure to complete a Criminal Disclosure Form to disclose criminal convictions
subject to disclosure on the Form
- Failure to pass a criminal background investigation
- Failure to provide fingerprints for completion of the criminal background

investigation

- Failure to comply with the Ethics Code
- Failure to comply with the training requirements for LSC members
- Failure to file an Annual Statement of Economic Interests

Article VI – Meetings

Section 1. Annual Organizational Meeting. The LSC will hold an Annual Organizational Meeting no sooner than July 1 and no later than July 14 of each year at the school where it serves. At the organizational meeting, the LSC shall elect, at minimum, a Chairperson (must be a parent member) and a Secretary (may be any member) to each serve a term of one (1) year and shall set a schedule of regular meetings for the school year.

Section 2. Regular Meetings. The schedule of regular meetings shall be made available to the public. Regular meetings may be held on legal holidays. The time and place of regular meetings shall be convenient to the public.

Section 3. Special Meetings. The Chairperson or any four (4) members may call special meetings by giving the other LSC members notice in writing specifying the time, place, and purpose of the meeting. Notice of special meetings shall also be given to the public in accordance with the provisions of Article VI, section 5 of these Bylaws and the Open Meetings Act. The time and place of such special meetings shall be convenient to the public. Special meetings may not be held on a legal holiday. The LSC may only take action at special meetings on items specifically listed on the agenda.

Section 4. Public Participation. All LSC meetings shall be open to the public except meetings or sessions that are closed to the public as allowed by the Open Meetings Act (OMA). The public shall be afforded an opportunity to address the LSC at all open meetings.

Section 5. Notice and Agenda. A notice and agenda for all meetings, regular or special, must be posted at the school and meeting location, if other than the school, at least forty-eight (48) hours before the scheduled starting time of the meeting. The notice must inform the public of the date, time and location of the meeting and the agenda must specifically identify all items the LSC proposes to act on at the meeting. Items not specifically identified in the agenda of a regular meeting may only be discussed at the meeting. Items not specifically identified in the agenda of a special meeting may not be discussed at the meeting.

If the LSC changes the date, time or location of more than one (1) regular meeting at a time, the LSC must give at least 10 days notice of the changes by publication in a newspaper of general circulation in the school community that the LSC serves. Notice of

such change must also be posted at the school. If there is a change to only a single meeting, the 10-day notice and publication requirement does not apply.

The LSC must also give public notice of any rescheduled or reconvened meeting at least 48 hours before that meeting is held. The agenda of the rescheduled or reconvened meeting must be included in the public notice. The notice requirements do not apply to reconvened meetings if the original 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 is made at the original meeting and there is no change in the agenda.

In addition to the public meeting notice requirements, written notice of the time, place and purpose of special meetings must also be given to all LSC members before the meeting.

Section 6. Quorum and Manner of Acting.

1. A quorum of seven (7) members must be physically present at a meeting for the LSC to formally conduct any business.
2. The principal and the student member in a high school shall not be counted for purposes of determining whether there is a quorum present and shall have no vote when the LSC is considering any of the following matters:
 - ● Evaluation of the principal's performance
 - ● Renewal of the principal's contract or the addition of any additional

terms (addenda) to a new or renewed principal's contract

- ● The direct selection of a new principal
- ● The determination of names of candidates to submit to the Chief

Executive Officer for the position of principal

In addition, the student member in a high school may not vote on other personnel matters, including the allocation of teaching and staff resources.

3. Generally, except as noted in subsections d and e below, whenever a vote is taken on any measure before the LSC, a quorum being present, the affirmative vote of a majority of the members then serving shall determine the outcome of that measure.
4. At least seven (7) affirmative votes are required, regardless of the number of vacancies on the LSC, for the LSC to take the following actions:
 - ● Selecting a new contract principal
 - ● Directing the Chief Executive Officer to approve written dismissal

charges against the principal on behalf of the LSC

5. Regardless of the number of vacancies on the LSC, at least seven (7) affirmative votes in elementary schools and eight (8) affirmative votes in high schools are required to approve school budget transfers within funds.

Article VII – Officers

Section 1. Enumeration and Qualifications. The officers of the LSC, as required by law, shall be a Chairperson, a Secretary and a Freedom of Information/Open Meetings Act Officer or Officers. The LSC may elect such other officers from among its members as it deems necessary for the efficient operation of the LSC. The Chairperson shall be a parent member of the LSC. Any member may serve in the remaining offices.

Section 2. Election of Office. The LSC shall, at a minimum, select the Chairperson and Secretary at the Annual Organizational Meeting and may select other officers at the Annual Organizational Meeting.

Section 3. Term of Office of Chairperson and Secretary. The term of office of the Chairperson and Secretary shall be one year except that a new Chairperson or Secretary selected to fill an unexpired term of office shall serve only 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 in the same manner as the original selection of the officer.

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 public notice in the manner provided in Article VI, section 5. 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 including signing any official records or documents to reflect the LSC's approval of the matter(s) reflected in such records or documents and such other duties as may be assigned to him or her by the LSC.

Section 6. Secretary. The Secretary shall conduct the official correspondence, preserve all documents and communications, record and 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 and post notices of regular and special meetings as required by these Bylaws and 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, at minimum, the time, date and place of each meeting (open or closed), the names of all LSC members recorded as physically present, or present by means of video or audio conference and absent and a record of all matters discussed and all votes taken. The LSC shall approve all

open meeting minutes no later than the second regular meeting or 30 days after the meeting for which the minutes were taken, whichever is later and shall make such minutes available for public inspection within ten (10) days of approval. 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. FOIA/OMA Officer(s). The FOIA/OMA officer(s) shall advise the LSC concerning the requirements of the Freedom of Information Act and Open Meetings Act.

Section 8. Other Officers. The LSC may elect such other officers as it determines are necessary for the efficient operation of the LSC. In the event that such officers are elected, their terms may expire at the same time that the terms of the Chairperson and the Secretary expire.

Section 9. Vice-Chairperson. If elected, the Vice Chairperson presides at the LSC meetings in the absence of the Chairperson. In the absence of the Chairperson or the position of the Chairperson, the Vice Chairperson shall conduct all duties of the Chairperson, including signing any official records or documents to reflect the LSC's approval of the matter(s) reflected in such records or documents.

Section 10. Sergeant-At-Arms. If elected, the Sergeant-At-Arms shall maintain order at LSC meetings and perform such other duties as delegated by the LSC or the Chairperson, including setting up for meetings, signing in visitors and speakers, making copies of the meeting notices and agendas and advising the LSC and Chairperson on meeting procedures.

Article VIII – 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 efficient 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 IX – Powers and Duties

The powers and duties of the LSC include:

1. Conducting an annual evaluation of the current contract principal's performance, taking into consideration his or her annual evaluation by the Chief Executive Officer or designee.

2. Conducting a cumulative evaluation of the current contract principal's performance in the fourth year of the contract, taking into consideration the annual evaluation of the principal's performance during the term of the contract by the LSC and the Chief Executive Officer or designee.
3. After such cumulative evaluation, determining whether the principal's current contract shall be renewed.
4. Directly selecting, with at least seven (7) votes, a new principal to serve under a four-year performance contract in the event that the current principal's contract is not renewed or in the event of a vacancy in the principal's position.
5. Submitting the names of three (3) candidates to the CEO to select the school's new contract principal in the event that the LSC is unable to directly select the new principal with at least seven (7) votes.
6. Adding additional terms to a principal's contract. Such terms shall not discriminate on the basis of race, sex, creed, color, disability unrelated to ability to perform or sexual orientation. Such terms shall be consistent with the Board of Education's Uniform Principal's Performance Contract and shall be submitted to the Board's Law Department for approval prior to a vote to award the principal's contract.
7. Approving the School Expenditure Plan developed by the principal with respect to funds allocated and distributed to the attendance center by the Board of Education and exercising such other powers and duties as enumerated in the Illinois School Code concerning the expenditure of Supplemental General State Aid (SGSA), formerly State Chapter I, funds, and student-based budgeting.
8. Approving the Continuous Improvement Work Plan (CIWP) developed by the principal in consultation with the LSC and the PPLC.
9. Requesting that the principal close positions and open new ones consistent with the provisions of the CIWP provided the decisions are consistent with applicable law and collective bargaining agreements
10. Convening two meetings with the school community to present the CIWP and Expenditure Plan developed by the principal, and the annual report, and to receive public comment thereon.
11. Reporting at least twice a year to the school community on progress and problems with respect to implementation of the CIWP.
12. 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 CIWP.
13. Making recommendations to the principal concerning respective appointments of persons to fill any vacant, additional, or newly created positions for teachers at the attendance center.
14. Making recommendations to the principal concerning textbook selection.
15. Advising the principal concerning the attendance and disciplinary policies of the attendance center and school fees.
16. Directing the Chief Executive Officer to approve written charges against its principal on behalf of the council with a vote of seven (7) members.

- 17. Complying with the training requirements established for LSC members by the Illinois School Code.
- 18. Filing an Annual Statement of Economic Interests.

Article X – 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 of 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. Prior to the final approval of any amendments to these Bylaws, the proposed amendments must be submitted to and approved by the Office of Local School Council Relations.

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.

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 \$10,000.00, for non-biddable items if the contract is endorsed by the LSC.

Section 5. Participation by Video or Audio Means. (*See note below*). 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, (3) LSC business, or (4) a family or other emergency. If a member wishes to attend a meeting by video or audio means, he or she must notify the Chairperson in advance of the meeting unless advance notice is impractical. The Chairperson will inform the Principal in order to make appropriate arrangements. The member’s participation by video or audio conference must be approved by a majority of the serving members.

Video or audio conference must be clearly audible to LSC members and the public in attendance. The meeting minutes shall indicate 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.

_____ **LSC Chairperson**

_____ **School**

These Bylaws were adopted/amended on:

_____ **LSC Secretary**

Date

by a vote of _____ in favor and _____ opposed.

Note: The provisions of Article X, 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 to (1) include additional requirements such as mandating that a member attending by phone participate for the entirety of the meeting until adjournment; (2) alter the advance notification period to identify a specific notice period, and/or (3) identify a different LSC member, other than the Chairperson, to receive the advance notice (e.g., the Secretary).