

## **Bylaws of the Prussing Elementary School Local School Council – As Approved, December 16, 2015**

### **ARTICLE I – NAME AND AUTHORITY**

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

Section 2. Offices. The LSC shall maintain its offices and records at 4650 North Menard Avenue, Chicago, Illinois, 60630, 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 the 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, and nonpartisan.
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 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 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 the 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 of 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; two (2) teachers and one (1) non-teacher staff member employed at the attendance center and appointed by the Board; and the principal of the attendance center. 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 two (2) community residents residing within the attendance area, who are not employees of the Board of Education and who have no children attending the school. The two (2) teachers and (1) non-teacher staff member employed at the attendance center shall be appointed by the Board of Education following an advisory non-binding referendum of staff. 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 of the LSC shall serve a term of (2) years. 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 report the resignation to the entire LSC, and shall make the written resignation available upon request of other LSC members. Any LSC member who at any time 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 by LSC. 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 as defined in Article VI of these bylaws. 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.

Section 9. Removal of Members by Board of Education. Pursuant to Board Rules, the Board of Education may also remove LSC members for any of the following reasons:

- a. Failure to meet the eligibility requirements for their office;
- b. Failure to complete a Criminal Disclosure Form to disclose criminal convictions subject to disclosure on the Form;
- c. Failure to pass a criminal background investigation;
- d. Failure to provide fingerprints for completion of the criminal background investigation;
- e. Failure to comply with the Ethics Code;
- f. Failure to comply with the training requirements for LSC members;
- g. 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 attendance center. At the organizational meeting, the LSC shall elect, at minimum, a Chairperson (who must be a parent member), and a Secretary (who 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. 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 ten (10) days notice of the changes by posting at the attendance center. If there is a change to only a single regular meeting, the 10-day notice requirement does not apply.

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. The time and place of special meetings shall be convenient to the public. Special meetings may not be held on a legal holiday.

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 start 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.

The LSC must also give public notice of any rescheduled or reconvened meeting at least forty-eight (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 twenty-four (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.

a. A quorum of seven (7) members must be physically present at a meeting for the LSC to formally conduct any business.

b. The principal 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:

i. Evaluation of the principal's performance;

ii. Renewal of the principal's contract, or the addition of any additional terms (addenda) to a new or renewed principal's contract;

iii. The direct selection of a new principal;

iv. The determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal.

c. Generally, except as otherwise noted in these Bylaws, whenever a vote is taken on any measure before the LSC, if a quorum is present, the affirmative vote of a majority of the members then serving shall determine the outcome of that measure, where the number of members then serving does not include vacant positions, but does include absent members.

d. Seven (7) affirmative votes are always required, regardless of the number of vacancies of the LSC, for the following actions:

i. Selecting a new principal;

ii. Directing the Chief Executive Officer to approve written dismissal charges against the principal on behalf of the LSC;

iii. Approving the transfers of school budget transfers within funds.

Section 7. Participation by Audio or Video Means. Provided a quorum is physically present, an LSC member may attend a meeting by audio or video conference if he or she is prevented from physically attendance 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 audio or video 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 audio or video conference must be approved by a majority of the serving members. Audio or video conference must be clearly audible to LSC members and the public in attendance. An LSC member, who attends a meeting by audio or video means, as provided in this Section, may participate in all aspects of the meeting including voting.

## **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.

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

Section 3. Term of Office. The term of office for officers of the LSC shall be one year, except 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 that a vacancy occurs during an officer's term for any reason, such vacancy shall be filled by election of the LSC members at a LSC meeting 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 these Bylaws. 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, 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, maintain an accurate record of the proceedings of the LSC in the minute books (maintain one minute book in the school office and a 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 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, present by means of video or audio conference and absent; and a record of 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, audio or video tapes, 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 proper operation of the LSC. In the event that such officers are elected, their terms shall expire at the same time the terms of the Chairperson and Secretary expire, and the LSC shall amend these Bylaws to describe the duties and responsibilities of such other officers.

## **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 to bind 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 evaluations 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 (Budget) 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 or non-teaching staff 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.
19. Encouraging the involvement of additional non-voting members of the school community in facilitating the LSC's exercise of its responsibilities.
20. Complying with state and federal laws, applicable collective bargaining agreements, and court orders.
21. Approving, in accordance with rules promulgated by the Board of Education, receipts and expenditures for internal accounts of the attendance center, and approving all fund-raising activities by non-school organizations.

**ARTICLE X – GENERAL PROVISIONS**

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

Section 2. Amendment and Bylaws. These Bylaws may be amended at any regular meeting of the LSC by a vote of at least two-thirds of the current members of the LSC, or at least seven (7) LSC members, whichever number is larger, provided that notice and the language of the proposed amendment(s) 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.

\_\_\_\_\_  
LSC Chairperson

\_\_\_\_\_  
LSC Secretary

These Bylaws were adopted/amended on \_\_\_\_\_  
by a vote of \_\_\_\_\_ in favor, \_\_\_\_\_ opposed, and \_\_\_\_\_ abstaining.