

Decatur Classical School LSC Bylaws

ARTICLE I Name and Authority

Section 1. Name

The name of this Local School Council shall be the Decatur Classical School Local School Council (hereinafter “LSC”).

Section 2. Offices

The LSC shall maintain its offices and records at 7030 N. Sacramento Ave. Chicago, IL 60645.

Section 3. Authority

The Decatur Classical School 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 Decatur Classical School LSC.

ARTICLE III Purpose

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

ARTICLE IV Basic Policies

The following are basic policies of the Decatur Classical School LSC:

- a. The Decatur Classical School LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.
- b. The name of the Decatur Classical School LSC shall not be used in any manner to suggest LSC approval or endorsement except in those instances where the Decatur Classical School 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 Decatur Classical School LSC member using his/her 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 Decatur Classical School LSC.
- c. The Decatur Classical School LSC will not devote or allow use of its resources for the publication and distribution of statement or campaign material, in any public campaign on behalf of or in opposition to any candidate for public office.
- d. Neither the Decatur Classical School LSC nor any of its members acting in their office 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 of any candidate for a Local School Council.
- e. No member of the Decatur Classical School 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/her actions in his/her capacity as a member of the Decatur Classical School 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 Decatur Classical School LSC; has interested that may be substantially affected by the performance or nonperformance or the member's duties on the Decatur Classical School LSC; or is attempting to reward or influence the member's impartiality or give that appearance.

- f. The Decatur Classical School 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 Decatur Classical School LSC shall be managed by its members.

Section 2. Number, Tenure and Qualifications

The Decatur Classical School LSC shall be composed of eight (8) elected members, two (2) teachers appointed by the Board, one (1) non-teacher staff member appointed by the Board, plus the principal of the attendance center. Each member shall hold office until the end of his/her term of office, until his/her death or resignation, or until his/her removal in accordance with the Illinois School Code. The eight (8) elected members of the Decatur Classical School LSC shall consist of (i) 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 with 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 and one (1) non-teacher staff member employed at the attendance center; and the teacher and non-teacher staff member shall be appointed by the Board of Education following an advisory non-binding referendum of staff.

Section 3. Nomination and Election

The Decatur Classical School 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 Decatur Classical School LSC shall not adopt or use any other election guidelines or procedures.

Section 4. Term

Members of the Decatur Classical School LSC shall serve for a term of two (2) years. Any LSC member who wants to resign from the LSC during his/her term shall submit a written resignation to the LSC. Any LSC member who loses his/her eligibility to serve shall resign or be removed in accordance with the 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 Decatur Classical School LSC to pay dues or any type of membership fee.

Section 6. Compensation

Members of the Decatur Classical School 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 Decatur Classical School 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 Decatur Classical School LSC at a regular LSC election, the Decatur Classical School 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 Decatur Classical School 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, Vice Chairperson, and a Secretary from among its members; each shall serve a term of one (1) year. The time and place of the Decatur Classical School LSC's regular meetings shall be convenient to the public.

Section 9. Regular Meetings

The Decatur Classical School LSC shall schedule the regular meetings for the entire school year at its organizational meeting. The time and place of such meetings shall be convenient to the public.

Section 10. Special Meetings

Special meetings of the Decatur Classical School LSC 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 provision of Article V, section 12 of these Bylaws and the Open Meetings Act (hereinafter "OMA"). The time and place of such meetings shall be convenient to the public.

Section 11. Participation

All Decatur Classical School LSC meetings shall be open to the public, except during closed sessions as otherwise provided in the OMA.

Section 12. Notice

The School Code requires that public notice of Decatur Classical School LSC meetings be given in accordance with the OMA.

The Decatur Classical School LSC must set a schedule of the time and place of its regular monthly meetings and publicize that schedule. An agenda must be posted at least 48 hours in advance of holding every regular meeting. Items not specifically stated in the agenda may still be considered at the regular meeting. However, to the extent that the LSC knows what items it will address at the meeting, it should list those items as specifically as possible.

If a change is made to the regular meeting dates, the LSC shall provide at least ten calendar (10) days notice of the change by publishing such notice in a newspaper of general circulation in the school community, or in an e-mail blast to the school community. Notice of such change shall be posted at the school and/or posted on the Decatur Classical School's website.

The Decatur Classical School LSC must give public notice of any special, rescheduled, or reconvened meeting at least 48 hours before the 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 (i) reconvened meeting is held within 24 hours after original meeting; or (ii) an announcement of the reconvened meeting was made

at the original meeting and there was no change to the agenda.

In addition to the public notice requirements above, notice of special meetings must also be given to Decatur Classical School 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. Seven (7) members of the Decatur Classical School LSC constitutes a quorum.
- b. The principal shall not be counted for purposes of determining whether a quorum is present, and shall have no vote if the following matter is before the LSC:
 1. Evaluation of the principal;
 2. Renewal of principal's contract or the inclusion of any provision in, or modification of, the contract;
 3. The direct selection of a new principal;
 4. The determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal; or
 5. 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.
- c. 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 a measure.
- d. A super-majority of seven (7) affirmative votes are always required, regardless of number of vacancies of the Decatur Classical School LSC for the following actions:

1. Selection of a new principal;
 2. Request of Chief Executive Officer to approve written dismissal charges against a principal.
- e. Seven (7) affirmative votes of the members of the Decatur LSC are required, regardless of the number of vacancies on the Decatur Classical School LSC for the transfers of money within funds.

ARTICLE VI **Officers**

Section 1. Enumeration and Qualifications

The offices of the Decatur Classical LSC shall be a chairperson, vice chairperson, and a secretary. Each officer shall each serve a term of one (1) year.

Section 2. Election of Office

At the organizational meeting of the Decatur Classical LSC, the LSC shall elect its officers.

Section 3. Term of Office

The term of office for officers of the Decatur Classical LSC shall be one (1) 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.

Section 5. Chairperson

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 him/her by the Decatur Classical School LSC.

Section 6. Vice Chairperson

The Vice Chairperson shall run the monthly meeting if the Chairperson is not in attendance. The Vice Chairperson may not sign documents for the chair.

Section 7. Secretary

The secretary shall conduct the official correspondence, preserve all documents and communications, maintain and accurate record of the proceeding of the Decatur Classical LSC meetings in minute books (one for the school office, and one for the secretary) issue notices of regular and special meetings as required by these Bylaws, or perform all duties incident to the Office of Secretary and such other duties as ay be assigned him/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/her term the secretary shall deliver to the LSC the books, records, papers, minute books, and other property of the Decatur Classical LSC.

Section 8. Other Officers

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

ARTICLE VII. Committees

Section 1. Committees

The Decatur Classical School 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 Decatur Classical School LSC shall amend these Bylaws to describe membership, duties and responsibilities of such committees.

Section 2. Committee Powers Limited

The committees shall have the power to make recommendations to the Decatur Classical LSC and such other powers provided in these Bylaws. The committees shall not have the power to make final decisions concerning the exercise of the powers of the Decatur Classical School LSC or binding the Decatur Classical School LSC. All committees created by the Decatur Classical School LSC are subject to the requirements of the OMA.

ARTICLE VIII Powers and Duties

The powers and duties of the Decatur Classical School 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 vote of seven (7) 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 with 90 days after the date such vacancy occurs; if unable to directly select a principal, the LSC must submit three (3) names to the CEO within the same 90 days;

- 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 Decatur Classical School by the Board of Education and such other powers and duties enumerated in the Illinois School Code concerning the expenditure of State Chapter 1 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 Decatur Classical School.
- f. Approving the SIPAAA and reporting at least twice a year to the public on progress and problems with respect to the 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 person to fill any vacant, addition, or newly created positions for teachers or non-teaching staff at Decatur Classical School;
- i. Acquiring training as required by The Illinois School Code;

- j. Preparing and disseminating annual reports and convening at least two well publicized meetings each year with the entire school community to present the SIPAAA, the proposed school expenditure plan and the annual report for public comment;
- k. Complying with the Illinois OMA and the Illinois Freedom of Information Act;
- l. Encouraging the involvement of additional non-voting members of the school community and facilitating the council's exercise of its responsibilities;
- m. Complying with the state and federal laws, all applicable collective bargaining agreements, court orders, and rules promulgated by the Board of Education;
- n. Via a super-majority vote of seven (7) members of Decatur Classical School's LSC, transferring allocations pursuant to section 34-2.3 within funds, provided that such a transfer is consistent with applicable law and collective bargaining agreements;
- o. Granting, in accordance with rules promulgated by the Board of Education, the use of assembly halls and classrooms when not otherwise needed, for public lectures, concerts, and other educational and social activities.
- p. Approving, in accordance with rules promulgated by the Board of Education, receipts and expenditures for internal accounts of Decatur Classical School, and approving all fundraising activities by non-school organizations using Decatur Classical School.

ARTICLE IX General Provisions

Section 1. Conflicts

Any provision of the 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 Decatur Classical School LSC by a two-thirds vote of the LSC, provided that notice and the language of the proposed amendment shall be given to all members and to the public at least seven (7) days before regularly scheduled 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 Decatur Classical 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 exceeding \$25,000, for non-biddable items if the contract is endorsed by the LSC.

Section 5. Telecommunications

Speaker phones may be used by LSC members during Decatur Classical LSC meetings if proper notice, pursuant to the Illinois OMA, is given regarding the telephone communications; the council members communicating by

telephone participate in the meeting from its beginning to adjournment; via a speaker phone, and the telecommunication is clearly audible to the public.

Chairperson: Jill Martensen Secretary: Mike Burr
Membership: Ben Wong, G.A. Finch, Stephanie Bransfield, Robert Boord, Anita Goldstein, Norman Gelfand, Nancy Jorbin, Judy Cobb, and Susan Kukielka

Date adopted by LSC: _____, 2011 by a vote of _____ in favor, and _____ opposed.

Amendments attached: _____

Amendment voted into Bylaws _____