

By-laws of William H. Ray Elementary School Local School Council

Article I Name and Authority

Section 1 Name. The name of this local school council shall be the William H. Ray Local School Council (the “Ray LSC”).

Section 2 Offices. The Ray LSC shall maintain its office at 5631 S. Kimbark Ave., Chicago, IL 60637.

Section 3 Authority. The Ray School LSC is organized under the authority of Illinois Revised Statutes, Ch. 122, par. 34 2.1-2.3a).

Article II Articles of Organization

The Articles of Organization of Ray LSC shall include these bylaws, the applicable rules and regulations of the Chicago Board of Education, and the Illinois School Code.

Article III Purpose

The purpose of the Ray LSC shall be to carry out its responsibilities pursuant to the Illinois School Code and Board rules to improve the quality of education and life at William H. Ray Elementary School.

Article IV Basic Policies

The following are the basic policies of the Ray LSC:

- a. The Ray LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.
- b. The name of the Ray LSC or the names of any members shall not be used in connection with a commercial concern or with any partisan interest or for any purpose not appropriately related to the promotion of the purpose of the Ray LSC as stated in Article III of these bylaws.
- c. The Ray LSC shall not, directly or indirectly, participate or intervene in any way including, but not limited to, the publishing and distribution of statements in any political campaign on behalf of or in opposition to any candidate for public office. The Ray LSC maintains its right to take public positions on Board of Education and other governmental agency policies and practices that impact Ray School.

d. The Ray LSC shall work with the school to provide quality education for all children and shall seek to participate in the decision making process by establishing school policy to the maximum extent permitted by law.

e. The Ray LSC may cooperate with other organizations and agencies concerned with child welfare, but persons representing Ray LSC in such matters shall make no commitments that bind the Ray LSC.

Article V Membership

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

Section 2 Number, Tenure, and Qualifications. The Ray LSC shall be composed of 11 elected members plus the principal of the school. Each member shall hold office either until his or her qualified successor has been elected, or until his or her death or resignation, or until his or her removal in accordance with these bylaws. The 11 elected members of the Ray LSC shall consist of 6 parents of students currently enrolled at the school who are not employees of the Board of Education; 2 community residents residing within the attendance area served by Ray School who are not employees of the Board of Education; 2 teachers employed at the school; and 1 non-teaching staff member employed at the school.

Section 3 Nomination and Election. The Ray LSC shall conduct elections for Ray 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 Ray LSC shall not adopt or use any other election guidelines or procedures.

Section 4 Term. Members of the Ray LSC shall serve for a term of two years. Any Ray LSC member who wants to resign from the LSC during his or her term shall submit a written resignation to the Ray LSC. Any Ray 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 Ray LSC to pay dues or any type of membership fee.

Section 6 Compensation. Members of the Ray 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 Ray LSC shall appoint a person otherwise eligible for election to the vacant position to serve on the Ray LSC for the remainder of that member's term. If the vacancy occurs within six (6) months after an LSC election,

the highest non-elected vote getters shall be offered the position in order of their vote total. If the vacancy occurs more than six (6) months after an LSC election, the chair shall announce the vacancy widely through all appropriate channels, requesting interested candidates to write to the chair expressing their interest in the position. The LSC will select from the interested candidates and membership will be effective immediately upon selection. In the event that less than the minimum number of parent or community persons eligible are elected to the Ray LSC at a regular Ray LSC election, the Ray LSC shall appoint eligible persons to serve as members of the Ray LSC for terms consistent with the terms held by the elected members of the Ray LSC.

Section 8 Organizational Meeting. The Organizational Meeting of the Ray LSC shall be held no sooner than July 1 and no later than July 14 of each year. At the organizational meeting, the Ray 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 Ray LSC's meetings shall be convenient to the public.

Section 9 Regular Meetings. Regular meetings of the Ray LSC shall be held during the school year, on a schedule determined by the Ray LSC at its organizational meeting. The time and place of such meetings shall be convenient to the public and notice of the meetings shall be posted 48 hours in advance of the meetings in a public place. The Ray LSC may only take action during regular meetings on items listed on the agenda.

Section 10 Special Meetings. Special meetings of the Ray LSC may be called by the chairperson or by any four (4) members by giving notice specifying the time, place, and purpose of the meeting. The Ray 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 Ray LSC meetings shall be open to the public, except during closed sessions as otherwise provided in the Open Meetings Act.

Section 12 Notice. The School Code requires that public notice of Ray LSC meetings be given in accordance with the Open Meetings Act. The Ray LSC must set a schedule of the time and place of its regular meetings at its first organizational meeting 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 be considered at the regular meeting but no action [vote] will be taken on items not specifically stated in the agenda at this meeting.

If a change is made in the schedule of regular meetings dates, the Ray LSC must give at least 10 days notice of the change by publication in a newsletter of general circulation in the Ray school community. 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 Ray 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 Ray LSC members pursuant to Section 34-2.2(a) of the Illinois School Code.

Section 13 Quorum and Manner of Acting.

- a. The Ray LSC may only act when a quorum is present. Seven (7) members constitutes a quorum.
- b. The principal shall not be counted for purposes of determining whether there is a quorum present at any meeting where the LSC 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;
 - Direct selection of a new principal;
 - Determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal; or
 - Selection of a principal in cases where the CEO 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 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 CEO to approve written dismissal charges against the principal
- e. Seven (7) votes are required regardless of the number of vacancies on the Ray LSC for the transfers of money within funds.

Section 14 Non-functioning LSC Members. A Ray LSC member may be removed from the council by a majority vote if the council member has missed three (3) consecutive meetings or four (4) 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. A Ray 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 Ray LSC will be a chairperson, a secretary, a vice-chairperson, and an Open Meetings Act/Freedom of Information Act compliance officer. The chairperson shall be a parent member of the LSC.

Section 2 Election of office. The Ray LSC shall elect its officers at its organizational meeting.

Section 3 Term of office. The term of office for officers of the Ray LSC shall be one year provided that the term of office of 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. The chairperson shall preside at all meetings of the Ray LSC. She or he shall have the authority to call special meetings of the LSC by giving notice to the other members of the Ray 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 Ray LSC, the chairperson shall have general supervision, direction, and control of the business and affairs of the Ray 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 Ray 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 Ray 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 of the Office of the Secretary and such other duties as may be assigned to her or him from time to time by the Ray LSC. Minutes shall contain the time, date and place of each meeting (open or closed), the names of all Ray 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 Ray LSC the books, records, papers, minute books, and other property of the Ray LSC.

Section 7 Vice Chairperson. The Vice Chairperson presides at the Ray LSC meetings in the absence of the Chair.

Section 8 Open Meetings Act/Freedom of Information Act Compliance Officer.

The Open Meetings Act/Freedom of Information Act Compliance Officer completes annual trainings on these topics and informs the LSC about compliance issues, and answers any requests made of the LSC under the Illinois Freedom of Information Act.

Section 9 Other Officers. The Ray LSC may elect such other officers as it determines are necessary for the proper operation of the Ray 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 Ray LSC shall amend these Bylaws to describe the duties and responsibilities of such other officers.

Article VII Committees

Section 1 Committees. The Ray 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 Ray LSC shall amend these Bylaws to describe the membership, duties, and responsibilities of such committees. Non-LSC members (Ray parents, guardians, and community members) are encouraged to participate as members in these committees with the exception of the Principal Evaluation Committee which consults with Ray parents and community members during its proceedings but is required to limit committee membership to LSC members.

Section 2 Committee Powers Limited. The committees shall have the power to make recommendations to the Ray 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 Ray LSC or binding the Ray LSC. All committees created by the Ray LSC are subject to the requirements of the Illinois Open Meetings Act.

Section 3 Budget and Finance Committee. The primary function of the Budget and Finance Committee is to review school financial reports, to assist in developing the annual budget, and to make recommendations to the LSC regarding the annual discretionary budget. Chair: Kirsten Esterley.

Section 4 Continuous Improvement Work Plan Committee. The CIWP Committee assists the LSC in monitoring the school's two year strategic plan. The committee may review data, form subcommittees and recommend actions to address specific school needs. The committee strives to involve a wide range of the school community in ensuring the school achieves its annual goals. Chair: Patrick Brutus.

Section 5 Principal Evaluation Committee. The LSC directly hires and evaluates the school principal. The Principal Evaluation Committee assists the LSC in its principal evaluation and selection responsibilities which are to:

- Monitor the principal’s performance throughout the year.
 - Evaluate the principal each year using a Board-approved evaluation form.
 - Evaluate the principal at the end of the four-year contract.
 - Determine whether to renew the principal’s four-year contract based on the four-year evaluation.
 - Provide written reasons for non-renewal if requested by the principal.
 - Provide reasons for a renewal or non-renewal decision at an arbitration hearing, if one is requested by either the principal or the Chief Executive Officer.
 - Hire a new principal whenever a vacancy occurs in the principal’s position.
 - Establish additional criteria (addenda) to include in the principal’s contract, if desired.
- Chair: Matthew Christian.

Section 6 Communication Committee. The primary function of the Communications Committee is to provide communications to the Ray School administration regarding the needs, ideas, and levels of engagement from the parents at Ray. As it also is to serve as the means of communication from the Ray School administration to the parents regarding school initiatives, transition in systems (and approach), and provide consistency among teaching staff with how they should communicate (out) to parents. Chair: TeeNeka Gueye.

Section 7 Neighborhood Safety Committee. The primary function of the Neighborhood Safety Committee is to assist the Ray School administration in providing students with a safe, welcoming, and nurturing environment by attending to student safety needs both in and around the school, including establishing “Kiss & Go” drop-off and pick-up procedure, monitoring activities involving crossing guards, safety patrols, walking routes, traffic control matters and other safety concerns. Chair: David Adams. .

Section 8 Gardening and Beautification Committee. The primary function of the Gardening and Beautification is to insure that the area both in and around the school is used to its fullest potential in providing students with an attractive environment in which to learn and recreate, encouraging students in creating and maintaining garden plots on the grounds, connecting classroom curriculum and garden experience. An additional function is the improvement of the Ray School landscape design and oversight responsibility for the care and maintenance of the Ray School grounds. Chair: Chandra Garcia. .

Article VIII Powers and Duties

The powers and duties of the Ray 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;

If unable to directly select a principal, the Ray 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 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 Ray School;

(f) Approving the CIWP 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 for teaching and non-teaching staff resources to determine if such allocation is consistent with instructional objectives and school programs as reflected in the CIWP;

(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 Ray LSC by a two-thirds vote of the Ray 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 Ray 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, Ray 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 Ray LSC.

Section 5 Physical Presence: Telecommunications. A quorum of the Ray LSC as described in Article V Section 13 must be physically present at all meetings.

Provided quorum is physically present, a Ray 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, (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, she or he 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 Ray LSC members and the public in attendance. A Ray 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. The chairperson shall indicate in the meeting minutes whether the members of the Ray LSC were physically present for the meeting or present by means of video or audio conference.

Approved:

Gordon Mayer, Chairperson, Ray LSC

Bill Schmidt, Secretary

Don Willard, for Bylaws Committee

Date adopted: Dec. 12, 2013, By a vote of 9 in favor, 0 opposed and 2 absent.