

**BYLAWS FOR  
THOMAS J. WATERS ELEMENTARY SCHOOL  
LOCAL SCHOOL COUNCIL**

Bylaws of the Waters School Local School Council

**Article I – Name and Authority**

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

Section 2. Offices. The LSC shall maintain its records online and conduct meetings at 4540 N. Campbell Ave. Chicago, IL 60625, 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 Thomas J. Waters Elementary School.

**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 their independent endorsement. Any LSC member using their 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.
- c. 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.
- d. 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.
- e. 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 their action in their 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.

- f. 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 appointed by the Board of Education, plus the principal of the school. The elected members of the LSC shall consist of six (6) parents of students currently enrolled at Waters School who are not employees of the Board of Education and two (2) community residents residing within the attendance area or voting district of Waters School 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. The appointed members shall be appointed by the Board of Education following non-binding advisory preference polls of the school staff. Each member shall hold office until the end of their term of office, until their death or resignation, or until their 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. Any LSC member who decides to resign from the LSC during their 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 their 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 their absence and to vote on the question of their 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.

The LSC may also elect a Vice Chairperson (who must be a parent member) for a one (1) year term and a FOIA/OMA Officer. FOIA/OMA Officers may serve from year to year for as long as they remain on the LSC.

The LSC should organize committee assignments at the Annual Organizational Meeting, including standing committees that monitor and report on (1) Budget (2) CIWP, (3) Principal Evaluation, and (4) Bilingual Education (Bilingual Advisory Committee). Other committees may include Facilities and Grounds, Arts, and Wellness and should be determined at the Annual Organizational Meeting. Committees are defined in Article VII. The LSC may

organize any additional committees at the Annual Organizational Meeting based on the changing needs of the school.

At the Annual Organizational Meeting, LSC Members should receive information about the school and the LSC, including:

- Current CIWP
- Current School Budget and the CPS Budget Codes
- Current Internal Account Reports
- Current School NCLB Parental Involvement Policy and School-Parent Compact(if applicable)
- Illinois School Report Card
- Current Position Report
- School Organizational Chart (with names and duties of staff and contact information)
- School Calendar
- List of Council members and their contact information (LSC members must consent to disclosure of their telephone numbers and e-mail addresses)
- Copy of the current LSC Bylaws

Section 2. Regular Meetings. The schedule of regular meetings shall be made available to the public via the Waters website, [watersselementary.org](http://watersselementary.org), and included in the official Waters calendar. 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 by signing up for a public comment slot at the beginning of the meeting or by raising their hand during the public comment session at the end of the meeting. There will be a limit of five (5) speakers during the first public comment period and five (5) during the second public comment period. Speakers will be limited to two (2) minutes each. A council member will keep time for public comments.

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, and on the Waters website, [watersselementary.org](http://watersselementary.org), 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.

- 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 submit to the Chief Executive Officer for the position of principal.
- a. 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.
- b. 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:
  - i. Selecting a new contract principal
  - ii. Directing the Chief Executive Officer to approve written dismissal charges against the principal on behalf of the LSC
- a. 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 a Vice Chairperson or other officers from among its members as it deems necessary for the efficient operation of the LSC. The Chairperson and Vice Chairperson shall be parent members of the LSC. Any member may serve in the remaining offices.

Section 2. Election of Office. The LSC shall, at a minimum, select a 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. They 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 them 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 a shared drive and on the Waters website, [waterselementary.org](http://waterselementary.org), 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 them 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 their 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 Freedom of Information Act/Open Meetings Act (FOIA/OMA) officer(s) shall advise the LSC concerning the requirements of the Freedom of Information Act and Open Meetings Act and assist in compliance with requirements

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 committees are created, the LSC shall amend these Bylaws to describe the membership, duties, and responsibilities of such committees.

The standing committees of the Waters LSC are:

- a. Budget Committee. The Budget Committee is composed of two or more members of the LSC. This committee is responsible for monitoring the school budget, including funds assigned by central office and those generated locally through internal accounts. The budget committee shall request, review, and report on monthly statements for each of the funds from central office as well as the status of internal accounts and other revenue sources, such as WatersToday. Proposals for allocation or re-allocation (“transfer”) of funds must be approved by council.
- b. Continuous Improvement Work Plan (CIWP) Committee. The CIWP Committee is composed of at least two members of the LSC (one of whom should be on the Professional Personnel Leadership Committee [“PPLC”] and one of whom should be a parent or community member) and the Principal. This committee is responsible for monitoring the CIWP and reporting on the progress and problems related to its implementation twice during each school year at 15 and 30 weeks. This committee may also present SQRP ratings or other CIWP relevant data in a public meeting.
- c. Principal Evaluation Committee. The Principal Evaluation Committee is composed of two or more members of the LSC. This committee is responsible for submitting an evaluation for the principal each year and a cumulative evaluation every four years in advance of a vote on principal contract renewal. In order to conduct a thorough principal evaluation, this committee may collect evidence from the principal, teachers and staff members and conduct a survey of parents, community members, teachers and staff members.
- d. Professional Personnel Leadership Committee (PPLC). All schools must have a PPLC constituting up to seven (7) members and made up of certified teachers and other certified personnel who work at the school, to advise the principal and the LSC on the educational program and curriculum, and on development and implementation of the Continuous Improvement Work Plan. The committee shall have as members the two (2) teacher members of the LSC. They shall serve either as co-chairs of the committee, or one teacher member shall serve as chair of the committee.
- e. Bilingual Advisory Committee (BAC). The LSC of schools providing a bilingual education program must recognize or establish a BAC. Schools receiving bilingual funds must have a BAC that advises the principal and the LSC on plans for the bilingual program and the use of bilingual funds. The LSC shall appoint at least one representative to serve as a liaison to the BAC. This liaison shall advise the BAC and support collaboration between the LSC and BAC.

The special committees of the LSC are:

- f. Facilities and Grounds Committee. The Facilities and Grounds Committee is composed of at least one LSC member and any other teachers, staff, parents or community members living within the Waters School attendance boundary who wish to serve. This committee is responsible for monitoring the new annex design and

construction process and reporting back to the LSC. This committee may also monitor ongoing maintenance and usage issues related to the school building, grounds, and native-edible gardens, including regular updates pertaining to the Healthy Schools Initiative.

- g. Arts Committee. The Arts Committee is composed of at least one LSC member and any other teachers, staff, parents or community members living within the Waters School attendance boundary with interest or experience in the fine and performing arts. This committee is responsible for advising the LSC and Principal on matters related to the Fine and Performing Arts programming at Waters, including after school programming. This may include advising on Fine and Performing Arts curricula and arts integration in the Waters CIWP, advising on the needs of Fine and Performing Arts programs related to the school budget, supporting faculty and staff in implementation of new arts standards, or any other arts related matters as they arise.
- h. Diverse and Inclusive Learning Committee (DILC). The LSC shall appoint at least one representative to serve as a liaison to the Diverse and Inclusive Learning Committee. This liaison shall support collaboration between the LSC and DILC and schedule quarterly reports to the LSC on inclusive learning.
- i. Wellness Committee. The LSC shall appoint at least one parent representative to serve as a liaison to the Wellness Committee. This liaison shall report to the LSC quarterly.

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 and FOIA

## **Article IX – Powers and Duties**

The powers and duties of the LSC include:

- a. Conducting an annual evaluation of the current contract principal's performance, taking into consideration their annual evaluation by the Chief Executive Officer or designee.
- b. 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.
- c. After such cumulative evaluation, determining whether the principal's current contract shall be renewed.
- d. 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.
- e. 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.
- f. 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.

- g. 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.
- h. Pre-approve all expenditures from the school's internal accounts that exceed the limits set by the Board for expenditures not requiring LSC approval (currently \$1,000.00 in elementary schools and \$2,500.00 in high schools). Splitting purchases to avoid the limit is prohibited.
- i. Approving the Continuous Improvement Work Plan (CIWP) developed by the principal in consultation with the LSC and the PPLC.
- j. 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.
- k. 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.
- l. Reporting at least twice a year to the school community on progress and problems with respect to implementation of the CIWP.
- m. 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.
- n. 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.
- o. Making recommendations to the principal concerning textbook selection.
- p. Advising the principal concerning the attendance and disciplinary policies of the attendance center and school fees.
- q. Directing the Chief Executive Officer to approve written charges against its principal on behalf of the council with a vote of seven (7) members.
- r. Complying with the training requirements established for LSC members by the Illinois School Code.
- s. 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 they are 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, they 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.

Jason Rieger, LSC Chairperson

Greg Foster-Rice, LSC Secretary

Waters School

These Bylaws were adopted on Tuesday, September 17 2019  
by a vote of 10 in favor and 0 opposed.

These Bylaws were amended and approved by CPS Legal on Wednesday, October 9, 2019

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).