

PURE *FACT SHEET*

The LSC Organizational Meeting

On July 1 after an LSC election, the newly-elected members become the official LSC. By law, the LSC organizational meeting must take place **between July 1 and 14th**. The organizational meeting is the time when LSCs elect officers and set their annual schedule of regular LSC meetings.

Who calls the organizational meeting?

The previous LSC, or the LSC chair, who hold those offices until June 30, can set a date for the organizational meeting. Sometimes due to difficulties communicating with new LSC members during the summer, the school principal may set a date and notify all LSC members. The organizational meeting can also be called by four or more newly elected LSC members, who have the right to reschedule an organizational meeting which the previous LSC or principal had set up.

The purpose of the organizational meeting is to:

- set the time and place of any regular LSC meetings for the year
- select a parent member as chairperson for the year
- select a secretary for the year

A quorum of 6 members for an elementary school LSC and 7 members for a high school LSC must be present to conduct business.

If less than the minimum number of persons eligible, but at least a quorum, are elected, the LSC shall appoint eligible persons to fill vacancies in parent, community or student positions. Teacher vacancies are to be filled through a teacher non-binding poll and Board appointment, and candidates for teacher positions may not vote until the Board has acted on their appointment. If less than the number required for a quorum is elected, call the Office of School and Community Relations (773/553-1400) for assistance.

Optional items for the organizational meeting

- Select additional officers such as a vice-chair and corresponding secretary
- Review by-laws or set up a by-laws committee
- Arrange for first committee meetings (budget, SIPAAA, Personnel, etc.)
- Public comment
- Distribute basic materials to the LSC such as
 - LSC Leadership Guide or other CPS-produced LSC manual;
 - School organizational chart with names and duties of staff;
 - Contact information for LSC members;
 - Current School Improvement Plan (SIPAAA);
 - Current budget for the school, list of budget codes;
 - School calendar;
 - Minutes for previous LSC meeting.

Many LSCs prepare **3-ring binders** for each member which include space for minutes, reports, and the key documents listed above.