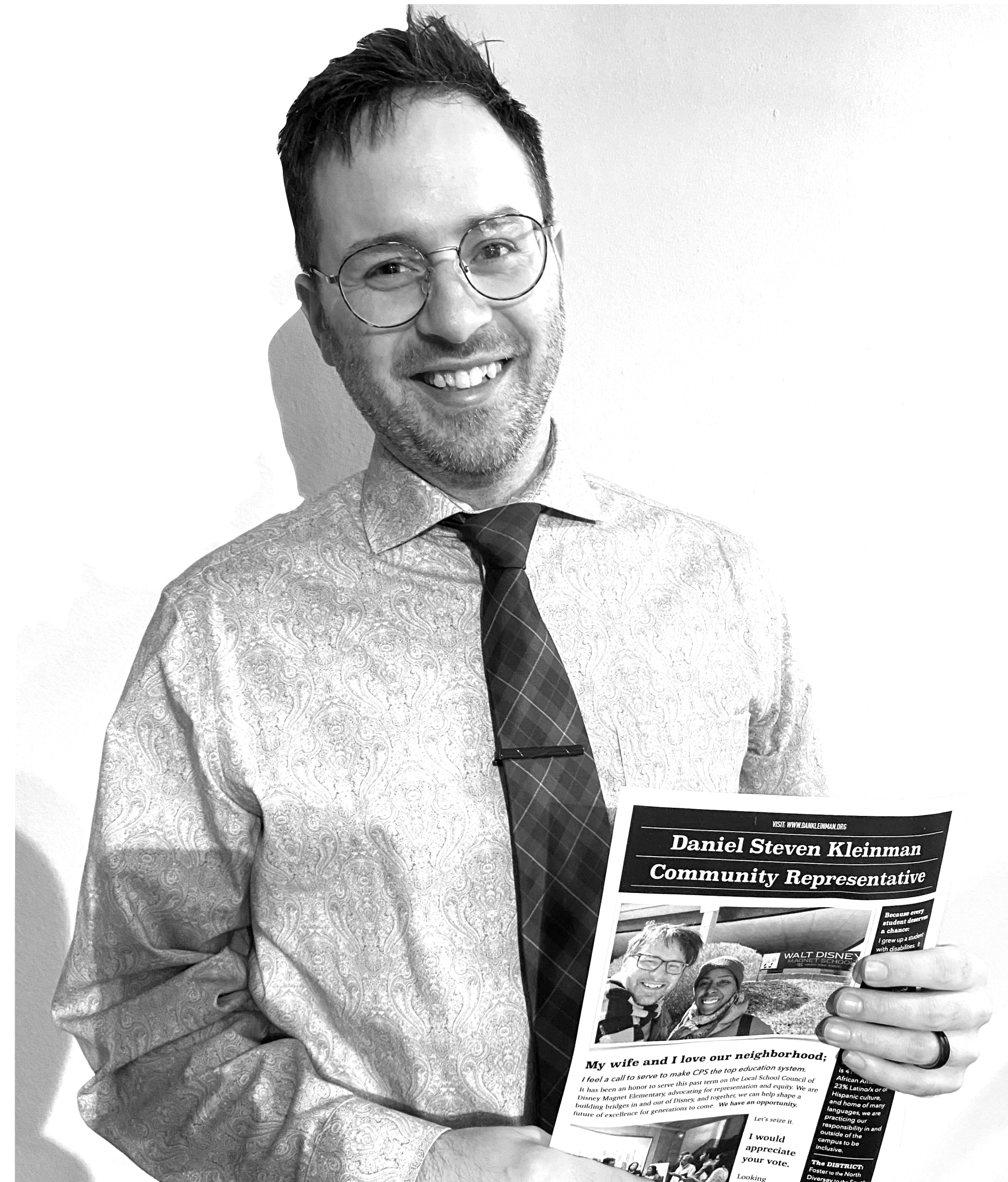


How to Run for Local School Council in

2022

by Former Community Representative at Senn High School and twice elected Community Representative at Disney Magnet Elementary, Daniel Steven Kleinman

Newly Updated January 11, 2022.



This belongs to:

Candidate for:

What is a Local School Council?

(105 ILCS 5/34-2.1) (from Ch. 122, par. 34-2.1)

Sec. 34-2.1. Local school councils; composition; voter eligibility; elections; terms.

(a) Beginning with the first local school council election that occurs after the effective date of this amendatory Act of the 102nd General Assembly, a local school council shall be established for each attendance center within the school district, including public small schools within the district. Each local school council shall consist of the following 12 voting members: the principal of the attendance center, 2 teachers employed and assigned to perform the majority of their employment duties at the attendance center, 6 parents of students currently enrolled at the attendance center, one employee of the school district employed and assigned to perform the majority of his or her employment duties at the attendance center who is not a teacher, and 3 community residents. Neither the principal of the attendance center nor the employee of the school district employed and assigned to perform the majority of his or her employment duties at the attendance center who is not a teacher, and 3 community residents shall be eligible to serve on the local school council. The principal of the attendance center shall be eligible to serve on the local school council for a term of one year. The employee of the school district employed and assigned to perform the majority of his or her employment duties at the attendance center who is not a teacher, and 3 community residents shall be eligible to serve on the local school council for a term of one year.

A Local School Council (LSC) is the governing body of a public school in the City of Chicago. LSCs exercise oversight on a school's budget, funds and resources, the annual School Improvement Plan, and the evaluation of the school's principal. By Illinois state law, every CPS school has a LSC, with very few exceptions. Each school may set their own oversight rules, such as allowing the Principal access to funds or similar limitations.

The composition

A LSC consists of the school's principal, six parents of students who attend the school, two community members who reside within the attendance area of the school, two teachers, one non-teacher staff member, and, in the case of high schools, one student.



The district provided Office of Local School Council Relations often supplies guidance of forms and processes.

773-553-1400

Garfield Park Office

2651 W. Washington Blvd.

Chicago, IL 60612

<https://www.cps.edu/about/local-school-councils/>

The powers, the duties.

Local School Councils can carry direct import on a school's capabilities. Each school may set their own oversight rules, such as allowing the Principal access or limitation to discretionary funds. Local School Councils even in advise on policies like school uniforms and, curricula, and text book, and technology purchases.

A Local School Council can help a great principal and administration by enabling their abilities in leadership, such as allowing them to purchase newly designed school spirit merchandise for a student fair or professional development materials for teachers.

The opposite can also be true, as a Local School Council may need to assert itself over a principal through its vote.

Local School Councils carry their weight of their elected voice, too. They may choose to pass public resolutions or internal bylaws that speak to their shared values.

Official Resources

English:

https://www.cps.edu/globalassets/cps-pages/about-cps/local-school-councils-lscs/lsc_referenceguide_english_2018-2020_092320.pdf



Spanish:

https://www.cps.edu/globalassets/cps-pages/about-cps/local-school-councils-lscs/lsc_referenceguide_spanish_2018-2020_092320.pdf

First Step: Should you run?

The Local School Council is the governing body of a public school in the City of Chicago. This means that while the Local School Council does not engage in the everyday operations of the school, the Local School Council, when working as a team, can provide leadership and direction to help make operations even better for the community, the school, and ultimately, the students.

Every parent, teacher, school staff member, and local community resident who has the passion and commitment to work with others to make their local public school a better public school should consider running for their Local School Council.

Schools are investments that communities make together.

What are your reasons?

Before going forward, examine your reasons why you are considering running for Local School Council. Complete five of these sentences as either a Parent, Teacher, a Staff Member, or Community Member.

I am running for Local School Council because I will _____.

I am running for Local School Council because I will _____.

I am running for Local School Council because I will _____.

I am running for Local School Council because I will _____.

I am running for Local School Council because I will _____.

Listen to your top three.

Share your list with future voters whom you already know. Circle the top three items that your voters most agree with and listen to that input.

If you do not feel passionate toward the feedback you receive, consider your reasons for wanting to run for the seat.

Name of Voter: _____
Phone of Voter: _____
Voter's Favorite sentence: _____
_____.

Name of Voter: _____
Phone of Voter: _____
Voter's Favorite sentence: _____
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Name of Voter: _____
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Name of Voter: _____
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Voter's Favorite sentence: _____
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Name of Voter: _____
Phone of Voter: _____
Voter's Favorite sentence: _____
_____.

Double Step: Mind the Time.

Democracy relies on those who can show up. So a serious thing to consider is your time availability. Many Local School Councils meet at evening times during the week. Some try to meet right after school, while others prefer later. The use of virtual conferencing has made more scheduling opportunities available, as well.

Version 1

The Local School Council will meet monthly (with 1 month off, often taken during the summer break) and it may have to meet more frequently depending on pressing issues.

Some meetings take 20 minutes while other meetings, such as the State of the School Address, with a question and answers session, or annual Principal reviews or interviews, or contentious school matters, may take up to 3 hours. You should be sure you will be able to commit that time.

Look at your calendar.

Examine your calendar. Look at all of your weekly evening times. What are your weekly engagements? Are they consistently at the same time or do they rotate? Local School Councils often meet on a regular schedule, like 5PM every first Tuesday of the month.

While the session time and date is agreed upon by the elected members themselves, if upon examining your weekly schedule session you cannot find 3 different hour-long options for times that could work for you, consider whether or not you are too busy for this volunteer activity.

Plan to plan ahead.

Use the next worksheet to identify the times you will be able to suggest and agree to for your regular meetings. This is a serious commitment. You are taking a responsibility to care for your school. If your schedule can not allow, consider allowing someone else to fill it.

Make sure you can find at least 3 time options as to meet once per month or urgently, as the possible needs of your commitment. Put “none,” when blank.

Mondays : 1. _____ 2. _____ 3. _____.

Tuesdays : 1. _____ 2. _____ 3. _____.

Wednesd : 1. _____ 2. _____ 3. _____.

Thursday : 1. _____ 2. _____ 3. _____.

Fridays : 1. _____ 2. _____ 3. _____.

Additional : 1. _____ 2. _____ 3. _____.

Next, Remember, Talk the Talk.

Memorize.

Speak in the mirror. Smile.

Practice slowly and clearly.

Stand straight.

Hi! My name is _____,
and I am running for Local
School Council at our school
because _ (your reasons from
earlier) _____.

If you share this passion, ***Can
I count on your vote?***

Take time to Poll, and Listen,

Take some time to learn whether or not your voters share your interests. They are your voters. Their opinion to allow you to act matters more than your opinion to act if never enable to act up on it.

Design and print

Friends can help with graphic designs, print flyers, or create materials for social media.



Kleinman

for
Community Representative on
the Local School Council of
Disney Magnet

VOTE on April 18

4140 N Marine

vote.dankleinman.org

VOTE ON NOVEMBER 18 at 4140 N Marine: Disney Elementary

DANIEL STEVEN KLEINMAN: CHICAGO EDUCATION ADVOCATE SINCE 2011

Re-Elect Daniel Steven Kleinman

For Disney's Present, For Disney's Future.

From Foster Avenue to Diversey, from the Lakefront to Damen Avenue.



"We found a time of opportunity and we are better than ever. Let's keep this going!"

VOTE : NOVEMBER 18

Hello, I am **Daniel Steven Kleinman**, a neighbor in East Lake View. My wife and I love all of our surrounding community areas. **In 2018, our community elected me** to serve on the council of the Disney Magnet Elementary School. I believe in transparency and accountability. **Public Education is critical** to all of our success and all of our students deserve nothing less. Let's connect, and make things happen. Looking forward,



Daniel Steven Kleinman

We've Won:

Because I was a student who struggled with disabilities, I was honored to advocate for and make the winning motion to hire an additional on-campus Social Worker.

Because I believe in proactive engagement with our community for our mutual growth I networked with local businesses and provided transparency and constituent outreach with block clubs and beyond.

POINT YOUR PHONE CAMERA HERE!



Keep track.

Even those who say they will vote for you will still need a friendly reminder come election day. Be sure to keep track of who is saying “yes.”

Supporters:

Name: _____

Phone: _____

Will help: _____

Name: _____

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Will help: _____

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Will help: _____

Name: _____

Phone: _____

Will help: _____

Keeping track.

Pro Tips:

Be ready to reach all of your supporters on election day. Who knows how many of your supporters will remember to vote without a reminder? If you need help re-contacting your whole list, recruit a family member, friend, or supporter to help.

Local School Council elections' turnout can range between less than 20 votes to over 200 votes.

With these turnouts, every vote counts.

Use this interactive map for past results:

<https://schoolinfo.cps.edu/Map-LSCElection/>

Forms, forms, forms.

You can't win if you don't file.

A statement of economic interest:

A candidate cannot stand to profit from their involvement.

- Any business entity in which such person has an ownership interest doing business with the Board
- Any contract with the Board, any Local School Council
- Any contract with any public school in the school district

Criminal Conviction Disclosure:

“...may serve provided they... have cleared a criminal background investigation which indicates they have not been convicted of crimes enumerated in Section 34-2.1(f-5) of the Illinois School Code which would render them ineligible to serve.”

Fine print: “Persons who have been elected to serve on a Local School Council may serve for the length of the term provided that they file a truthful Criminal Conviction Disclosure Form pursuant to Section 34-2.1(f) of the Illinois School Code (105 ILCS 5/34-2.1(f)), and have cleared a criminal background investigation which indicates that they have not been convicted of crimes enumerated in Section 34-2.1(f-5) of the Illinois School Code for which a person is either permanently ineligible for election to or service on a Local School Council or ineligible for a period of ten (10) years after conviction.”

**TRADITIONAL LOCAL SCHOOL COUNCIL
2022 ELECTION TIMELINE**

Timeline

In 2022... the period to file is roughly 3 months, ending in early March...

DATES	ACTIVITY
<p style="text-align: center;">2022</p> <p>1/03 - 1/07</p>	<p>Period for Principal to distribute Letter I to parents and school staff and post letter. LSC Election materials will be made available at the school in paper form. The principal will post Letter 1 and the link to the nomination forms on the school website.</p>
<p>1/03 - 3/04</p>	<p>Period for filing original LSC candidate forms in-person in schools where the candidates seek appointment. Emailed, mailed, faxed, e-mailed, or copied forms will NOT be accepted.</p> <p>The principal will print the submitted forms and make all forms except Telephone Disclosure Form 3-22, available for review by the public and will post Forms 4-22 and 4S-22.</p> <p>Principal will enter the candidate's name on Form 8-22 and post the updated Form 8-22 within 24 hours of submitting the nomination forms.</p>
<p>1/03 - 3/08</p>	<p>Period for filing election judge applications, including W-9 Form and CPS Internal Accounts Vendor Request Form.</p> <p>Period for the LSC to complete the following tasks:</p> <ul style="list-style-type: none"> • Set and publicize the date of the Candidate Forum. The candidate forum must be held between 3/21 and 3/25. Candidate forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website. • Set date of meeting to certify parent, staff and if applicable, student non-binding advisory poll results and recommend candidates for community and advocate positions. The certification meetings are to be held: <ul style="list-style-type: none"> o For elementary schools between 4/21 – 4/28 (8:00 p.m.) o For high schools between 4/22 – 2/28 (8:00 p.m.). <p>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</p>
<p>1/03 - 3/10</p>	<p>File Pre-Election Challenges. Challenge forms must be emailed to LSCelectionchallenge@cps.edu or filled in person in the lobby at 42 W. Madison St., Chicago, Illinois.</p>
<p>1/03 - 4/07</p>	<p>Principal/LSC to publicize the date for Campaign Literature Distribution (4/18).</p>

Timeline

Once you file,
campaign! Time
will go by fast!

TRADITIONAL LOCAL SCHOOL COUNCIL 2022 ELECTION TIMELINE

DATES	ACTIVITY
2/25	3:00 p.m. Deadline to file LSC candidate paper forms in person at the Office of LSC Relations ("OLSCR"), 2651 W. Washington Blvd., 3 rd Floor. Emailed, mailed, faxed, e-mailed or copied forms will NOT be accepted.
3/04	3:00 p.m. Deadline to file LSC candidate forms in person at the school where the candidate seeks to run. Emailed, mailed, faxed, e-mailed, or copied forms will NOT be accepted.
3/08	<p>12:00 Noon. Principal to post final List of Candidates for the LSC (Form 8-22) and Candidate Statement Forms (Form 4-22), if any.</p> <p>3:00 p.m. Principal to complete a form that Lists all Candidates for the LSC (Form 8-22). Nomination Forms submitted in paper including copies of Candidates Statements (Form 4-22 and/or Form 4S-22), candidate Identification, and originals of all other candidate forms (Form 1-22, 2-22, 3-22, 5-22 and 6-22) must be sent to OLSCR using the enclosed, envelope to (2651 W. Washington Blvd., 3rd Floor, GSR 384 (and copies of Form 8-22, all IDs and candidate forms to Network Office).</p> <p>Final date for LSC to complete the following tasks:</p> <ul style="list-style-type: none"> • Set and publicize the date of the Candidate Forum. The forum may also be held virtually. Forums may also be held virtually. The school must provide a meeting link at least 48 hours in advance of the forum and space for the public to attend in person. Schools are encouraged to record the forum and post the recording on the school website. • The candidate forum must be held between 3/21 and 3/25. • Set date of meeting to certify election results and break parent or community candidate vote total ties. The certification meetings are to be held <ul style="list-style-type: none"> ○ For elementary schools between 4/21 - 4/28 (8:00pm) ○ For high schools between 4/22 - 4/28 (8:00pm) <p>Note: If LSC does not set a date for the Candidate Forum, the Principal shall do so on March 8th.</p> <p>3:00 p.m. Deadline to submit LSC Election Judge applications, including IRS W-9 Form and CPS Internal Accounts Vendor Request Form. Schools are to email IRS W-9 Form and CPS Internal Accounts Vendor Request Form to LSCJudge@cps.edu and return the original forms to the judge applicants.</p> <p>The principal is to set the date of the Candidate Forum between 3/21 and 3/25 if LSC fails to do so by 8:00 p.m. on March 8, 2022. The principal is to inform all candidates of the date and time of the Forum in writing and by telephone at least seven (7) days in advance.</p>

Timeline

The candidate forum takes place at the end of March.

Practice!

TRADITIONAL LOCAL SCHOOL COUNCIL 2022 ELECTION TIMELINE

DATES	ACTIVITY
3/09	Principal to distribute Letter II to classrooms for students to take home to parents and to school staff and post letter II at school (include the date, time, and location of Candidate Forum and Form 8-22, List of Candidates for the LSC). If the forum has a virtual component, include the meeting link in the letter. Suggestion: Copy Form 8-22 on the back of Letter II.
3/10	5:00 p.m. Deadline to file Pre-Election Challenges. Challenge Forms must be emailed to LSCelectionchallenge@cps.edu or filed in person in the lobby at 42 W. Madison St., Chicago, Illinois.
3/11	12:00 Noon. Deadline for anyone requiring a sign language interpreter or other accommodation at the Candidate Forum to inform the school. 3:00 p.m. Deadline for the Principal to notify the Office of LSC Relations of the need for a sign language interpreter or other accommodation at the Candidate Forum. 3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for non-binding advisory poll judges who speak a language other than English.
3/14	12:00 Noon. Law Department to send concerned schools a list of challenged candidates. 3:00 p.m. Deadline for the Principal to notify OLSCR (773/553-1400) of the need for non-binding advisory poll judges who speak a language other than English.
3/21 – 3/25	Schools conduct Candidate Forums. LSC or Principal to post notice and agenda for Forum at school and post on school website at least 48 hours in advance. If the forum has a virtual component, the meeting link shall be included on the meeting agenda and school website. The recording of the virtual forum will be posted on the school website and shared with the school community. At Forum: 1. All Candidates are allowed equal time to address the public in attendance. 2. LSC or Principal conducts ballot position lotteries. 3. Principal distributes three (3) Poll Watcher Credentials to all candidates in attendance and mail credentials to those not in attendance. 4. LSC and Principal announce election date, time, and polling place location. 5. Principal enters candidate ballot positions on LSC Dashboard using LSC update and candidate information. NOTE: Pre-election Challenged Candidates must be included in the Candidate Forum.

**TRADITIONAL LOCAL SCHOOL COUNCIL
2022 ELECTION TIMELINE**

DATES	ACTIVITY
4/06	12:00 Noon. Deadline for schools to code as "withdrawn" all withdrawn candidates from LSC Dashboard. Schools are to email all Withdrawal of Candidacy Forms (Form 7-22) to lscrelations@cps.edu . 3:00 p.m. Deadline for all candidates to inspect Specimen Ballot(s) and inform the principal of errors.
4/18 - 4/19	School conducts a Non-Binding poll for students. Remove student candidate statements prior to the poll. NOTE: Student Candidate Statements (Form 4-22 and/or 4S-22) to be removed the day before student poll.
4/18	9:00 a.m. Principal posts revised List of Candidates for the LSC (Form 8-22 and Specimen Candidate Ballots to correct any errors and to exclude any parent or staff candidates who withdrew or against whom a pre-election challenge was successful. The revised ballots shall have all other candidates' names in lottery order. At Student Dismissal: "Candidate Literature Distribution Day" for All Candidates. Candidates make their own copies of materials for distribution to the school community. Principal to send parent and community representative candidates' literature home with students. School staff candidates' literature to be placed in staff mailboxes. 3:00 p.m. Deadline for staff to inform the Principal of errors on the list of staff eligible to vote in the staff poll.
4/19	12:00 Noon. Deadline for parent, community and school staff candidates to inspect and inform the Principal of errors on revised Specimen Ballots. 1:00 p.m. Principal to correct any errors on Specimen Ballots and post final Specimen Ballots. 3:00 p.m. Principal to print and secure Official Ballots and remove all posted Candidate Statements (Form 4-22).

**TRADITIONAL LOCAL SCHOOL COUNCIL
2022 ELECTION TIMELINE**

DATES	ACTIVITY
▶ 4/20 & 4/21 ◀◀ Election Days	5:15 a.m. The Principal and Engineer arrive at school. 5:30 a.m. Judges arrive at school to set up polling places. 6:00 a.m. Polls Open. Conduct non-binding advisory polls for parents and school staff. 12:00 Noon. The principal takes the first "spindle count" of total parent voters and enters the total in the LSC Dashboard. 3:00 p.m. Principal takes the second "spindle count" of total parent voters and enters the total in the LSC Dashboard. 7:00 p.m. Polls Close. (Note: If polls opened late, they must remain open after 7:00 p.m. for the same number of minutes as they opened late.) 7:00 p.m. Principal takes the total number of parents and staff and, if applicable, student voters and enters totals in the LSC Dashboard. After all votes cast in the polls are counted, the Principal shall post the total votes for all candidates, enter all vote totals into the LSC Dashboard and notify OLSCR of entries before leaving the school. High schools must also enter all student poll results.
	4/28
4/29	12:00 Noon. Deadline for Principal to enter results of tie-breaker lottery in the LSC Dashboard or notify Network Office of LSC failure to conduct tie-breaker lottery.
5/2	12:00 Noon. Deadline for Principal complete and to email Certification of Poll Results and Candidate Recommendation Form (Form 28-22) to OLSCR lscrelations@cps.edu .
5/4 - 5/20	Law Department Reviews and Conducts Post-Election Challenge Hearings, if necessary.

Timeline

You can download the full size packet here:

<https://www.cps.edu/globalassets/cps-pages/about-cps/local-school-councils-lscs/2022-traditional-english-timeline-2022-local-school-council-election.pdf>

TRADITIONAL LOCAL SCHOOL COUNCIL 2022 ELECTION TIMELINE

DATES	ACTIVITY
5/6	2:00 p.m. Deadline for Network Offices to conduct tie-breaker lotteries for schools whose LSCs failed to do so by 4/28. 3:00 p.m. Deadline for schools to deliver Security Envelope B to the Network Office.
5/9	3:00 p.m. Deadline for Network Office to notify concerned schools of results of tie-breaker lotteries and to complete the Certification of Poll Results and Candidate Recommendation Form (Form 28-22) reflecting tie-breaker results to concerned school and OLSCR lscrelations@cps.edu
5/11	3:00 p.m. Deadline for Principal to record results of tie-breaker lottery conducted by Network Office in LSC Dashboard 5:00 p.m. Deadline for Network Office to deliver Security Envelope B to OLSCR.
5/24	5:00 p.m. Chief Executive Officer or designee to rule on Post-Election challenges.
5/25 - 6/01	Chief Executive Officer or designee to mail Post-election Challenge Results to challengers, challenged or interested candidates, and concerned school Principal.
6/22	The Board of Education appoints all members of ALSCs/BOGs, for the new two-year term of office beginning July 1.
7/01 – 7/14	LSCs conduct annual organizational meetings.

And the count is...!

Daniel's quote*

“So here is the thing about your votes earned on election day: You need to be a top vote getter in your category. There are ways to coordinate between candidates to support each other because voters can actually cast more than one vote across categories that apply to them.

For example, I have heard it done that a parent may split their vote (their five votes for parent representatives) by casting one to a community representative in their count (then only choosing their top four parent candidates).

“At the end of election day, you best help your coalition by winning, so even still, your goal should be to get the most votes in your category. ...Don't not vote for yourself....”

Version 1

***Pro-Pre-Step.**

**Know the job you
are trying to get.**

**Look up the next Local
School Council meeting
time and agenda of the
CPS School you are
considering running for and
be sure you are attending
their upcoming meetings.**

**Ever since 2016, Updates
will continue to be posted at**

www.danielkleinman.org/lsc

“ ~January 24, 2018~

Candidate:

When I started my career, I was taught a lesson I still remember:

There is a difference between leadership and being a leader.

Leadership describes the qualities that inspire mutual hope, shared trust, and a combined commitment.

To be a leader simply requires followers.

You have barely a month left to file your candidacy.

You have barely three months to talk to voters and earn their support.

You have just over 80 days to win an election.

I have one request:

In the challenge between being a leader and practicing leadership, do both.

Looking forward,

Daniel Steven Kleinman