

# Resources

## for Lesson 1

- 2- Internet links to:
  - LSC Fundraising Policy
  - Requirements for Selection of CPS Principals
  - CPS Parent Involvement Policy
  - School Probation and Remediation Policy
  - Small Schools Policy
  - Renaissance 2010 Policy
  - School Closing Policy
  - Educational Crisis Policy
- 3- Principal's Report to the LSC on LRE

## for Lesson 2

- 4- Internet links to
  - Models Rules of Procedure for LSCs
  - Board of Education Ethics Code
- 4- Model Bylaws for Use by Local School Councils
- 12- Sample E-mail Policy
- 14- Board Rule 6-28: LSC Removal Procedures
- 18- Statement of Economic Interests
- 19- Board Rule 6-29: Challenges to LSC Eligibility for Ethics
- 22- Criminal Conviction Disclosure Form
- 23- Board Rule 6-30: Removal of LSC Members for Certain Criminal Convictions or Failures to Disclose Criminal Convictions
- 26- Board Rule 6-31: Exercise of Certain Powers of LSCs Lacking a Majority of the Full Membership by the Chief Education Officer

## Appendix

- 27- Link to CPS Organizational Chart and General Contact Information for CPS
- 28- Area Office Directory
- 30- CPS Department List
- 43- Chicago Education Organizations
- 47- Chicago Community-based Groups
- 51- State and National Organizations
- 54- Key sections of the School Reform Law
- 70- Excerpts from the Open Meetings Act

## **for Lesson 1**

### **LSC Fundraising Policy**

<http://policy.cps.k12.il.us/documents/401.7.pdf>

### **Requirements for the Selection of CPS Principals**

<http://policy.cps.k12.il.us/documents/504.1.pdf>

### **CPS Parent Involvement Policy**

<http://policy.cps.k12.il.us/documents/801.3.pdf>

### **School Probation and Remediation Policy**

<http://policy.cps.k12.il.us/documents/302.6.pdf>

### **Small Schools Policy**

<http://policy.cps.k12.il.us/documents/602.3.pdf>

### **Establish Renaissance Schools Policy**

<http://policy.cps.k12.il.us/documents/302.7.pdf>

### **School Closing Policy**

<http://policy.cps.k12.il.us/documents/410.4.pdf>

### **Educational Crisis Policy**

<http://policy.cps.k12.il.us/documents/302.1.pdf>

# Principal's LRE Report to Local School Council

## Services to Students with Disabilities in Least Restrictive Environment (For Local School Council's Use in Developing 200X – 200X SIPAAA)

---

Name of School

Region

Current use of School-Based Problem Solving (SBPS) or Intervention Assistance Team (IAT) to assist students having difficulty learning or behaving, including types of instructional strategies utilized and their success:

Recommendations for next year:

Current special education service models:

Suggestions for changing or modifying current models so that students with disabilities may be educated with their non-disabled peers to a greater extent (to the maximum extent appropriate to their individual needs):

---

Principal's Signature

---

Date

## for Lesson 2

### Models Rules of Procedure for LSCs

<http://www.clccrul.org/templates/UserFiles/Documents/handbookforLSC.pdf>

### Board of Education Ethics Code

<http://policy.cps.k12.il.us/documents/503.1.pdf>

## Model Bylaws for Use by Local School Councils

Bylaws of \_\_\_\_\_ Local School Council

### ARTICLE I – NAME AND AUTHORITY

Section 1. Name The name of the local School Council shall be the \_\_\_\_\_  
Local School Council (hereinafter “LSC”)

Section 2. Offices The LSC shall maintain its offices and records at \_\_\_\_\_;  
Chicago, Illinois, 606 \_\_\_\_\_.

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 the 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 the attendance center.

### ARTICLE IV- BASIC POLICIES

The following are basic policies of the LSC:

1. The LSC shall be noncommercial, nonsectarian, nonpartisan, and nonpolitical.

2. 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 his or her independent endorsement. Any LSC member using his name for an independent endorsement shall so indicate in the endorsement. Nothing contained in this Article shall be constructed to restrict the constitutional rights of an individual who is a member of the LSC.
3. 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.
4. 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 the opposition to any candidate for a Local School Council.
5. 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 his or her action in his or her 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.
6. 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, two (2) teachers appointed by the Board, plus the principal of the attendance center and, if the LSC of a high school, a student member. Each member shall hold office until the end of his or her term of office, until his or her death or resignation, or until his or her removal in accordance with the Illinois School Code. The eight (8) elected members of the 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 residing within 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 employed at the attendance center who shall be appointed by the Board of Education following an advisory non-binding referendum of staff. In high schools, the students shall participate in a non-binding election in order to recommend to the

Board of Education a student to serve for one year on the LSC.

The student member shall be allowed to vote on all non-personnel matters. The principal of each attendance center shall serve on the LSC and exercise those powers allowed by statute.

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

Section 4. Term. Members of the LSC shall serve for a term of (2) years (except the student member of the high school Local School Council shall serve for one year). Any LSC member who wants to resign from the LSC during his or her term shall submit a written resignation to the LSC. Any 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 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 server 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. Organizational Meeting. The organizational Meeting of the 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 and a secretary from among its members, each to serve terms of one-year, and shall set the schedule of regular LSC meetings for the year. The time and place of the LSC's regular meetings shall be convenient to the public.

Section 9. Regular Meetings. Regular meetings of the LSC shall be held on an annual schedule determined by the LSC 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 Local School Council may be called by the chairperson or by any four (4) members by giving prior notice in writing specifying the time, place, and purpose of the meeting to all LSC members. 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 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 LSC meetings shall be open to the public, except during closed sessions as otherwise provided in the Open Meetings Act (OMA).

Section 12. Notice. The School Code requires that public notice of LSC meetings be given in accordance with the OMA

The LSC must set a schedule of the time and place of its regular meetings at the LSC's annual organizational meeting and publicize that schedule. An agenda must be posted at least 48 hours in advance of 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 in the schedule of regular meeting dates, the LSC must give at least 10 days notice of the change by publication in a newspaper of general circulation in the school community that the LSC serves. Notice for such change must be posted at the school

The 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. Notice must be posted at the school and, if the meeting is to take place at a location other than the school, at that location. 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 not change in the agenda.

In addition to the public notice requirements above, written notice of special meetings must also be given to 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. Six (6) members in elementary schools and seven (7) members in high schools constitutes a quorum.

(b) The principal shall not be counted for purpose of determining whether there is a quorum present, and shall have no vote, when any of the following matters is before the LSC:

- Evaluation of the principal;
- Renewal of the principal's contract or the inclusion of any provision in, or modification of, the contract;
- The direct selection of a new principal;
- The determination of names of candidates to be submitted to the Chief Executive Officer for the position of principal; or
- 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 membership then serving shall determine the outcome of that measure.

(d) Seven (7) affirmative votes are always required, regardless of the number of vacancies of the LSC, for the following actions

- Selection of a new principal
- Request to the Chief Executive Officer to approve written dismissal charges against the principal,

(e) Seven (7) elementary school, eight (8) high school affirmative votes are required, regardless of the number of vacancies on the LSC for the transfers of money within funds.

(f) Student representatives cannot vote on personnel matters.

Section 14. Non-functioning LSC Members. A Local School Council member may be removed from the council by a majority vote of the LSC, if the council member has missed three (3) consecutive regular meetings or five (5) 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. An LSC member may be removed by the Board pursuant to the Board Rules for failure to disclose required criminal convictions and/or for failure to comply with Ethics Code and/or failure comply with the training mandate.

## ARTICLE VI – OFFICERS

Section 1. Enumeration and Qualifications. The officers of the LSC shall be a chairperson and a secretary and such other officers as the LSC may decide to elect from among its members.

Section 2. Election of Officers. At the annual organizational meeting of the LSC, the LSC shall elect its officers.

Section 3. Term of Office. The term of office for officers of the LSC shall be one 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 that 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 be a parent member. The chairperson shall preside at all meetings of the LSC. He or she 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 general notice in the manner provided in Article V, section 12.

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 to him or her by the 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 LSC in the minute books (maintain one minute book in the school office and a duplicate minute book kept by the secretary), issue 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 him or her from time to time by the LSC. Minutes shall contain the time, date and place of each meeting (open or closed), the name of all LSC members recorded as present and absent, and a record of matters discussed and votes taken. Upon the expiration of his or her term, the secretary shall deliver to the LSC the books, records, papers, audio or video tapes, minute books, and other property of the LSC.

Section 7. Vice Chairperson. The LSC may select a Vice Chairperson from among its members to serve for a one-year term. The Vice Chairperson runs the LSC meeting in the absence of the Chair. The Vice Chair may not sign documents for the chair.

Section 8. Other Officers. The LSC may elect such other officers as it determines are necessary for the proper operation of the LSC. In the event that such officers are elected, their terms shall expire at the same time the terms of the chairperson and secretary expire, and the LSC shall amend these Bylaws to describe the duties and responsibilities of such other officers.

## ARTICLE VII – 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 operation provided that if standing committees are created, the LSC shall amend these Bylaws to describe the membership, duties, and responsibilities of such committees.

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 bind the LSC. All committees created by the LSC are subject to the requirements of the Illinois Open Meetings Act.

## ARTICLE VIII – POWERS AND DUTIES

The power and duties of the LSC shall include:

- 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 LSC must submit 3 names to the CEO within the same 90 days.
- 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 gender, race, color, ethnicity, national origin, religion, creed, age, marital status, parental status, sexual orientation, or disability unrelated to ability to perform and which shall be consistent with the Board of Education's Uniform Contract for Principals.
- 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 I funds and lump sum budgeting.
- Making recommendations to the principal concerning textbook selection.
- Advising the principal concerning the attendance and disciplinary policies of the attendance center.
- Approving the SIPAAA and reporting at least twice a year to the public on progress and problems with respect to implementation of the plan.
- 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.
- 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.
- Acquiring training as required by The Illinois School Code.
- Preparing and disseminating annual reports and convening at least two well publicized meeting each year with the entire school community to present the SIPAAA, the proposed school expenditure plan, and the annual report for public comment.
- Complying with Illinois Open Meeting Act and Illinois Freedom of Information Act.
- Encouraging the involvement of additional non-voting members of the school community and facilitating the council's exercise of its responsibilities.
- Complying with state and federal laws, all applicable collective bargaining agreements, court orders, and rules promulgated by the Board of Education.
- Via a supermajority vote of 7 members of the elementary Local School Council or 8 members of a local high school Local School Council, transferring allocations pursuant to section 34-2.3 within funds, provided that such a transfer is consistent with applicable law and collective bargaining agreements.
- 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.

- Approving, in accordance with rules promulgated by the Board of Education, receipts and expenditures for internal accounts of the attendance center, and approving all fund-raising activities by non-school organizations.

ARTICLE IX – GENERAL PROVISIONS

Section 1. Conflicts. Any provision of these Bylaws that conflict with Illinois School Code, as amended from time to time, shall be null and void.

Section 2. Amendment and 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.

Section 3. Parliamentary Authority. The rules contained in the Handbook of Model Rules of Procedure for LSCs, published by the Chicago Lawyers’ Committee for Civil Rights Under Law, shall govern the meeting of the LSC in all cases in which the rules are applicable and not in conflict with these Bylaws or the Illinois School Code of Illinois.

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 \$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 Local School Council meetings if proper notice, pursuant to the Illinois Open Meetings Act, is given regarding the telephonic communication; the council members communicating by telephone participate in the meeting from its beginning until its adjournment, via a speaker phone, and the telephonic communication is clearly audible to the public.

Chairperson,  
Local School Council \_\_\_\_\_

Secretary  
Local School Council \_\_\_\_\_

Date adopted by LSC \_\_\_\_\_

By a vote of \_\_\_\_\_ in favor and \_\_\_\_\_ opposed.

# Sample E-mail Policy

THE MASSACHUSETTS Association of School Committees recommends the following policy on e-mail use:

As elected public officials, school committee members shall exercise caution when communicating between and among themselves via electronic messaging services including but not limited to electronic mail (e-mail), Internet Web forums, and Internet chat rooms.

Under the open meeting law, deliberation by a quorum of members constitutes a meeting. Deliberation is defined as movement toward a decision including but not limited to the sharing of an opinion regarding business over which the committee has supervision, control, or jurisdiction. A quorum may be arrived at sequentially using electronic messaging without knowledge and intent by the author.

School committee members should use electronic messaging between and among members only for housekeeping purposes such as requesting or communicating agenda items, meeting times, or meeting dates. Electronic messaging should not be used to discuss committee matters that require public discussion under the open meeting law.

Under the public records law, electronic messages between public officials may be considered public records. Therefore, to ensure compliance, the school committee chairperson, in consultation with the superintendent of schools, shall annually designate a member of the central office staff who shall be copied on all electronic correspondence between and among members of the school committee. These copies shall be printed and retained in the central office in the same fashion as any other school committee records. School committee members who do not have a computer or access to these messages shall be provided copies on a timely basis.

## **Appropriate use**

The following are examples of appropriate uses of electronic communications, according to the policy of the Exeter (N.H.) Region Cooperative School District:

- The dissemination of any information by a school board member to any number of school board members by one-way distribution (no discussion).
- The dissemination of information by a school board member to any number of school board members and the return of information that is not a matter or matters over which the board has supervision, control, jurisdiction, or advisory power. An acceptable form of information to be returned would be availability of time for a meeting or the review of meeting minutes for omissions or corrections.
- The discussion between two school board members of a matter or matters over which the board has supervision, control, jurisdiction, or advisory power.
- The dissemination of any information by the administration to any number of board members for the purpose of collecting board members' opinions individually without sharing the opinions in the form of discussion with school board members.

**The following are examples of inappropriate uses of electronic communications**

- The discussion with more than one school board member of a matter or matters over which the board has supervision, control, jurisdiction, or advisory power even though the number of school board members involved does not constitute a quorum. (This is because control may easily be lost if communication goes beyond two people.)
- The forwarding of a school board member's comments to another school board member on a matter or matters over which the board has supervision, control, jurisdiction, or advisory power.

# Board Rule 6-28: LSC Removal Procedures

## Sec. 6-28. LSC Member Eligibility

### Definitions

Wherever used in this Section, the following words and phrases shall have the following meaning:

**Parent:** Means a (a) biological or adoptive parent, (b) step-parent or (c) legal guardian of an enrolled student of an attendance center.

**Stepparent:** Means a person who is (a) married to the child's parent, (b) resides with the child and (c) exercises care and custody of the child. In order to establish that he/she exercises care and custody of a child, the stepparent must provide: (i) a marriage certificate, and (ii) a sworn affidavit by the biological parent attesting that the stepparent, in conjunction with the parent, does exercise care and custody of the child. Other evidence that may demonstrate care and custody includes but is not limited to the following: (iii) the child is declared as a dependent on the stepparent's most recent income tax return; (iv) the child is covered under the step-parent's health insurance; or (v) the child is listed as the stepparent's child for Medicare, Social Security, Medicaid or other public aid programs. This Board Rule shall not be construed to give stepparents any right to access to student records except as provided in the Illinois School Student Records Act (105 ILCS 10/1 et seq.).

**Legal guardian:** Means a person who has been (a) formally appointed guardian of a child by a court of competent jurisdiction or (b) a foster parent appointed by the Department of Children and Family Services.

**Employed at the school:** Means any person, including an employee of a third-party, who is receiving compensation and acting under the direction and supervision of a principal or his/her designee who oversees the detail of the person's work. An employee of a third party may not serve on a local school council at a school at which he or she is employed, however, he or she may be eligible to serve at another school.

**Employed by the Board of Education:** Means any person in the employ of the Board of Education whether or not employed at the school.

**Child enrolled in a school:** means that the student is currently attending the school at which the parent or legal guardian serves.

Graduation is on the last day of the academic school year or semester and not on the date of a graduation ceremony or commencement exercise. Pursuant to the Illinois School Code, the last day of the academic year or semester is determined by the Chicago Board of Education.

## **Eligibility**

Persons who have been elected to serve on a Local School Council (LSC) may serve and continue to serve for the length of their term provided they meet and continue to meet the eligibility requirements set forth below. (Amended 09-27-95; 02-23-00)

A person may serve and continue to serve as a parent representative as long as he/she:

- (i) has a child enrolled in the school in which he/she serves;
- (ii) is not employed at the school in which he/she serves; and
- (iii) is not employed by the Board of Education.

If a parent representative of a Local School Council ceases or fails to have a child enrolled in the school at which membership on the Local School Council at which he/she serves, for reasons other than graduation or voluntary transfer of the child, or becomes an employee of the Board of Education, the parent's membership on the local school council and all voting rights shall be terminated immediately upon the written determination of ineligibility by the General Counsel following the challenge procedures set forth below. In cases where the parent representative's membership ends due to graduation of his or her child, he or she serves until the end of the school year or semester in which his or her child graduates. In cases where the parent representative's membership ends due to the voluntary transfer of the child, the parent's membership and voting rights shall be terminated as of the date of the transfer. (Amended 01-25-95; 02-23-00)

A person may serve and continue to serve as a community representative as long as he/she:

- (i) resides in the attendance area served by the school;
- (ii) is not employed at the school in which he/she serves;
- (iii) is not employed by the Board of Education; and
- (iv) is not a parent of a student enrolled at the school.

If a community representative ceases to reside in the attendance area of, or has a child enrolled in the school at which he/she serves, or becomes an employee of the Board of Education, his or her membership on the Local School Council and all voting rights are terminated immediately upon the written determination of ineligibility by the General Counsel following the challenge procedures set forth below.

A teacher representative may continue to serve as long as he or she is employed and assigned to perform a majority of his or her duties at the school, provided that if a teacher representative resigns from employment with the Chicago Board of Education or voluntarily transfers to another attendance center, the teacher's membership on the Local School Council and all voting rights are terminated immediately as of the date the teacher's resignation is received by the Board of Education, or the effective date of the teacher's voluntary transfer to another attendance center.

If a teacher representative is absent from employment at the school for an extended and defined period of time due to illness, disability, leave of absence, the initiation of dismissal proceedings, or any other reason, the Board will declare a temporary vacancy and appoint an interim teacher representative following a non-binding poll until such time as the teacher representative returns to

his or her duties at the school or for the remainder of the term. The principal shall notify the Office of the Chief Executive Officer of a teacher representative's extended absence. The Office of the Chief Executive Officer shall certify that a temporary vacancy exists. When a vacancy is certified, the Office of the Chief Executive Officer shall issue a letter to the principal and the Local School Council advising the school to initiate the advisory poll. (Amended 01-25-95; 02-23-00)

### **Audit of Records**

The Secretary of the Board shall periodically cause to be reviewed pertinent records relating to individual LSC members in order to discover any relevant changes in an LSC member's eligibility. If such a review indicates that an LSC member does not meet the eligibility criteria in this Board Rule, an investigation shall be conducted in accordance with the Local School Council member removal procedures set forth below.

### **Local School Council Removal Procedures**

1. Any person may challenge the eligibility of an LSC member based on the eligibility criteria in this Board Rule. Challenges shall be in writing and shall include:
  - a. the name, address, and phone number of the person filing the challenge;
  - b. a statement of facts upon which the challenge is based and any evidence which supports the challenger's position.
2. In cases where an allegation of ineligibility under this Board Rule is made by another LSC member or an employee of the Board, the identity of the LSC member or Board employee may not be disclosed during any investigation of the allegation without his or her written consent. 105 ILCS 5/34-2.4(C) (A Whistle Blower Protection).
3. In addition, the Board, its agents and employees, may act upon knowledge or information of council members' ineligibility including, but not limited to, the audit of records described above. A Board employee or agent with information indicating that an LSC member is not eligible under this Board Rule may initiate an investigation by submitting a written request for investigation to the Law Department.
4. Filing of Challenges - Challenges and requests for investigation pursuant to this Rule shall be filed with the Law Department.
5. Investigation of Ineligibility - The General Counsel shall review challenges and requests for investigation. If the General Counsel determines that the challenge or request has merit, the General Counsel shall forward the matter to the Office of the Chief Executive Officer to conduct an investigation. The results of the investigation shall be reviewed by the General Counsel. If the results of the investigation indicate that the LSC member may be ineligible, the General Counsel shall refer the matter for a hearing. The concerned council member shall be notified in writing of the date, time, and place of the hearing, of his or her right to have a representative at the hearing, and the specific basis for his or her alleged ineligibility.

6. A hearing officer shall conduct a hearing and shall afford the concerned council member an opportunity to personally present statements and evidence substantiating his/her eligibility to serve on the Council. As soon as possible after the conclusion of the hearing, the hearing officer shall make a recommended finding to General Counsel regarding the council member's eligibility.

7. The General Counsel shall decide the question of the council member's eligibility. If the General Counsel finds that the concerned council member is ineligible to serve based on the eligibility criteria in this Board Rule, the General Counsel shall declare a vacancy on the council which shall be effective on the date the declaration is issued. However, the vacancy may be filled only after: (1) the concerned council member fails to appeal within the time allowed; or (2) the concerned council member's appeal is denied.

8. Notice of Declaration of Vacancy - The General Counsel shall forward the determination to each challenger and challenged LSC member in writing by regular and certified mail. (Amended 01-25-95; 09-27-95; 02-23-00)

### **Appeal Process**

1. Within thirty (30) days after the declaration of vacancy by the General Counsel, the challenged LSC member may file an appeal of that decision with the Chief Executive Officer or designee. Failure to file an appeal within 30 days after the declaration of the vacancy will render the declaration of vacancy to be a final decision. The appeal should state specific reasons or grounds for rescinding the General Counsel's prior determination concerning the council member's eligibility. (Amended 01-25-95; 09-27-95; 02-23-00)

2. The Chief Executive Officer or designee shall review the determination. New evidence not readily available at the time that the challenge was filed may be submitted. The decision of the Chief Executive Officer or designee shall be final and shall be forwarded to the challenger, the challenged LSC member, and the affected Local School Council. (Amended 01-25-95; 09-27-95)

### **Appointment to Vacancy**

If a challenged parent or community LSC member is found to be ineligible to serve on the council pursuant to this process and a vacancy is declared, the LSC shall proceed to fill the vacancy by appointment of a qualified person who meets the eligibility requirements. (Adopted 02-28-90; Amended 12-16-92; 01-25-95; 09-27-95)

If a challenged teacher or student LSC member is determined to be ineligible to serve on the council and a vacancy is declared, the Board shall fill the vacancy by appointment of a qualified person who meets the applicable eligibility requirements after a non-binding advisory poll of school staff or students, whichever is appropriate.

## **Statement of Economic Interests**

The Board of Education requires each LSC member to file a Statement of Economic Interests. This form must be completed and filed each year within 45 days of distribution of the form to the principal or within seven days of appointment to a Local School Council. The principal shall send statements from LSC members to the Secretary of the Board. (Board Rule 6-29)

All Local School Council (LSC) members (including the principal, teachers and student) must complete this form by the deadline specified in the annual statement.

Responding “yes” to any question does not necessarily make you ineligible. Responses will inform the public regarding any business entity in which such person has an ownership interest, in any contract with the Board, any Local School Council, or any public school in the school district.

All questions require answers as of the date of filing and are applicable to the previous twelve (12) months.

### **Consequences If Statement Is Not Filed**

Failure of an LSC member to complete the form shall automatically disqualify him or her from serving on the LSC for the remainder of the LSC term of office.

### **Due Process**

LSC members who do not file a Statement by the applicable deadline will receive a letter from the Board Secretary informing them of the intent to disqualify them for failure to file. LSC members who wish to continue serving must file a Statement of Economic Interests within thirty (30) days of the date of the letter. If the LSC member fails to meet the filing requirements within 30 days from the date of the letter, the LSC member will be disqualified from serving on the Local School Council and the LSC or the Board, as appropriate, will appoint an eligible person to serve the remainder of the term. LSC members who fail to comply with the filing requirements shall not have the right to appeal. However, if an error has been made, LSC members are instructed to notify the Board Secretary immediately.

# **Board Rule 6-29**

## **Challenges to LSC Eligibility for Ethics**

### **Sec. 6-29**

#### **Challenges to Local School Council Eligibility for Ethics Violations**

### **Sec. 6-29**

#### **Loss of Local School Council Eligibility Due to Ethics Violations**

Local School Council members may continue to serve for the length of their term provided they continue to meet the following eligibility requirements.

#### **Statement of Economic Interests Filing Requirements**

Local School Council members shall file the Board's Statement of Economic Interests (hereinafter "Statement") with the Secretary of the Board by May 1<sup>st</sup> of every year. Council members appointed after May 1<sup>st</sup> shall initially file the Board's Statement within seven (7) days of their appointment. Council members shall deliver their completed Statements to the principal of the school where they serve by May 1<sup>st</sup> of every year or, if appointed after May 1<sup>st</sup>, within seven (7) days of their appointment. Such delivery shall be considered as the filing of the Statement with the Secretary of the Board.

Within seven (7) days of the applicable filing date, principals shall forward to the Secretary of the Board all Statements and/or the names of any council members who have failed to file Statements as required. Local School Councils shall maintain copies of their members' Statements on file at their schools for public inspection.

Failure to timely file a Statement, or failure to file a complete Statement, shall result in automatic disqualification from the Local School Council for the remainder of the concerned member's term of office. Filing a false Statement or failure to comply with the Board's Code of Ethics Policy may be grounds for disqualification from the Local School Council for the remainder of the concerned member's term of office.

#### **Challenges to Local School Council Members' Eligibility Based on Ethical Violations**

1. Any person may challenge a Local School Council member's eligibility to serve based on ethical violations. The challenge shall be in writing and may be filed with either Law Department or the CPS Ethics Manager.
2. All challenges should include:
  - the name, address, and phone number of the person filing the challenge, unless the challenge is made anonymously;
  - a statement of the facts upon which the challenger formed the belief that the council member being challenged is no longer eligible to serve; and
  - any evidence which supports the challenger's position.

If the person filing the challenge is a Board employee or Local School Council member, his/her identity shall not be disclosed pursuant to section 5/34-2.4(c) of the Illinois School Code without prior written consent. 105 ILCS 5/34-2.4(c) (“Whistleblower Protection”).

3. In addition, the Board may act upon: (i) anonymous challenges to council members’ eligibility based on ethical violations; or (ii) knowledge or information of ethical violations by council members obtained by Board agents or employees.
4. Investigation of Ethical Violations. The challenges based on ethical violations and reports of such violations received from Board agents or employees shall be investigated. If the investigation determines that there is merit to the challenge or report, the concerned council member shall be afforded an opportunity to personally present statements and evidence on his or her behalf at a hearing conducted by a hearing officer. As soon thereafter as possible, the hearing officer shall make findings whether: (i) the council member is in violation of the Code of Ethics or this Rule; and (ii) should be disqualified from the Local School Council.

### **Declaration of Intent to Disqualify/Vacancy**

When a council member has failed to file a complete Statement by the applicable filing date, the Secretary of the Board shall automatically issue a Declaration of Intent to Disqualify. The concerned council member shall have thirty (30) days from the date of the Declaration of Intent to Disqualify to file a complete Statement. If the council member does not file a complete Statement within the time allowed, the Secretary of the Board shall automatically declare a vacancy in the office of the concerned council member. The vacancy shall be effective on the date the declaration is issued. There shall be no right of appeal from a Declaration of Vacancy based upon a failure to timely file a complete Statement. Either the concerned Local School Council or the Board, as appropriate, may immediately proceed to fill the vacancy by appointment of a qualified person who meets all applicable eligibility requirements to serve the remainder of the disqualified member’s term.

When a council member has been afforded a hearing pursuant to this Rule and a hearing officer has found that he or she should be disqualified from the Local School Council based upon a violation of the Code of Ethics or this Rule, the Secretary of the Board shall declare a vacancy in the council member’s office. The vacancy shall be effective on the date the declaration is issued. However, the vacancy may be filled only after: (1) the concerned council member fails to appeal within the time allowed; or (2) the concerned council member’s appeal is denied.

### **Notice of Declarations**

The Secretary of the Board shall forward a Declaration of Intent to Disqualify and Declaration of Vacancy for failure to timely file a complete Statement to the concerned council member and Local School Council in writing by certified and regular mail. The Secretary of the Board shall forward a Declaration of Vacancy based upon a hearing officer’s findings to the challenger, if any, the concerned council member and the concerned Local School Council in writing by certified and regular mail.

## **Appeal Process**

1. Within thirty (30) days of the date of a Declaration of Vacancy based upon a hearing officer's findings, the challenged council member may file an appeal with the Chief Executive Officer or designee. The appeal shall state specific factual or legal errors made by the hearing officer.
2. The Chief Executive Officer or designee shall review the appeal and issue a final determination.
3. The Secretary of the Board shall forward the final determination to the challenger, if any, the challenged council member and the concerned Local School Council by certified and regular mail.
4. Failure to file an appeal within the time allowed will render a Declaration of Vacancy based upon a hearing officer's findings a final decision.

## **Appointment to Vacancy**

If a parent or community Local School Council member is determined to be ineligible to serve on a Local School Council pursuant to this Rule and a vacancy is declared by the Secretary of the Board, the Local School Council shall fill the vacancy by appointment of a qualified person who meets the applicable eligibility requirements.

If a teacher or student Local School Council member is determined to be ineligible to serve on a Local School Council pursuant to this Rule and a vacancy is declared by the Secretary of the Board, the Board shall fill the vacancy by appointment of a qualified person who meets the applicable eligibility requirements after a non-binding advisory poll of school staff or students, whichever is appropriate.

# Criminal Conviction Disclosure Form

Persons who have been elected to serve on an LSC may serve for the length of the term provided 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[ff]*), and 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 for which a person is either permanently ineligible for election to or service on a LSC or ineligible for a period of ten (10) years after conviction.

Board Rule (6-30) requires that each LSC member (whether newly elected or appointed) file a **complete** Criminal Conviction Disclosure form with the principal, who is responsible for:

- Collecting the form
- Maintaining a copy on file in the school
- Notifying the Office of Local School Council Relations of refusals by Council members to file a Criminal Conviction Disclosure Form
- Submitting the completed original form to the Law Department

Council members who do not provide completed conviction disclosure forms that are legible, in ink and signed are subject to proceedings to vacate their positions.

## **Board Rule 6-30**

### **Sec. 6-30. Removal of Local School Council Members for Certain Criminal Convictions or Failure to Disclose Criminal Convictions.**

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 5/34-21(f)), 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.

#### **Criminal Conviction Disclosure**

All candidates must file a Criminal Conviction Disclosure Form prior to election. A Board conducted criminal background investigation must be completed for each Local School Council member before they take office. Failure to file a Criminal Conviction Disclosure Form, filing a false or incomplete Criminal Conviction Disclosure Form, or failure to provide information requested by the Illinois State Police if additional information is needed in order to complete the background investigation, shall result in the disqualification from the Local School Council for the remainder of the member's term of office. Additional information requested by the State Police in order to complete a criminal background check may include, but is not limited to, fingerprints or other personal identification information.

Each candidate must submit a Criminal Conviction Disclosure Form to the principal. Principals shall forward Criminal Conviction Disclosure Forms to the Office of Local School Council Relations.

Principals shall notify the Office of Local School Council Relations of refusals by Council members to file a Criminal Conviction Disclosure Form.

Principals shall maintain on file at their schools copies of the Councils' Criminal Conviction Disclosure Form for public inspection.

#### **Ineligibility Due to Criminal Conviction**

A person who has been convicted of any of the following offenses at any time shall be ineligible for election or appointment to a Local School Council:

Indecent Solicitation of a Child, Sexual Exploitation of a Child, Pandering, Keeping a Place of Juvenile Prostitution, Pimping, Juvenile Pimping, Exploitation of a Child, Child Pornography, Criminal Sexual Assault, Aggravated Criminal Sexual Assault, Predatory

Criminal Sexual Assault of a Child, Criminal Sexual Abuse, and Aggravated Criminal Sexual Abuse.

A person who has been convicted of any of the following offenses within the 10 years prior to the date of nomination or appointment shall be ineligible for election or appointment to a Local School Council:

Controlled Substance Trafficking, Criminal Drug Conspiracy, and Street Gang Criminal Drug Conspiracy.

### **Declaration of Vacancy**

The General Counsel shall declare a vacancy on the Council for (a) failure to file a Criminal Conviction Disclosure Form, (b) filing a false or incomplete Criminal Conviction Disclosure Form, (c) failure to provide additional information requested by the Illinois State Police in order to complete the background investigation, or (d) having been convicted of a crime for which a person is ineligible to serve on a local school council pursuant to this Board Rule and Section 34-2.1(f-5) of the Illinois School Code. Upon determination by the General Counsel that a Council member failed to file, or filed a false or incomplete Criminal Conviction Disclosure Form, has failed to provide information necessary for the completion of the background check, or has been convicted of a crime for which a person is ineligible to serve on a local school council pursuant to this Board Rule and Section 34-2.1(f-5) of the Illinois School Code, the General Counsel shall notify the Council member by certified mail. If the Council member does not file a form or file an amended form within ten (10) days of receiving notice of the determination, the General Counsel shall declare a vacancy on the Council.

1. Investigation of Ineligibility - The Office of the Chief Executive Officer shall conduct an investigation of the facts relating to the LSC member's criminal history and the veracity of the LSC member's Criminal Conviction Disclosure Form. The General Counsel shall review the results of the investigation. If the results of the investigation indicate that the LSC member may be ineligible under this Board Rule, the General Counsel shall refer the matter for a hearing.
2. A hearing officer shall conduct a hearing on the LSC member's criminal history and the veracity of the LSC member's Criminal Conviction Disclosure Form and afford an opportunity to the challenged LSC member to personally present statements and evidence substantiating his/her eligibility to serve on the council. The hearing officer shall make a recommended determination to the General Counsel regarding eligibility within two weeks or as soon thereafter as possible.
3. Declaration of Vacancy - Any vacancy on the LSC caused by a disqualification pursuant to this Board Rule shall be declared by the General Counsel in those cases where a finding of ineligibility is made.

Any vacancy that is declared by the General Counsel shall be effective on the date that the determination is issued; however, the vacancy may be filled only after: (1) the concerned council member fails to appeal within the time allowed; or (2) the concerned council member's appeal is denied.

4. Notice of Declaration of Vacancy - The General Counsel shall forward the determination to the challenged LSC member in writing by regular and certified mail.

### **Appeal Process**

1. Within thirty (30) days of the determination of the General Counsel, the challenged LSC member may file an appeal of that decision with the Office of the Chief Executive Officer or designee. New evidence not readily available at the time that the vacancy was declared may be submitted.
2. The Office of the Chief Executive Officer or designee shall review the appeal. The decision of the Chief Executive Officer shall be final and shall be forwarded to the challenged LSC member, and the affected Local School Council.

### **Appointment to Vacancy**

If a challenged parent or community LSC member is found to be ineligible to serve on the council pursuant to this process and a vacancy is declared, the LSC shall proceed to fill the vacancy by appointment of a qualified person who meets the eligibility requirements. If a challenged teacher LSC member is determined to be ineligible to serve on the council and a vacancy is declared, the Board shall fill the vacancy by appointment of a qualified person who meets the applicable eligibility requirements after a non-binding advisory poll of school staff.

## **Board Rule 6-31**

### **Exercise of Certain Powers of Local School Councils Lacking a Majority of the Full Membership by the Chief Education Officer**

Whenever the active membership of a local school council, for any reason, falls below a majority of its full membership and the local school council is, therefore, unable to satisfy the quorum requirements for taking official action set forth in section 34-2.2(c) of the School Code, the Chief Education Officer shall exercise the following powers of such council, set forth in section 34-2 of the Code:

(I) to approve the expenditure plan prepared by the principal with respect to all funds allocated and distributed to the attendance center;

(Ii) to transfer allocations within funds as allowed by section 34-2.3.

## Appendix

CPS Organizational Chart

see

[http://www.cps.k12.il.us/AboutCPS/Financial\\_Information/FY2006/pdf/cps\\_org\\_chart.pdf](http://www.cps.k12.il.us/AboutCPS/Financial_Information/FY2006/pdf/cps_org_chart.pdf)

Chicago Public Schools main contact information

(773) 553-1000

<http://cps.k12.il.us/>

# Area Office Directory

To determine the Area for your school, go to <http://www.cps.k12.il.us/AIO/>  
or call your school or CPS main switchboard, (773) 553-1000.

## Elementary School Areas

AREA 1 OFFICE 6323 N. Avondale  
Phone: 773.534.1100 Fax: 773.534.1116

AREA 2 OFFICE 6323 N. Avondale  
Phone: 773.534.1100 Fax: 773.534.1116

AREA 3 OFFICE 1900 N. Austin  
Phone: 773.535.5820 Fax: 773.535.5891

AREA 4 OFFICE 1900 N. Austin  
Phone: 773.535.5820 Fax: 773.535.5891

AREA 6 OFFICE 900 N. Austin  
Phone: 773.535.5848 Fax: 773.535.5891

AREA 7 OFFICE 54 N. Hermitage  
Phone: 773.534.0707 Fax: 773.534.0717

AREA 8 OFFICE 54 N. Hermitage  
Phone: 773.534.0708 Fax: 773.534.0718

AREA 9 OFFICE 54 N. Hermitage  
Phone: 773.534.0709 Fax: 773.534.0719

AREA 10 OFFICE 4655 S. Dearborn  
Phone: 773.535.8080 Fax: 773.535.8070

AREA 11 OFFICE 6533 S. Stewart  
Phone: 773.535.8207 Fax: 773.535.8225

AREA 12 OFFICE 4655 S. Dearborn  
Phone: 773.535.8080 Fax: 773.535.8070

AREA 13 OFFICE 4655 S. Dearborn  
Phone: 773.535.8080 Fax: 773.535.8070

AREA 14 OFFICE 6533 S. Stewart  
Phone: 773.535.8207 Fax: 773.535.8225

AREA 15 OFFICE 6533 S. Stewart  
Phone: 773.535.8215 Fax: 773.535.7595

AREA 16 OFFICE 10541 S. Aberdeen  
Phone: 773.535.2600 Fax: 773.535.2623

AREA 17 OFFICE 10541 S. Aberdeen  
Phone: 773.535.2600 Fax: 773.535.2623

#### High School Areas

High School Area 19 6323 N. Avondale  
Phone: 773.534.1100 Fax: 773.534.1116

High School Area 21 54 N. Hermitage  
Phone: 773.534.0721 Fax: 773.534.0722

High School Area 22 10 W. 35th St.  
Phone: 773.9082 Fax: 773.534.9039

High School Area 23 6130 S. Wilcott  
Phone: 773.535.9570 Fax: 773.535.9582

High School Area 24 10541 S. Aberdeen  
Phone: 773.535.2600 Fax: 773.535.2623

## **CPS Department List**

*(subject to change without notice... check [cps.k12.il.us](http://cps.k12.il.us) for current departments and contact information)*

**Academic Enhancement:** Offers a district curriculum coordinated around a central theme, and attract a diverse racial/ethnic population of students throughout the city. To implement and monitor the Student Desegregation Plan for the Chicago Public Schools by administering the Options for Knowledge Program and developing other initiatives to enhance the educational experience of students; create and maintain the greatest possible number of desegregated schools; implement strategies to relieve school over-crowding; and ensure school compliance with faculty integration requirements.

(773) 553-2060

[http://www.oism.cps.k12.il.us/dept\\_academic\\_enhancement.shtml](http://www.oism.cps.k12.il.us/dept_academic_enhancement.shtml)

**Accountability:** see Research, Evaluation, and Accountability

**Accounts Payable:** Pays vendors in a timely manner. To monitor payments to maximize costs by fully launching the Electronic Data Interchange (EDI) Program that allows the CPS and vendors to submit purchase orders, invoices, and payments electrically; and to enroll schools in the EDI program to receive board-reimbursement checks automatically.

(773) 553-2760

<http://cps.k12.il.us/AboutCPS/Departments/finance/payables.html>

**Asset Management:** Maintains and operate all buildings and other assets within the CPS system while generating savings, improving the quality of service, and increasing management quality of all assets.

(773) 553-2960

**Attendance and Truancy:** Motivates and supports the students, parents, staff and community to increase daily attendance in order to enhance the academic success of students.

(773) 553-2214

[http://www.oism.cps.k12.il.us/programs\\_attendance.shtml](http://www.oism.cps.k12.il.us/programs_attendance.shtml)

**Audit Services:** Maintains and operate all buildings and other assets within the CPS in continuous improvement of its educational effectiveness and efficiency; to review programs, policies and procedures and make recommendations for changes; and to promote financial management best practices by conducting focus groups and training seminars, communicating with principals and clerks, and providing support during management transitions.

(773) 553-1481

[http://www.cps.k12.il.us/AboutCPS/departments/Audit\\_Services/](http://www.cps.k12.il.us/AboutCPS/departments/Audit_Services/)

Board of Education: Oversees the operations of the Board of Education by assisting in policy making and the establishing of goals and standards, ensuring the Board of Education effectively communicates this information to the parents, public and media, and shaping the legislative agenda and the district's strategy to support the Board.

(773) 553-1600

<http://cps.k12.il.us/AboutCPS/Board/>

Business Diversity (formerly known as Affirmative Action-Operations Capital Planning and Construction): Attains the Board's MBE/WBE goals in all construction-related procurements, to maximize participation of minorities, females and city of Chicago residents in employment opportunities generation the Capital Improvement Program construction projects and to ensure compliance with equal employment opportunity, sexual harassment and prevailing wage requirements under municipal ordinance, federal or state law.

(773) 553- 2980

Charter Schools Office: Monitors and evaluate the performance of the charter schools on behalf of the Board and serve as a resource to answer questions from parents and the general public about charter schools.

(773) 553-1535

<http://www.cps.k12.il.us/Schools/Charter/charter.html>

Chicago Math and Science Initiative: Supports all mathematics and science instruction in Chicago Public Schools with the vision that high-quality, standards-based mathematics and science experiences, as framed by national, state, and local standards, can be provided to all students. This vision is embodied in the Chicago Math & Science Initiative, the CPS plan to transform mathematics and science instruction by providing coherent programs, more support, and better preparation to enable high quality teaching and thus improved student achievement.

(773) 553-6230

<http://www.cmsi.cps.k12.il.us/>

Chicago Reading Initiative: Provides professional development that models coherent practices to support educators in implementing effective instruction across an integrated curriculum, and provides a network of literacy resources for the larger community.

(773) 553-3550

<http://cri.cps.k12.il.us/>

Chief Education Officer: Provides leadership, direction and support to all schools and the six regions implementing policies and procedures of the Chicago Public Schools; to develop and maintain educational partnerships within the organization as well as with outside institutions; to work effectively with present educational initiatives as well as creating new initiatives; to

formulate educational plans and programs that meet the needs of students, parents, and staff of CPS; to provide support and direction to all educational departments.

(773) 553-1500

<http://www.cps.k12.il.us/AboutCPS/Departments/CEdO/cedo.html>

Chief Executive Officer: Provides leadership, direction and support to all schools and the six regions implementing policies and procedures of the Chicago Public Schools; to develop and maintain educational partnerships within the organization as well as with outside institutions; to work effectively with present educational initiatives as well as creating new initiatives; to formulate educational plans and programs that meet the needs of students, parents, and staff of CPS; to provide support and direction to all educational departments.

(773) 553-1500

<http://www.cps.k12.il.us/AboutCPS/Departments/CEO/ceo.html>

Chief Fiscal Officer: Provides the financial services needed by the schools and employees. To assist the schools in their administrative functions by providing information, tools and support needed to complete these efficiently; to develop partnerships within our organization and with outside agencies to work effectively on new initiatives; to maintain the fiscal integrity of the organizations; to maximize the Board's ability to educate students in a safe and well-rounded environment; and to provide financial leadership to the Chicago Board of Education according to governmental regulations, Board policies and sound financial practices.

(773) 553-2700

[http://www.cps.k12.il.us/AboutCPS/Financial\\_Information/FY2004\\_Final/CPS\\_Unit/School%20Financial%20Services/CFO.pdf](http://www.cps.k12.il.us/AboutCPS/Financial_Information/FY2004_Final/CPS_Unit/School%20Financial%20Services/CFO.pdf)

Chief Information Officer: Develops technology-based solutions for business and educational support processes and provide the technology infrastructure and ongoing services, including network, computing, telecommunications, technology training, help-desk, and maintenance/repair services, necessary to support all CPS operations.

(773) 553-1300

[http://www.cps.k12.il.us/AboutCPS/Departments/Technology\\_Services/](http://www.cps.k12.il.us/AboutCPS/Departments/Technology_Services/)

Chief of Staff: Manages and directs projects of critical importance to the Chief Executive Officer and the Chicago Public Schools. To oversee and provide leadership and direction to projects throughout the organization to ensure their successful completion and adherence to the policies and strategies of the Chief Executive Officer; facilitate communication between the Chief Executive Officer and other chief officers and department heads, and coordinate activities across departments and other organizational units. Manage crisis situations and analyze, assess and respond to difficult, atypical and sensitive issues confronting the Chicago Public Schools as directed by the Chief Executive Officer.

(773) 553-1500

Chief Operations Officer: Coordinates and provides administrative support to all sub-departments that will provide a physically safe, secure, functional environment for students system-wide.

(773) 553-2900

<http://www.cps.k12.il.us/Operations/>

Chief Purchasing Officer: Directs and monitors the purchase of goods and services utilized by CPS.

(773) 553-2250

<http://www.csc.cps.k12.il.us/purchasing/>

Communications: Maintains effective communications within the school system and between the CPS, parents, citizens, and news media; to effectively communicate goal, objectives, and accomplishments of the CPS to the public through print and broadcast media.

(773) 553-1620

<http://cps.k12.il.us/Communications/>

Compliance: Maintains a reliable source of student, school and system-wide data through coordination with the Comprehensive Student Information (CSI) system staff; support schools in reporting monthly student attendance to prepare the general state aid claim; prepare the regular school calendar and assist schools with year-round and restructured calendars; collaborate with Illinois State Board of Education in preparing the fall enrollment and housing report, which includes the racial/ethnic survey of students and also determines each school's funding level for the textbook loan program and prepare data for the annual State School Report Card; assist schools with graduation lists and diplomas; collect and report enrollment, participation and progress data for students in state and federally funded programs; and investigating and monitoring Office for Civil Rights (OCR) complaints and agreements.

(773) 553-2340

Controller's Office: Provides financial services and report on the Board's financial condition in accordance with regulations, Board policy, and sound financial practices; to provide overall management and organizational direction for the department; and to maintain sound financial policies for the Board.

(773) 553-2710

<http://cps.k12.il.us/AboutCPS/Departments/finance/controller.html>

Curriculum Development: Assists in the implementation of standards and a suggested common curriculum for each grade.

(773) 553-6180

Drop-out Prevention and Recovery: The Department of Dropout Prevention and Recovery (DDPR) was developed in January 2004 with the overarching goal of reducing the number of students who are leaving Chicago Public High Schools without a diploma. The DDPR is divided into 2 branches: prevention and recovery. The prevention component of the DDPR focuses on keeping students in school, while the recovery component focuses on reengaging students in school as they return from either dropping out or from the juvenile justice system.

(773) 553-5110

(773) 553-1498

[http://cps.k12.il.us/AboutCPS/Departments/Dropout\\_Prevention\\_Recovery/](http://cps.k12.il.us/AboutCPS/Departments/Dropout_Prevention_Recovery/)

Due Process and Mediation: Assesses progress toward provisions of federal and state legal requirements pertaining to identification, evaluation, placement, and provision of procedural safeguards to children with disabilities; trains school personnel on special education procedure and compliance issues; assists in conflict resolution through mediation; represents the CPS in due process hearings; resolves complaints and issues raised in due process hearings; assists in obtaining surrogate parents; coordinates investigation of complaints; and supports programmatic monitoring activities.

(773) 553-1905

Early Childhood Education: Provides information, support, advocacy, and consultation services to local schools and regions in the development, expansion, and implementation of appropriate early childhood programs, including birth to age three, pre-kindergarten, and primary level programs; to develop and implement the parent education and involvement component of early children programs; to administer early childhood programs ensuring high-quality service to children and families and ensuring compliance with funding agency mandates, fiscal integrity, and proposal guidelines.

(773) 553-2010

<http://www.ecechicago.org/>

Education to Careers: Assists schools in providing career development programs and activities so that graduates are employable and academically well prepared for post-secondary experiences.

(773) 553-2010

<http://www.etcchicago.com/>

Ethics Department: Ensures understanding of, application of, and compliance with the Ethics Policy adopted by the Chicago School Reform Board of Trustees. To assure compliance with Board policies in the operation of parent involvement and student internship programs.

(773) 553-1438

<http://cps.k12.il.us/AboutCPS/Departments/ethics/>

External Resources and Partnerships: Acquires and distributes resources which enrich and supplement educational opportunities for the children, staff, and other members of the CPS community.

(773) 553-1540

[http://www.cps.k12.il.us/Community/Resources\\_and\\_Partnerships/resources\\_and\\_partnerships.html](http://www.cps.k12.il.us/Community/Resources_and_Partnerships/resources_and_partnerships.html)

Finance: Provides for and reports Board's financial condition on timely basis in accordance with regulations, Board policy, and sound financial practices.

(773) 553-2700

<http://cps.k12.il.us/AboutCPS/Departments/finance/>

Food Services and Warehousing: Provides appealing and nutritious meals to students that meet federal and state guidelines. To ensure the timely and efficient delivery of materials and supplies to all school sites on a daily basis.

(773) 553-2830

[http://www.cps.k12.il.us/operations/food\\_service\\_and\\_warehousing.html](http://www.cps.k12.il.us/operations/food_service_and_warehousing.html)

Funded Programs: Monitors and provides assistance with development and preparation of local school plans for State Chapter I funds and Federal NCLB Title I funds. To monitor and provide assistance with development and preparation of local school plans for Federal NCLB Title II and V funds for CPS and nonpublic schools.

(773) 553-1990

<http://www.cps.k12.il.us/AboutCPS/Departments/FundedPrograms>

General Accounting: Maximizes revenues received for reimbursable claims from state and federal programs and to accurately account for all revenues and expenditures. These activities encompass Internal Accounts and Fixed Assets.

(773) 553-2720

<http://cps.k12.il.us/AboutCPS/Departments/finance/generalaccounting.html>

High School Programs: The Office of High School Programs (OHSP) provides leadership, support and technical assistance to high schools and extended elementary schools in order to promote improved student and school performance. OHSP emphasizes the dual principles of academic press and personalization, which together promote student achievement, in all programs and initiatives.

(773) 553-3540

<http://www.cps.k12.il.us/ohsp/>

Homeless Education Program: Identifies homeless children in the CPS; facilitates school enrollment of the homeless; provides the homeless with transportation to school, parent training, and school supplies; and maintains special and extracurricular educational services for the homeless.

(773) 553-2242

<http://www.oism.cps.k12.il.us/hep.shtml>

Human Resources- Recruits qualified candidates, to staff positions in a timely and accurate manner, provide compensation information and analysis, negotiate and monitor collective bargaining agreements, process employee discipline, and arrange for the delivery of employee health services for the greatest benefit to the system as a whole.

(773) 553-2690

<http://www.cps-humanresources.org/>

Information Services, Ombudsman: Provides systematic, computerized method of fielding complaints and inquiries, to handle telephone calls coming into the system through the main switchboard, and enhance the education of children throughout Chicago by bridging students, parents, teachers, and employees to available resources and to ensure accurate information and quality assistance

(773) 553-1000

<http://www.csc.cps.k12.il.us/ombuds/>

Inspector General: Investigates allegations of waste, fraud, and financial mismanagement within the jurisdiction of the Chicago Reform Board of Trustees as mandated by State Statute, including LSC members, employees, contractors, and school projects managed by the Public Building Commission.

(773) 534-8711

<http://www.cps.k12.il.us/AboutCPS/departments/InspectorGeneral>

Intergovernmental Affairs (External Affairs Department): Advocates for legislation that supports the educational goals of the Chicago Public Schools. Coordinates legislative activities, tracks and researches pending legislation, communicate CPS' positions on legislation, develops relationships with elected officials, governmental agencies and education interest groups, and responds to legislators' inquiries and issues.

(773) 553-1470

Internal Audit: Assists the Office of the CEO in fulfilling its management oversight responsibilities: assess the degree to which resources are utilized efficiently and programs are carried out as intended. Assess the integrity, quality, and efficiency of the systems of internal control. Assess the degree to which CPS complies with various policies, procedures, laws, and

regulations. Monitor the degree to which management action plans, created in response to audit recommendations, are carried out effectively and timely. Assess and report important financial and operating risks to the Office of the CEO.

(773) 553-1481

[http://cps.k12.il.us/AboutCPS/departments/Audit\\_Services/](http://cps.k12.il.us/AboutCPS/departments/Audit_Services/)

JROTC: Provides the leadership for JROTC subunits, which have the mission of motivating students to become better citizens by building self-esteem, and developing self-discipline, leadership, communication, and teamwork skills.

(773) 534-9770

Language and Cultural Education: Exerts leadership, in support of the CPS's initiative Children First Education Plan to the implementation of successful and innovative programs for second language learners, including Limited English Proficient (LEP) students, so they may achieve or exceed the same academic standards established for all students.

(773) 553-1930

<http://www.olce.org/>

Law Department: Provides legal services that include litigation, negotiation and preparation of contracts and other legal agreements, and advice and client counseling on all matters in which the Board of Education or the Chicago Public Schools have a legal interest, including labor and employment matters, employee and student discipline, contracts, other commercial transactions, real estate, personal injury, workers' compensation, school law, school finance and funding, and any matters that arise in the course of the day-to-day operations of the Chicago Public Schools; assists in developing and drafting Board policies and rules.

(773) 553-1700

<http://cps.k12.il.us/AboutCPS/Departments/law/law.html>

Libraries and Information Services: Develops basic library standards, improve school library collections, expand technology involvement among school libraries, provide training to school librarians and staff, implement collaborative library services programs, promote reading and library services, and maintain a CPS Professional Library.

(773) 553-6210

<http://www.cps.k12.il.us/AboutCPS/Departments/Libraries/>

Local School Council Relations: Oversees and supports the operations and elections of LSCs, including day-to-day operations and on-going training of all members. The Office of Local School Council Relations also offers a variety of programs designed to enhance and improve the educational process. The Office serves as a liaison between the Board of Education and Chicago communities.

(773) 553-1400

<http://www.cps.k12.il.us/AboutCPS/Departments/oscr/>

Management and Budget: Prepares annual budget documents for CPS that are balanced, conform to Board Policies, laws and regulations, and clearly reflect the Board's goals. Monitors budgetary activity in order to improve the efficiency and effectiveness of resources allocation within the Chicago Public Schools.

(773) 553-2560

<http://cps.k12.il.us/AboutCPS/departments/management/>

Non-Public Schools NCLB: Allocates and monitors federal NCLB Title I Funds to eligible and non-public schools in the City of Chicago. Ensures the full participation of eligible non-public school students in IASA Title I programs, as mandated by federal legislation.

(773) 553-1990

Operations: Coordinates and provides support to schools to ensure physically safe, secure, and functional environments for students.

(773) 553-2900

<http://www.cps.k12.il.us/Operations/>

Parent Resource Service Center (PRSC): Operates daily as a training resource base helping parents develop the skills they need to participate effectively in their children's education. The NCLB Title I Center provides workshops in the development of leadership, parenting, basic computer, and academic skills. It also serves as a clearinghouse for the dissemination of materials and information to parents. A Parent Helping Daily (PHD) Program is conducted in selected schools.

(773) 535-0139

Payroll Services: Submits timely and accurate payment for all CPS employees. Administers deductions of all taxes, benefits, and other payments; and maintains attendance records and provide system-wide timekeeping support.

(773) 553-2660

<http://www.cps.k12.il.us/AboutCPS/Departments/finance/payroll.html>

Principal Preparation and Development: Effective leadership is at the core of improving and sustaining the quality of education for all students. Focusing on principal competencies that are performance-based and results-oriented, the mission of the Office of Principal Preparation and Development is to develop and ensure high quality school leadership. The scope of work involves: identifying and developing aspiring principals to meet the challenges of a CPS

principalship; developing and supporting new principals; and providing continual development opportunities for experienced principals.

(773) 553-1515

<http://cps.k12.il.us/AboutCPS/Departments/OPPD/>

Principal Review Board: part of the Office of Principal Preparation and Development

(773) 553-1447

<http://cps.k12.il.us/AboutCPS/Departments/OPPD/>

Procurements and Contracts Administration: Ensures the delivery of quality goods and services at the lowest cost from responsive, responsible vendors; maintains ethical standards for CPS's procurement process and works towards the attainment of the Board's MBE/WBE goals.

(773) 553-2250

<http://www.csc.cps.k12.il.us/purchasing/>

PTA/Community Outreach: Encourages parents at every level to be actively involved in their child's education. Administrative personnel foster contacts with Chicago Region PTA and other community-based organizations through workshops and training in order to create family-friendly schools.

(773) 553-1568

Pupil Support Services: Provides leadership necessary to design, support, and evaluate health, social psychological, counseling, and other related services necessary to support students in their effort to participate fully in and benefit from the CPS' educational offerings. Units within Pupil Support Services are Citywide Pupil Support Services and Special Programs Initiative; Crisis Intervention and Violence Prevention; Gifted Programs and Student Health Services.

(773) 553-1880

[http://www.cps.k12.il.us/AboutCPS/Departments/OSCR/Programs/Youth\\_Outreach/youth\\_outreach.html](http://www.cps.k12.il.us/AboutCPS/Departments/OSCR/Programs/Youth_Outreach/youth_outreach.html)

Purchasing: Ensures the delivery of quality goods and services at the lowest cost from responsive, responsible vendors; maintains the competitive and ethical standards for the Board's procurement process and works towards the attainment of the Board's ability to maximize its purchasing capacity.

(773) 553-2250

<http://www.csc.cps.k12.il.us/purchasing/>

Real Estate Management: Responds to the needs of schools and administrative offices relating to the acquisition of facilities to alleviate overcrowding and/or expansion of services; also assists

schools in leasing portions of their facilities to outside organizations for the purpose of generating income.

(773) 553-2950

[http://www.cps.k12.il.us/Operations/real\\_estate.html](http://www.cps.k12.il.us/Operations/real_estate.html)

Renaissance 2010: The goal of Renaissance 2010 is to create 100 new schools in neighborhoods across the city, providing new educational options to underserved communities and relieving school overcrowding in communities experiencing rapid growth.

(773) 553-1530

<http://www.ren2010.cps.k12.il.us/>

Research, Evaluation, and Accountability: School profiles, test scores, etc

(773) 553-2435; Accountability: Provides a comprehensive system of review, evaluation and analysis of school performance within the CPS; provide a system of intervention for non-performing schools; and set high standards for students, educators and schools that are benchmarked against the best system in the world. To provide leadership to the six departments that support the accountability system: Business Management Services, Compliance, Student Assessment, Critical School Support, School Improvement Planning, and Teacher Accountability. To work with the Academic Accountability reforms within the Chicago Public Schools.

<http://research.cps.k12.il.us/>

Risk and Benefits Management: Provides optimal service to the children and employees of CPS through effective administration of employee benefits, risk management, unemployment compensation and workers' compensation programs. Enhances these programs by negotiating contracts with quality vendors and consistently monitors their performance, automating processes and introducing new options with minimal costs to employees. Maintains a safe environment, and improves safety awareness in the schools; and responds to employees' needs in a timely and efficient manner.

(773) 553-2820

Safe and Drug Free Schools: Supports programs to meet the seventh National Education Goal by preventing violence in and around schools and by establishing and strengthening programs that prevent the use of alcohol, tobacco, and other drugs; involves parents; and coordinates with related federal, state, and community efforts and resources.

(773) 553-2050

<http://www.cps.k12.il.us/SafeSchools/index.html>

Safety and Security: Oversees the provision of sufficient and reasonable safety and security services to the schools, the CPS community, Central Service Center and all other CPS property and equipment.

(773) 553-6900

<http://www.cps.k12.il.us/AboutCPS/Departments/SafetyandSecurity/index.shtml>

Schools and Regions: Provides leadership and support to all schools and their associated regions in implementing the policies and procedures of the Chicago Public Schools. Schools and Regions transmit information and manage support processes, including day-to-day management, appeals, employee discipline and summer school.

(773) 553- 2150

<http://www.cps.k12.il.us/AboutCPS/Departments/ism/>

Service Learning: Provides overall management of the Service Learning Program.

(773) 553-3425

<http://www.servicelearning.cps.k12.il.us/>

Small Schools: Provides operational support, management training and techniques, and technical assistance to existing, new and potential small schools.

(773) 553-2198

<http://smallschools.cps.k12.il.us/>

Specialized and Alternative Safe Schools: Places, monitors, and provides case management to students who require separate public and non-public therapeutic day and residential school environments. The program provides services related to student referrals, contact implementation, computer data entry, annual reviews/IEP conferences, triennial and special evaluations, and transitions to less or more restrictive settings, crisis intervention, and staff development.

(773) 553-3857

Specialized Services: Coordinates a wide variety of support services for all students in the Chicago Public Schools, including special education and related services for approximately 58,000 students with disabilities and students receiving related services under Section 504 of the Rehabilitation Act of 1973. The core functions of the department are: (1) to support schools in providing high-quality education for students with disabilities and (2) to support schools in meeting students' social/emotional and physical health needs. Services provided include specialized educational services, low-incidence programs, health services, health education, social/emotional services, and professional development and training. These services are instrumental in ensuring that all students graduate prepared for employment that promotes productive, independent living.

(773) 553-1800

[http://www.oism.cps.k12.il.us/dept\\_oss.shtml](http://www.oism.cps.k12.il.us/dept_oss.shtml)

Student Health Services: Ensures that federal and state health mandates for all children are monitored and implemented. Provides technical assistance to schools, staff and community with regard to health issues that impact students, collaborates with primary health providers to ensure comprehensive service for all students.

(773) 553-1830

Student Transportation: Improves student achievement by providing safe, timely and cost effective transportation for all eligible Chicago Public School students attending public and/or non public schools in accordance with Federal, State and local laws and ordinances, and the Chicago Board of Education policies and procedures.

(773) 553-2860

<http://www.cps.k12.il.us/Parent/transportation.html>

Technology Services: Develops technology-based solutions for business and educational support processes and provides the technology infrastructure and on-going services, including network, computing telecommunications, technology training, help-desk, and maintenance/repair services necessary to support all CPS operations.

(773) 553-1300

[http://www.cps.k12.il.us/AboutCPS/Departments/Technology\\_Services/](http://www.cps.k12.il.us/AboutCPS/Departments/Technology_Services/)

Treasury and Debt Management: Manages CPS treasury operations and debt financing activities to optimize cash flow and investment earnings and obtains the lowest cost financing for capital projects.

(773) 553-2790

<http://www.cps.k12.il.us/AboutCPS/Departments/finance/treasury.html>

Warehousing Distribution Services: Operates an internal mail/distribution service that provides a timely and efficient means of disseminating materials and information to school units and administrative offices. Provides mail and hot food deliveries to all school sites on a daily basis, and logistically transports or retrieves merchandise from central offices (departments) and schools on request.

(773) 535-8700

# Chicago Education Organizations

The following local organizations can provide assistance to LSCs.

Access Living of Metropolitan Chicago: Established in 1980, Access Living is a non-residential Center for Independent Living for people with all types of disabilities. We provide services that promote the independence and the inclusion of people with disabilities in every aspect of community life. We follow the independent living philosophy that calls for community-based, consumer-controlled service and advocacy programs that emphasize a cross-disability and self-help approach. All of our services are provided at no charge to our Consumers.

(312) 226-5900

<http://www.accessliving.org/index.htm>

Association House of Chicago: Association House is a foremost community resource offering comprehensive services in English and Spanish that help families help themselves. Begun in 1899 through the efforts of more than 100 community volunteers, Association House now serves nearly 20,000 individuals and families each year.

(773) 772-7170

<http://www.associationhouse.org/>

Catalyst: Voices of Chicago School Reform: Monthly magazine provides coverage of school reform, as well as Eye on Education fax bulletin.

(312) 427-4830

[www.catalyst-chicago.org](http://www.catalyst-chicago.org)

Center for Disability and Elder Law: Founded in 1984 by the Young Lawyers Section of the Chicago Bar Association and housed by the renowned Rehabilitation Institute of Chicago, The Pro Bono Center for Disability and Elder Law (CDEL) is a 501(c)(3) not-for-profit full-service pro bono legal services organization, serving low-income elderly and disabled Cook County residents. CDEL handles cases in all practice areas, excluding criminal and personal injury law. Over the past two decades, CDEL has provided quality pro bono legal assistance to more than 40,000 individuals marginalized by poverty, disability and age.

(312) 908-4463

<http://www.probonocdel.org/index.html>

Chicago Access Network Television (CAN TV): Public access cable station includes Learns 21 bulletin board service, taped coverage of Chicago Board of Education meetings and low-cost opportunities to produce cable television programming. Several programs target parents and LSC members.

(312) 738-2519

<http://www.cantv.org/>

Chicago Leadership Academies for Supporting Success (CLASS): Leadership development for principals, assistance principals and teacher leaders. Supported by Chicago Principals and Administrators Association.

(312) 263-7767

<http://www.classacademies.org/>

Chicago Public Library: The Chicago Public Library welcomes and supports all people in their enjoyment of reading and pursuit of lifelong learning. Working together, the library strives to provide equal access to information, ideas, and knowledge through books, programs and other resources.

(312) 747-4300

<http://www.chipublib.org/>

Chicago United: Chicago United is a racially diverse corporate membership organization founded in 1968. Its mission, as well as its vision is to build a racially diverse leadership continuum that links the business, civic and not-for-profit sectors in the common goal of stronger social and economic climate for the Chicago metropolitan area.

(312) 977-3060

<http://www.chicago-united.org/index.html>

Chicago Urban League: Established in 1916, the mission of the Chicago Urban League is to eliminate racial discrimination and segregation and to work for the achievement of equal opportunity and parity for African Americans, other minorities and the poor in every phase of American life. Today the League's work is focused in three primary areas: education, economic development and community empowerment.

(773) 451-3566

<http://www.cul-chicago.org/chicagourbanleague/site/default.asp>

Chicagoland Chamber of Commerce: Encourages business support of school-to-work, education/business partnerships and LSC involvement. Strong ties to neighborhood businesses.

(312) 494-6700

[www.chicagolandchamber.org](http://www.chicagolandchamber.org)

Community Organizing and Family Issues (COFI): Technical assistance group provides school-based family-focused organizing model that has helped revitalize numerous schools

(312) 226-5141

<http://www.cofionline.org/>

Consortium on Chicago School Research: Data and expertise on different school change topics, from assessment to instructional practices. Can compile a detailed profile for most local schools.

(773) 702-3364

<http://www.consortium-chicago.org/>

Cook County Commission on Human Rights: The Cook County Commission on Human Rights enforces the Cook County Human Rights Ordinance. Recognizing the need to combat the effects of bias and bigotry throughout Cook County, the Cook County Board of Commissioners adopted the Cook County Human Rights Ordinance on March 16, 1993. The Ordinance is designed to protect all people who live and work in the County from discrimination and sexual harassment in employment, public accommodations, housing, credit transactions, County services and County contracting.

(312) 603-1100

<http://www.cookcountygov.com/agencyDetail.php?pAgencyID=3>

CTU (Chicago Teachers Union) Quest Center: Professional development initiative provides workshops for teachers

(312) 329-9100

Chicago Teachers Union General Number: (312) 329-6270

<http://www.ctunet.com/quest%5Fcenter/>

Designs for Change: (DFC) is a 28-year-old educational research and reform organization. Our basic mission is to serve as a catalyst for major improvements in the public schools serving the 50 largest cities in the country, with a particular emphasis on Chicago. For more than a dozen years, DFC has been immersed in supporting the implementation of Chicago school reform in a manner that has improved educational quality and student achievement.

(312) 236-7252

<http://www.designsforchange.org/>

Executive Service Corps: The Executive Service Corps of Chicago enhances people's lives by helping to improve the management and governance of nonprofits, schools, and governments through the efforts of highly trained volunteers.

(312) 580-1840

<http://www.esc-chicago.org/>

Legal Assistance Foundation of Metropolitan Chicago: For over 30 years the Legal Assistance Foundation of Metropolitan Chicago (LAF) has been providing free legal aid to hundreds of thousands of the most vulnerable women, men, and children in Cook County. Our democracy and sense of fairness support the principle that all people have equal access to justice. LAF makes the term "equal access to justice" a reality. LAF provides advice to individuals on their legal rights; negotiates settlements on behalf of clients; represents clients in court in individual cases; represents clients in complex cases establishing legal precedents affecting thousands of individuals; works with government officials to improve public policies; works with community groups on community problems; and provides community legal education and self-help materials. LAF serves as a shield against unfairness and a defender of individual rights. By resolving the legal problems which interfere with people's lives, LAF helps people to help themselves.

Central Intake Office: (312) 341-1070

Northwest Office: (773) 572-3200

South Side Office: (312) 949-5390

West Side Office: (773) 321-7900

<http://www.lafchicago.org/>

Metropolitan Planning Council: Multi-issue planning consortium coordinates current Network 21 Campaign to reform statewide school finance system

(312) 922-5616

<http://www.metroplanning.org/>

Northwestern University Bluhm Legal Clinic: Leadership in Education, Justice, and Legal Reform  
The Bluhm Legal Clinic trains law students to be skilled, ethical, and reform-minded professionals. In addition to learning lawyering skills such as interviewing, counseling, negotiating, writing, and appellate and trial advocacy, students are urged to scrutinize the quality of justice. Work done by Bluhm Legal Clinic students, faculty, and staff often contributes to reform initiatives arising from representation of individuals and groups.

(312) 503-8576

<http://www.law.northwestern.edu/legalclinic/>

Parents United for Responsible Education: Parent advocacy group active in LSC training, parent involvement, assessment/promotion policy, No Child left Behind, and public policy. We provide individual and group advocacy for parents and LSCs.

(312) 491-9101

<http://www.pureparents.org/>

Strategic Learning Initiatives (formerly known as Participation Associates): SLI's mission is to improve classroom practice and district results. Our approach and methods are grounded in the

best national research and the decades of experience that SLI leaders have had in education and business.

(312) 738-0022

<http://www.strategiclearninginitiatives.org/>

Union League Club of Chicago: Public Affairs Committee is supportive of LSCs, other education reform issues, often hosts meetings, events

(312) 427-7800

<http://www.ulcc.org/>

UIC Center for School Leadership: Does LSC training on all mandates subjects plus extended training on school improvement strategies.

(312) 966-7327

<http://www.uic.edu/educ/index.html/centers/csl.htm>

## **Chicago Community Organizations**

ACORN: Lawndale, Englewood, Little Village, and other neighborhoods

(312) 939-7488

<http://www.acorn.org/index.php?id=7903>

Albany Park Neighborhood Council: Albany Park

(773) 583-1387

<http://www.apncorganizing.org/>

Aspira of Illinois, Inc.: West Town/ Wicker Park

(773) 252-0970

<http://www.aspirail.org/>

Bethel New Life: Garfield Park

(773) 473-7870

<http://www.bethelnewlife.org/>

Beverly Area Planning Association: Beverly/Morgan Park

(773) 233-3100

<http://www.bapa.org/>

Blocks Together: Humboldt Park  
(773) 276-2194  
<http://www.blockstogether.org/>

Brighton Park Neighborhood Council: Brighton Park  
(773) 523-7110  
<http://www.bpnc-chicago.org/>

Casa Aztlan: Pilsen/ Little Village  
(312) 66-5508  
<http://www.neiu.edu/~casaaztl/Main.htm>

Centers for New Horizons: Greater Bronzeville  
(773) 373-5700  
<http://www.cnh.org/>

Centro Comunitario Juan Diego: South Chicago  
(773) 731-0109  
<http://www.ccjuandiego.org/>

Centro Romero: Edgewater  
(773) 508-5300  
<http://www.centroromero.org/HomePage.asp>

Chinese American Service League: Chinatown  
(312) 791-0418  
<http://www.caslservice.org/index.php>

CIESS: South Shore  
(773) 684-6070

Developing Communities Project: Roseland  
(773) 928-2500  
<http://www.dcpinc.org/>

Grand Boulevard Federation: Grand Boulevard

(773) 548-8140

Lakeview Action Coalition: Lakeview

(773) 549-1947

<http://www.lakeviewaction.org/index.htm>

Logan Square Neighborhood Association: Logan Square

(773) 384-4370

<http://www.lsna.net/home.aspx>

Lugenia Burns Hope Center: Bronzeville/State St. Corridor

(312) 949-9030

Near Northwest Neighborhood Network: West Town, Humboldt Park

(773) 489-0383

<http://www.nnnn.org/>

Nobel Neighbors: West Humboldt Park

(773) 252-8524

<http://www.neighborhoodlink.com/chicago/nobel/>

North River Commission: North River/Albany Park

(773) 478-0202

<http://www.northrivercommission.org/>

Northwest Austin Council: North Austin

(773) 379-7822

Northwest Neighborhood Federation: Belmont-Cragin

(773) 889-9300

<http://www.nwnf.org/>

Organization of the Northeast: Uptown

(773) 769-3232

<http://www.onechicago.org/>

Rogers Park Community Action Network  
(773) 973-7888  
[www.rpcan.org](http://www.rpcan.org)

Rogers Park Community Council: Rogers Park  
(773) 338-7722  
<http://www.rogerspark.org/>

South Austin Coalition: South Austin  
(773) 287-4570

South Loop Education Alliance: South Loop  
<http://www.hometown.aol.com/sleapac/myhomepage/election.html>  
<http://hometown.aol.com/sleachicago/slea.html>

Southwest Youth Collaborative: Marquette Park/ Citywide youth network  
(773) 476-3534

Southwest Organizing Project: Gage Park/ Chicago Lawn  
(773) 471-8208

West Town Leadership United: West Town  
(773) 394-7483

## State and National Organizations

The following Illinois and National organizations can provide assistance and/or offer resources to LSCs.

**Council for Disability Rights:** On national, state, and local levels, the Council for Disability Rights advances the rights of people with disabilities. The Council promotes public policy and legislation, public awareness through education, and provides information and referral services.

(312) 444-9484

<http://www.disabilityrights.org/index.htm>

**Equip for Equality:** The mission of Equip for Equality is to advance the human and civil rights of children and adults with physical and mental disabilities in Illinois. It is the only statewide, cross-disability, comprehensive advocacy organization providing self-advocacy assistance, legal services, and disability rights education while also engaging in public policy and legislative advocacy and conducting abuse investigations and other oversight activities.

(312) 341-0022

<http://www.equipforequality.org/>

**Family Resource Center on Disabilities:** The Family Resource Center on Disabilities (FRCD) was a pioneer as a coalition that covered all disabilities. FRCD was formerly known as the Coordinating Council for Handicapped Children.

In one year FRCD answers more than 8,000 telephone and mail requests for information and assistance. During its 30-year existence FRCD has answered more than 200,000 requests for information, training, and support services.

(312) 939-3513

<http://www.frcd.org/>

**Illinois Administrators Academy (IAA):** Implements the annual and biennial state-mandated training for all administrators working on Type 75 certificates; provide additional training opportunities for principals and administrators, including LIFT; and certify biennial 32 clock hours of professional development for principals renewing contracts.

(312) 263-1976

[http://www.classacademies.org/new\\_pages/programs/iaa/iaa\\_home.htm](http://www.classacademies.org/new_pages/programs/iaa/iaa_home.htm)

**Illinois Autism Project: IATTAP** focuses on educating and supporting children with autism spectrum disorders (ASD) and their families.

(630) 889-7398

<http://www.illinoisautismproject.org/index.htm>

Illinois State Board of Education

(312) 814-2220

(866) 262-6663

<http://www.isbe.net/>

National Center for Latinos with Disabilities: National Center for Latinos with Disabilities is a nonprofit statewide organization focusing solely on the empowerment of Latinos with disabilities and their families. NCLD works towards the equal participation of this population in all aspects of society in an independent, productive, and meaningful manner.

(800) 532-3393

National Network of Partnership Schools: Established by researchers at Johns Hopkins University, The National Network of Partnership Schools brings together schools, districts, and states that are committed to developing and maintaining comprehensive programs of school-family-community partnerships.

(410) 516-8800

<http://www.csos.jhu.edu/p2000/default.htm>

National Parent Teacher Association

(312) 670-6782

(888) 425-5537

[www.pta.org](http://www.pta.org)

PACER Center: The mission of PACER Center is to expand opportunities and enhance the quality of life of children and young adults with disabilities and their families, based on the concept of parents helping parents.

(952) 838-9000

[www.pacer.org](http://www.pacer.org)

Project CHOICES: Project CHOICES provides collaborative support to schools, families, children, and youth; to ensure that all learn in general education and community settings, and address and show progress toward the Illinois Learning Standards.

(630) 629-0551

<http://www.projectchoices.org/default.aspx>

Small Schools Workshop: Helps schools create more intimate learning environments

(312) 384-1030

<http://www.smallschoolsworkshop.org/>

STARNET Region V: Illinois STARNET provides a variety of opportunities for personal and professional growth for those who touch the lives of young children, ages birth through eight, with an emphasis on children with special needs. STARNET supports family-centered, researched and effective practices in early childhood education and care.

(773) 535-8607

<http://www.wiu.edu/starnet/about/statewide.php>

U.S. Department of Education

Office for Civil Rights

111 N. Canal Street, Suite 1053

Chicago, IL 60606-7204

Telephone: 312-886-8434

FAX: 312-353-4888; TDD: 877-521-2172

Email: [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov)

# The School Reform Act of 1988

The above sections of the Illinois Compiled Statutes are printed on the following pages and also can be accessed online at:

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

From the above URL, follow these links to get to the section governing LSCs:

CHAPTER 105	Schools
105 ILCS 5/	School Code
Article 34	Cities of over 500,000 Inhabitants—Board of Education

Sec. 34-2.1. Local School Councils - Composition - Voter-Eligibility - Elections - Terms.

(a) A local school council shall be established for each attendance center within the school district. Each local school council shall consist of the following 11 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 and 2 community residents. Neither the parents nor the community residents who serve as members of the local school council shall be employees of the Board of Education. In each secondary attendance center, the local school council shall consist of 12 voting members - the 11 voting members described above and one full-time student member, appointed as provided in subsection (m) below. In the event that the chief executive officer of the Chicago School Reform Board of Trustees determines that a local school council is not carrying out its financial duties effectively, the chief executive officer is authorized to appoint a representative of the business community with experience in finance and management to serve as an advisor to the local school council for the purpose of providing advice and assistance to the local school council on fiscal matters. The advisor shall have access to relevant financial records of the local school council. The advisor may attend executive sessions. The chief executive officer shall issue a written policy defining the circumstances under which a local school council is not carrying out its financial duties effectively.

(b) Within 7 days of January 11, 1991, the Mayor shall appoint the members and officers (a Chairperson who shall be a parent member and a Secretary) of each local school council who shall hold their offices until their successors shall be elected and qualified. Members so appointed shall have all the powers and duties of local school councils as set forth in this amendatory Act of 1991. The Mayor's appointments shall not require approval by the City Council.

The membership of each local school council shall be encouraged to be reflective of the racial and ethnic composition of the student population of the attendance center served by the local school council.

(c) Beginning with the 1995-1996 school year and in every even-numbered year thereafter, the Board shall set second semester Parent Report Card Pick-up Day for Local School Council elections and may schedule elections at year-round schools for the same dates as the remainder of the school system. Elections shall be conducted as provided herein by the Board of Education in consultation with the local school council at each attendance center.

(d) Beginning with the 1995-96 school year, the following procedures shall apply to the election of local school council members at each attendance center:

(i) The elected members of each local school council shall consist of the 6 parent members and the 2 community resident members.

(ii) Each elected member shall be elected by the eligible voters of that attendance center to serve for a two-year term commencing on July 1 immediately following the election described in subsection (c). Eligible voters for each attendance center shall consist of the parents and community residents for that attendance center.

(iii) Each eligible voter shall be entitled to cast one vote for up to a total of 5 candidates, irrespective of whether such candidates are parent or community resident candidates.

(iv) Each parent voter shall be entitled to vote in the local school council election at each attendance center in which he or she has a child currently enrolled. Each community resident voter shall be entitled to vote in the local school council election at each attendance center for which he or she resides in the applicable attendance area or voting district, as the case may be.

(v) Each eligible voter shall be entitled to vote once, but not more than once, in the local school council election at each attendance center at which the voter is eligible to vote.

(vi) The 2 teacher members of each local school council shall be appointed as provided in subsection (l) below each to serve for a two-year term coinciding with that of the elected parent and community resident members.

(vii) At secondary attendance centers, the voting student member shall be appointed as provided in subsection (m) below to serve for a one-year term coinciding with the beginning of the terms of the elected parent and community members of the local school council.

(e) The Council shall publicize the date and place of the election by posting notices at the attendance center, in public places within the attendance boundaries of the attendance center and by distributing notices to the pupils at the attendance center, and shall utilize such other means as it deems necessary to maximize the involvement of all eligible voters.

(f) Nomination. The Council shall publicize the opening of nominations by posting notices at the attendance center, in public places within the attendance boundaries of the attendance center and by distributing notices to the pupils at the attendance center, and shall utilize such other means as it deems necessary to maximize the involvement of all eligible voters. Not less than 2 weeks before the election date, persons eligible to run for the Council shall submit their name, date of birth, social security number, if available, and some evidence of eligibility to the Council. The Council shall encourage nomination of candidates reflecting the racial/ethnic population of the students at the attendance center. Each person nominated who runs as a candidate shall disclose, in a manner determined by the Board, any economic interest held by such person, by such person's spouse or children, or by each business entity in which such person has an ownership interest, in any contract with the Board, any local school council or any public school in the school district. Each person nominated who runs as a candidate shall also disclose, in a manner determined by the Board, if he or she ever has been convicted of any of the offenses specified in subsection (c) of Section 34-18.5; provided that neither this provision nor any other provision of this Section shall be deemed to require the disclosure of any information that is contained in any law enforcement record or juvenile court record that is confidential or whose accessibility or disclosure is restricted or prohibited under Section 5-901 or 5-905 of the Juvenile Court Act of 1987. Failure to make such disclosure shall render a person ineligible for election or

to serve on the local school council. The same disclosure shall be required of persons under consideration for appointment to the Council pursuant to subsections (l) and (m) of this Section.

(f-5) Notwithstanding disclosure, a person who has been convicted of any of the following offenses at any time shall be ineligible for election or appointment to a local school council and ineligible for appointment to a local school council pursuant to subsections (l) and (m) of this Section: (i) those defined in Section 11-6, 11-9.1, 11-16, 11-17.1, 11-19, 11-19.1, 11-19.2, 11-20.1, 12-13, 12-14, 12-14.1, 12-15, or 12-16 of the Criminal Code of 1961 or (ii) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses. Notwithstanding disclosure, a person who has been convicted of any of the following offenses within the 10 years previous to the date of nomination or appointment shall be ineligible for election or appointment to a local school council: (i) those defined in Section 401.1, 405.1, or 405.2 of the Illinois Controlled Substances Act or (ii) any offense committed or attempted in any other state or against the laws of the United States, which, if committed or attempted in this State, would have been punishable as one or more of the foregoing offenses.

Immediately upon election or appointment, incoming local school council members shall be required to undergo a criminal background investigation, to be completed prior to the member taking office, in order to identify any criminal convictions under the offenses enumerated in Section 34-18.5. The investigation shall be conducted by the Department of State Police in the same manner as provided for in Section 34-18.5. However, notwithstanding Section 34-18.5, the social security number shall be provided only if available. If it is determined at any time that a local school council member or member-elect has been convicted of any of the offenses enumerated in this Section or failed to disclose a conviction of any of the offenses enumerated in Section 34-18.5, the general superintendent shall notify the local school council member or member-elect of such determination and the local school council member or member-elect shall be removed from the local school council by the Board, subject to a hearing, convened pursuant to Board rule, prior to removal.

(g) At least one week before the election date, the Council shall publicize, in the manner provided in subsection (e), the names of persons nominated for election.

(h) Voting shall be in person by secret ballot at the attendance center between the hours of 6:00 a.m. and 7:00 p.m.

(i) Candidates receiving the highest number of votes shall be declared elected by the Council. In cases of a tie, the Council shall determine the winner by lot.

(j) The Council shall certify the results of the election and shall publish the results in the minutes of the Council.

(k) The general superintendent shall resolve any disputes concerning election procedure or results and shall ensure that, except as provided in subsections (e) and (g), no resources of any attendance center shall be used to endorse or promote any candidate.

(l) Beginning with the 1995-1996 school year and in every even numbered year thereafter, the Board shall appoint 2 teacher members to each local school council. These appointments shall be made in the following manner:

(i) The Board shall appoint 2 teachers who are employed and assigned to perform the majority of their employment duties at the attendance center to serve on the local school council of the attendance center for a two-year term coinciding with the terms of the elected parent and

community members of that local school council. These appointments shall be made from among those teachers who are nominated in accordance with subsection (f).

(ii) A non-binding, advisory poll to ascertain the preferences of the school staff regarding appointments of teachers to the local school council for that attendance center shall be conducted in accordance with the procedures used to elect parent and community Council representatives. At such poll, each member of the school staff shall be entitled to indicate his or her preference for up to 2 candidates from among those who submitted statements of candidacy as described above. These preferences shall be advisory only and the Board shall maintain absolute discretion to appoint teacher members to local school councils, irrespective of the preferences expressed in any such poll.

(iii) In the event that a teacher representative is unable to perform his or her employment duties at the school due to illness, disability, leave of absence, disciplinary action, or any other reason, the Board shall declare a temporary vacancy and appoint a replacement teacher representative to serve on the local school council until such time as the teacher member originally appointed pursuant to this subsection (l) resumes service at the attendance center or for the remainder of the term. The replacement teacher representative shall be appointed in the same manner and by the same procedures as teacher representatives are appointed in subdivisions (i) and (ii) of this subsection (l).

(m) Beginning with the 1995-1996 school year, and in every year thereafter, the Board shall appoint one student member to each secondary attendance center. These appointments shall be made in the following manner:

(i) Appointments shall be made from among those students who submit statements of candidacy to the principal of the attendance center, such statements to be submitted commencing on the first day of the twentieth week of school and continuing for 2 weeks thereafter. The form and manner of such candidacy statements shall be determined by the Board.

(ii) During the twenty-second week of school in every year, the principal of each attendance center shall conduct a non-binding, advisory poll to ascertain the preferences of the school students regarding the appointment of a student to the local school council for that attendance center. At such poll, each student shall be entitled to indicate his or her preference for up to one candidate from among those who submitted statements of candidacy as described above. The Board shall promulgate rules to ensure that these non-binding, advisory polls are conducted in a fair and equitable manner and maximize the involvement of all school students. The preferences expressed in these non-binding, advisory polls shall be transmitted by the principal to the Board. However, these preferences shall be advisory only and the Board shall maintain absolute discretion to appoint student members to local school councils, irrespective of the preferences expressed in any such poll.

(iii) For the 1995-96 school year only, appointments shall be made from among those students who submitted statements of candidacy to the principal of the attendance center during the first 2 weeks of the school year. The principal shall communicate the results of any nonbinding, advisory poll to the Board. These results shall be advisory only, and the Board shall maintain absolute discretion to appoint student members to local school councils, irrespective of the preferences expressed in any such poll.

(n) The Board may promulgate such other rules and regulations for election procedures as may be deemed necessary to ensure fair elections.

(o) In the event that a vacancy occurs during a member's term, the Council shall appoint a person eligible to serve on the Council, to fill the unexpired term created by the vacancy, except that any teacher vacancy shall be filled by the Board after considering the preferences of the school staff as ascertained through a non-binding advisory poll of school staff.

(p) If less than the specified number of persons is elected within each candidate category, the newly elected local school council shall appoint eligible persons to serve as members of the Council for two-year terms.

(q) The Board shall promulgate rules regarding conflicts of interest and disclosure of economic interests which shall apply to local school council members and which shall require reports or statements to be filed by Council members at regular intervals with the Secretary of the Board. Failure to comply with such rules or intentionally falsifying such reports shall be grounds for disqualification from local school council membership. A vacancy on the Council for disqualification may be so declared by the Secretary of the Board. Rules regarding conflicts of interest and disclosure of economic interests promulgated by the Board shall apply to local school council members. No less than 45 days prior to the deadline, the general superintendent shall provide notice, by mail, to each local school council member of all requirements and forms for compliance with economic interest statements.

(r) (1) If a parent member of a local school council ceases to have any child enrolled in the attendance center governed by the Local School Council due to the graduation or voluntary transfer of a child or children from the attendance center, the parent's membership on the Local School Council and all voting rights are terminated immediately as of the date of the child's graduation or voluntary transfer. Further, a local school council member may be removed from the Council by a majority vote of the Council as provided in subsection (c) of Section 34-2.2 if the Council member has missed 3 consecutive regular meetings, not including committee meetings, or 5 regular meetings in a 12 month period, not including committee meetings. If a parent member of a local school council ceases to be eligible to serve on the Council for any other reason, he or she shall be removed by the Board subject to a hearing, convened pursuant to Board rule, prior to removal. A vote to remove a Council member by the local school council 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 his or her actions and shall be eligible to vote on the question of his or her removal from the Council. The provisions of this subsection shall be contained within the petitions used to nominate Council candidates.

(2) A person may continue to serve as a community resident member of a local school council as long as he or she resides in the attendance area served by the school and is not employed by the Board nor is a parent of a student enrolled at the school. If a community resident member ceases to be eligible to serve on the Council, he or she shall be removed by the Board subject to a hearing, convened pursuant to Board rule, prior to removal.

(3) A person may continue to serve as a teacher member of a local school council as long as he or she is employed and assigned to perform a majority of his or her duties at the school, provided that if the teacher representative resigns from employment with the Board or voluntarily transfers to another school, the teacher's membership on the local school council and all voting rights are terminated immediately as of the date of the teacher's resignation or upon the date of the teacher's

voluntary transfer to another school. If a teacher member of a local school council ceases to be eligible to serve on a local school council for any other reason, that member shall be removed by the Board subject to a hearing, convened pursuant to Board rule, prior to removal.

(Source: P.A. 90-378, eff. 8-14-97; 90-590, eff. 1-1-00; 91-622, eff. 8-19-99; 91-728, eff. 6-2-00.)

#### Sec. 34-2.2. Local school councils - Manner of operation.

(a) The annual organizational meeting of each local school council shall be held at the attendance center. At the annual organization meeting, which shall be held no sooner than July 1 and no later than July 14, a parent member of the local school council shall be selected by the members of such council as its chairperson, and a secretary shall be selected by the members of such council from among their number, each to serve a term of one year. Whenever a vacancy in the office of chairperson or secretary of a local school council shall occur, a new chairperson (who shall be a parent member) or secretary, as the case may be, shall be elected by the members of the local school council from among their number to serve as such chairperson or secretary for the unexpired term of office in which the vacancy occurs. At each annual organizational meeting, the time and place of any regular meetings of the local school council shall be fixed. Special meetings of the local school council may be called by the chairperson or by any 4 members by giving notice thereof in writing, specifying the time, place and purpose of the meeting. Public notice of meetings shall also be given in accordance with the Open Meetings Act.

(b) Members and officers of the local school council shall serve without compensation and without reimbursement of any expenses incurred in the performance of their duties, except that the board of education may by rule establish a procedure and thereunder provide for reimbursement of members and officers of local school councils for such of their reasonable and necessary expenses (excluding any lodging or meal expenses) incurred in the performance of their duties as the board may deem appropriate.

(c) A majority of the full membership of the local school council shall constitute a quorum, and whenever a vote is taken on any measure before the local school council, a quorum being present, the affirmative vote of a majority of the votes of the full membership then serving of the local school council shall determine the outcome thereof; provided that whenever the measure before the local school council is (i) the evaluation of the principal, or (ii) the renewal of his or her performance contract or the inclusion of any provision or modification of the contract, or (iii) the direct selection by the local school council of a new principal (including a new principal to fill a vacancy) to serve under a 4 year performance contract, or (iv) the determination of the names of candidates to be submitted to the general superintendent for the position of principal, the principal and student member of a high school council shall not be counted for purposes of determining whether a quorum is present to act on the measure and shall have no vote thereon; and provided further that 7 affirmative votes of the local school council shall be required for the direct selection by the local school council of a new principal to serve under a 4 year performance contract but not for the renewal of a principal's performance contract.

(d) Student members of high school councils shall not be eligible to vote on personnel matters, including but not limited to principal evaluations and contracts and the allocation of teaching and staff resources.

(e) The local school council of an attendance center which provides bilingual education shall be encouraged to provide translators at each council meeting to maximize participation of parents and the community.

(f) Each local school council of an attendance center which provides bilingual education shall create a Bilingual Advisory Committee or recognize an existing Bilingual Advisory Committee as a standing committee. The Chair and a majority of the members of the advisory committee shall be parents of students in the bilingual education program. The parents on the advisory committee shall be selected by parents of students in the bilingual education program, and the committee shall select a Chair. The advisory committee for each secondary attendance center shall include at least one full-time bilingual education student. The Bilingual Advisory Committee shall serve only in an advisory capacity to the local school council.

(g) Local school councils may utilize the services of an arbitration board to resolve intra-council disputes.

(Source: P.A. 91-622, eff. 8-19-99.)

### Sec. 34-2.3. Local school councils - Powers and duties.

Each local school council shall have and exercise, consistent with the provisions of this Article and the powers and duties of the board of education, the following powers and duties:

1. (A) To annually evaluate the performance of the principal of the attendance center using a Board approved principal evaluation form, which shall include the evaluation of (i) student academic improvement, as defined by the school improvement plan, (ii) student absenteeism rates at the school, (iii) instructional leadership, (iv) the effective implementation of programs, policies, or strategies to improve student academic achievement, (v) school management, and (vi) any other factors deemed relevant by the local school council, including, without limitation, the principal's communication skills and ability to create and maintain a student-centered learning environment, to develop opportunities for professional development, and to encourage parental involvement and community partnerships to achieve school improvement;

(B) to determine in the manner provided by subsection (c) of Section 34-2.2 and subdivision 1.5 of this Section whether the performance contract of the principal shall be renewed; and

(C) to directly select, in the manner provided by subsection (c) of Section 34-2.2, a new principal (including a new principal to fill a vacancy) -- without submitting any list of candidates for that position to the general superintendent as provided in paragraph 2 of this Section -- to serve under a 4 year performance contract; provided that (i) the determination of whether the principal's performance contract is to be renewed, based upon the evaluation required by subdivision 1.5 of this Section, shall be made no later than 150 days prior to the expiration of the current performance-based contract of the principal, (ii) in cases where such performance contract is not renewed -- a direct selection of a new principal -- to serve under a 4 year performance contract shall be made by the local school council no later than 45 days prior to the expiration of the current performance contract of the principal, and (iii) a selection by the local school council of a new principal to fill a vacancy under a 4 year performance contract shall be made within 90 days after the date such vacancy occurs. A Council shall be required, if requested by the principal, to provide in writing the reasons for the council's not renewing the principal's contract.

1.5. The local school council's determination of whether to renew the principal's contract shall be based on an evaluation to assess the educational and administrative progress made at the school

during the principal's current performance-based contract. The local school council shall base its evaluation on (i) student academic improvement, as defined by the school improvement plan, (ii) student absenteeism rates at the school, (iii) instructional leadership, (iv) the effective implementation of programs, policies, or strategies to improve student academic achievement, (v) school management, and (vi) any other factors deemed relevant by the local school council, including, without limitation, the principal's communication skills and ability to create and maintain a student-centered learning environment, to develop opportunities for professional development, and to encourage parental involvement and community partnerships to achieve school improvement. If a local school council fails to renew the performance contract of a principal rated by the general superintendent, or his or her designee, in the previous years' evaluations as meeting or exceeding expectations, the principal, within 15 days after the local school council's decision not to renew the contract, may request a review of the local school council's principal non-retention decision by a hearing officer appointed by the American Arbitration Association. A local school council member or members or the general superintendent may support the principal's request for review. During the period of the hearing officer's review of the local school council's decision on whether or not to retain the principal, the local school council shall maintain all authority to search for and contract with a person to serve as interim or acting principal, or as the principal of the attendance center under a 4-year performance contract, provided that any performance contract entered into by the local school council shall be voidable or modified in accordance with the decision of the hearing officer. The principal may request review only once while at that attendance center. If a local school council renews the contract of a principal who failed to obtain a rating of "meets" or "exceeds expectations" in the general superintendent's evaluation for the previous year, the general superintendent, within 15 days after the local school council's decision to renew the contract, may request a review of the local school council's principal retention decision by a hearing officer appointed by the American Arbitration Association. The general superintendent may request a review only once for that principal at that attendance center. All requests to review the retention or non-retention of a principal shall be submitted to the general superintendent, who shall, in turn, forward such requests, within 14 days of receipt, to the American Arbitration Association. The general superintendent shall send a contemporaneous copy of the request that was forwarded to the American Arbitration Association to the principal and to each local school council member and shall inform the local school council of its rights and responsibilities under the arbitration process, including the local school council's right to representation and the manner and process by which the Board shall pay the costs of the council's representation. If the local school council retains the principal and the general superintendent requests a review of the retention decision, the local school council and the general superintendent shall be considered parties to the arbitration, a hearing officer shall be chosen between those 2 parties pursuant to procedures promulgated by the State Board of Education, and the principal may retain counsel and participate in the arbitration. If the local school council does not retain the principal and the principal requests a review of the retention decision, the local school council and the principal shall be considered parties to the arbitration and a hearing officer shall be chosen between those 2 parties pursuant to procedures promulgated by the State Board of Education. The hearing shall begin (i) within 45 days after the initial request for review is submitted by the principal to the general superintendent or (ii) if the initial request for review is made by the general superintendent, within 45 days after that request is mailed to the American Arbitration Association. The hearing officer shall render a decision within 45 days after the hearing begins and within 90 days after the initial request

for review. The Board shall contract with the American Arbitration Association for all of the hearing officer's reasonable and necessary costs. In addition, the Board shall pay any reasonable costs incurred by a local school council for representation before a hearing officer.

1.10. The hearing officer shall conduct a hearing, which shall include (i) a review of the principal's performance, evaluations, and other evidence of the principal's service at the school, (ii) reasons provided by the local school council for its decision, and (iii) documentation evidencing views of interested persons, including, without limitation, students, parents, local school council members, school faculty and staff, the principal, the general superintendent or his or her designee, and members of the community. The burden of proof in establishing that the local school council's decision was arbitrary and capricious shall be on the party requesting the arbitration, and this party shall sustain the burden by a preponderance of the evidence. The hearing officer shall set the local school council decision aside if that decision, in light of the record developed at the hearing, is arbitrary and capricious. The decision of the hearing officer may not be appealed to the Board or the State Board of Education. If the hearing officer decides that the principal shall be retained, the retention period shall not exceed 2 years.

2. In the event (i) the local school council does not renew the performance contract of the principal, or the principal fails to receive a satisfactory rating as provided in subsection (h) of Section 34-8.3, or the principal is removed for cause during the term of his or her performance contract in the manner provided by Section 34-85, or a vacancy in the position of principal otherwise occurs prior to the expiration of the term of a principal's performance contract, and (ii) the local school council fails to directly select a new principal to serve under a 4 year performance contract, the local school council in such event shall submit to the general superintendent a list of 3 candidates -- listed in the local school council's order of preference -- for the position of principal, one of which shall be selected by the general superintendent to serve as principal of the attendance center. If the general superintendent fails or refuses to select one of the candidates on the list to serve as principal within 30 days after being furnished with the candidate list, the general superintendent shall select and place a principal on an interim basis (i) for a period not to exceed one year or (ii) until the local school council selects a new principal with 7 affirmative votes as provided in subsection (c) of Section 34-2.2, whichever occurs first. If the local school council fails or refuses to select and appoint a new principal, as specified by subsection (c) of Section 34-2.2, the general superintendent may select and appoint a new principal on an interim basis for an additional year or until a new contract principal is selected by the local school council. There shall be no discrimination on the basis of race, sex, creed, color or disability unrelated to ability to perform in connection with the submission of candidates for, and the selection of a candidate to serve as principal of an attendance center. No person shall be directly selected, listed as a candidate for, or selected to serve as principal of an attendance center (i) if such person has been removed for cause from employment by the Board or (ii) if such person does not hold a valid administrative certificate issued or exchanged under Article 21 and endorsed as required by that Article for the position of principal. A principal whose performance contract is not renewed as provided under subsection (c) of Section 34-2.2 may nevertheless, if otherwise qualified and certified as herein provided and if he or she has received a satisfactory rating as provided in subsection (h) of Section 34-8.3, be included by a local school council as one of the 3 candidates listed in order of preference on any candidate list from which one person is to be selected to serve as principal of the attendance center under a new performance contract. The initial candidate list required to be submitted by a local school council to the general superintendent in cases where the

local school council does not renew the performance contract of its principal and does not directly select a new principal to serve under a 4 year performance contract shall be submitted not later than 30 days prior to the expiration of the current performance contract. In cases where the local school council fails or refuses to submit the candidate list to the general superintendent no later than 30 days prior to the expiration of the incumbent principal's contract, the general superintendent may appoint a principal on an interim basis for a period not to exceed one year, during which time the local school council shall be able to select a new principal with 7 affirmative votes as provided in subsection (c) of Section 34-2.2. In cases where a principal is removed for cause or a vacancy otherwise occurs in the position of principal and the vacancy is not filled by direct selection by the local school council, the candidate list shall be submitted by the local school council to the general superintendent within 90 days after the date such removal or vacancy occurs. In cases where the local school council fails or refuses to submit the candidate list to the general superintendent within 90 days after the date of the vacancy, the general superintendent may appoint a principal on an interim basis for a period of one year, during which time the local school council shall be able to select a new principal with 7 affirmative votes as provided in subsection (c) of Section 34-2.2.

2.5. Whenever a vacancy in the office of a principal occurs for any reason, the vacancy shall be filled in the manner provided by this Section by the selection of a new principal to serve under a 4 year performance contract.

3. To establish additional criteria to be included as part of the performance contract of its principal, provided that such additional criteria shall not discriminate on the basis of race, sex, creed, color or disability unrelated to ability to perform, and shall not be inconsistent with the uniform 4 year performance contract for principals developed by the board as provided in Section 34-8.1 of the School Code or with other provisions of this Article governing the authority and responsibility of principals.

4. To approve the expenditure plan prepared by the principal with respect to all funds allocated and distributed to the attendance center by the Board. The expenditure plan shall be administered by the principal. Notwithstanding any other provision of this Act or any other law, any expenditure plan approved and administered under this Section 34-2.3 shall be consistent with and subject to the terms of any contract for services with a third party entered into by the Chicago School Reform Board of Trustees or the board under this Act.

Via a supermajority vote of 7 members of the local school council or 8 members of a high school local school council, the Council may transfer allocations pursuant to Section 34-2.3 within funds; provided that such a transfer is consistent with applicable law and collective bargaining agreements.

Beginning in fiscal year 1991 and in each fiscal year thereafter, the Board may reserve up to 1% of its total fiscal year budget for distribution on a prioritized basis to schools throughout the school system in order to assure adequate programs to meet the needs of special student populations as determined by the Board. This distribution shall take into account the needs catalogued in the Systemwide Plan and the various local school improvement plans of the local school councils. Information about these centrally funded programs shall be distributed to the local school councils so that their subsequent planning and programming will account for these provisions.

Beginning in fiscal year 1991 and in each fiscal year thereafter, from other amounts available in the applicable fiscal year budget, the board shall allocate a lump sum amount to each local school

based upon such formula as the board shall determine taking into account the special needs of the student body. The local school principal shall develop an expenditure plan in consultation with the local school council, the professional personnel leadership committee and with all other school personnel, which reflects the priorities and activities as described in the school's local school improvement plan and is consistent with applicable law and collective bargaining agreements and with board policies and standards; however, the local school council shall have the right to request waivers of board policy from the board of education and waivers of employee collective bargaining agreements pursuant to Section 34-8.1a.

The expenditure plan developed by the principal with respect to amounts available from the fund for prioritized special needs programs and the allocated lump sum amount must be approved by the local school council.

The lump sum allocation shall take into account the following principles:

a. Teachers: Each school shall be allocated funds equal to the amount appropriated in the previous school year for compensation for teachers (regular grades kindergarten through 12th grade) plus whatever increases in compensation have been negotiated contractually or through longevity as provided in the negotiated agreement. Adjustments shall be made due to layoff or reduction in force, lack of funds or work, change in subject requirements, enrollment changes, or contracts with third parties for the performance of services or to rectify any inconsistencies with system-wide allocation formulas or for other legitimate reasons.

b. Other personnel: Funds for other teacher certificated and uncertificated personnel paid through non-categorical funds shall be provided according to system-wide formulas based on student enrollment and the special needs of the school as determined by the Board.

c. Non-compensation items: Appropriations for all non-compensation items shall be based on system-wide formulas based on student enrollment and on the special needs of the school or factors related to the physical plant, including but not limited to textbooks, supplies, electricity, equipment, and routine maintenance.

d. Funds for categorical programs: Schools shall receive personnel and funds based on, and shall use such personnel and funds in accordance with State and Federal requirements applicable to each categorical program provided to meet the special needs of the student body (including but not limited to, Federal Chapter I, Bilingual, and Special Education).

d.1. Funds for State Title I: Each school shall receive funds based on State and Board requirements applicable to each State Title I pupil provided to meet the special needs of the student body. Each school shall receive the proportion of funds as provided in Section 18-8 to which they are entitled. These funds shall be spent only with the budgetary approval of the Local School Council as provided in Section 34-2.3.

e. The Local School Council shall have the right to request the principal to close positions and open new ones consistent with the provisions of the local school improvement plan provided that these decisions are consistent with applicable law and collective bargaining agreements. If a position is closed, pursuant to this paragraph, the local school shall have for its use the system-wide average compensation for the closed position.

f. Operating within existing laws and collective bargaining agreements, the local school council shall have the right to direct the principal to shift expenditures within funds.

g. (Blank).

Any funds unexpended at the end of the fiscal year shall be available to the board of education for use as part of its budget for the following fiscal year.

5. To make recommendations to the principal concerning textbook selection and concerning curriculum developed pursuant to the school improvement plan which is consistent with systemwide curriculum objectives in accordance with Sections 34-8 and 34-18 of the School Code and in conformity with the collective bargaining agreement.

6. To advise the principal concerning the attendance and disciplinary policies for the attendance center, subject to the provisions of this Article and Article 26, and consistent with the uniform system of discipline established by the board pursuant to Section 34-19.

7. To approve a school improvement plan developed as provided in Section 34-2.4. The process and schedule for plan development shall be publicized to the entire school community, and the community shall be afforded the opportunity to make recommendations concerning the plan. At least twice a year the principal and local school council shall report publicly on progress and problems with respect to plan implementation.

8. To evaluate the allocation of teaching resources and other certificated and uncertificated staff to the attendance center to determine whether such allocation is consistent with and in furtherance of instructional objectives and school programs reflective of the school improvement plan adopted for the attendance center; and to make recommendations to the board, the general superintendent and the principal concerning any reallocation of teaching resources or other staff whenever the council determines that any such reallocation is appropriate because the qualifications of any existing staff at the attendance center do not adequately match or support instructional objectives or school programs which reflect the school improvement plan.

9. To make recommendations to the principal and the general superintendent concerning their respective appointments, after August 31, 1989, and in the manner provided by Section 34-8 and Section 34-8.1, of persons to fill any vacant, additional or newly created positions for teachers at the attendance center or at attendance centers which include the attendance center served by the local school council.

10. To request of the Board the manner in which training and assistance shall be provided to the local school council. Pursuant to Board guidelines a local school council is authorized to direct the Board of Education to contract with personnel or not-for-profit organizations not associated with the school district to train or assist council members. If training or assistance is provided by contract with personnel or organizations not associated with the school district, the period of training or assistance shall not exceed 30 hours during a given school year; person shall not be employed on a continuous basis longer than said period and shall not have been employed by the Chicago Board of Education within the preceding six months. Council members shall receive training in at least the following areas:

1. school budgets;
2. educational theory pertinent to the attendance center's particular needs, including the development of the school improvement plan and the principal's performance contract; and
3. personnel selection.

Council members shall, to the greatest extent possible, complete such training within 90 days of election.

11. In accordance with systemwide guidelines contained in the System-Wide Educational Reform Goals and Objectives Plan, criteria for evaluation of performance shall be established for

local school councils and local school council members. If a local school council persists in noncompliance with systemwide requirements, the Board may impose sanctions and take necessary corrective action, consistent with Section 34-8.3.

12. Each local school council shall comply with the Open Meetings Act and the Freedom of Information Act. Each local school council shall issue and transmit to its school community a detailed annual report accounting for its activities programmatically and financially. Each local school council shall convene at least 2 well-publicized meetings annually with its entire school community. These meetings shall include presentation of the proposed local school improvement plan, of the proposed school expenditure plan, and the annual report, and shall provide an opportunity for public comment.

13. Each local school council is encouraged to involve additional non-voting members of the school community in facilitating the council's exercise of its responsibilities.

14. The local school council may adopt a school uniform or dress code policy that governs the attendance center and that is necessary to maintain the orderly process of a school function or prevent endangerment of student health or safety, consistent with the policies and rules of the Board of Education. A school uniform or dress code policy adopted by a local school council: (i) shall not be applied in such manner as to discipline or deny attendance to a transfer student or any other student for noncompliance with that policy during such period of time as is reasonably necessary to enable the student to acquire a school uniform or otherwise comply with the dress code policy that is in effect at the attendance center into which the student's enrollment is transferred; and (ii) shall include criteria and procedures under which the local school council will accommodate the needs of or otherwise provide appropriate resources to assist a student from an indigent family in complying with an applicable school uniform or dress code policy. A student whose parents or legal guardians object on religious grounds to the student's compliance with an applicable school uniform or dress code policy shall not be required to comply with that policy if the student's parents or legal guardians present to the local school council a signed statement of objection detailing the grounds for the objection.

15. All decisions made and actions taken by the local school council in the exercise of its powers and duties shall comply with State and federal laws, all applicable collective bargaining agreements, court orders and rules properly promulgated by the Board.

15a. To grant, in accordance with board rules and policies, the use of assembly halls and classrooms when not otherwise needed, including lighting, heat, and attendants, for public lectures, concerts, and other educational and social activities.

15b. To approve, in accordance with board rules and policies, receipts and expenditures for all internal accounts of the attendance center, and to approve all fund-raising activities by nonschool organizations that use the school building.

16. (Blank).

17. Names and addresses of local school council members shall be a matter of public record. (Source: P.A. 93-48, eff. 7-1-03.)

#### Sec. 34-2.3a. Recommendations of the Principal.

The principal of each attendance center shall be encouraged to make recommendations to the appropriate local school council concerning all educational aspects of the attendance center. (Source: P.A. 85-1418; 86-1477.)

Sec. 34-2.3b. Local School Council Training.

The board shall collaborate with universities and other interested entities and individuals to offer training to local school council members on topics relevant to school operations and their responsibilities as local school council members, including but not limited to legal requirements, role differentiation, responsibilities, and authorities, and improving student achievement. Training of local school council members shall be provided at the direction of the board in consultation with the Council of Chicago-area Deans of Education. Incoming local school council members shall be required to complete a 3-day training program provided under this Section within 6 months of taking office. The board shall monitor the compliance of incoming local school council members with the 3-day training program requirement established by this Section. The board shall declare vacant the office of a local school council member who fails to complete the 3-day training program provided under this Section within the 6 month period allowed. Any such vacancy shall be filled as provided in subsection (o) of Section 34-2.1 by appointment of another person qualified to hold the office. In addition to requiring local school council members to complete the 3-day training program under this Section, the board may encourage local school council members to complete additional training during their term of office and shall provide recognition for individuals completing that additional training. The board is authorized to collaborate with universities, non-profits, and other interested organizations and individuals to offer additional training to local school council members on a regular basis during their term in office. The board shall not be required to bear the cost of the required 3-day training program or any additional training provided to local school council members under this Section.

The board shall also offer training to aid local school councils in developing principal evaluation procedures and criteria. The board shall send out requests for proposals concerning this training and is authorized to contract with universities, non-profits, and other interested organizations and individuals to provide this training. The board is authorized to use funds from private organizations, non-profits, or any other outside source as well as its own funds for this purpose.

(Source: P.A. 90-100, eff. 7-11-97; 91-622, eff. 8-19-99.)

(105 ILCS 5/34-8.3) (from Ch. 122, par. 34-8.3)

Sec. 34-8.3. Remediation and probation of attendance centers.

(a) The general superintendent shall monitor the performance of the attendance centers within the district and shall identify attendance centers, pursuant to criteria that the board shall establish, in which:

- (1) there is a failure to develop, implement, or comply with a school improvement plan;
- (2) there is a pervasive breakdown in the educational program as indicated by factors, including, but not limited to, the absence of improvement in student reading and math achievement scores, an increased drop-out rate, a decreased graduation rate, and a decrease in rate of student attendance;
- (3) (blank); or
- (4) there is a failure or refusal to comply with the provisions of this Act, other applicable laws, collective bargaining agreements, court orders, or with Board rules which the Board is authorized to promulgate.

(b) If the general superintendent identifies a nonperforming school as described herein, he or she shall place the attendance center on remediation by developing a remediation plan for the center. The purpose of the remediation plan shall be to correct the deficiencies in the performance of the attendance center by one or more of the following methods:

- (1) drafting a new school improvement plan;
- (2) applying to the board for additional funding for training for the local school council;
- (3) directing implementation of a school improvement plan;
- (4) mediating disputes or other obstacles to reform or improvement at the attendance center.

If, however, the general superintendent determines that the problems are not able to be remediated by these methods, the general superintendent shall place the attendance center on probation. The board shall establish guidelines that determine the factors for placing an attendance center on probation.

(c) Each school placed on probation shall have a school improvement plan and school budget for correcting deficiencies identified by the board. The plan shall include specific steps that the local school council and school staff must take to correct identified deficiencies and specific objective criteria by which the school's subsequent progress will be determined. The school budget shall include specific expenditures directly calculated to correct educational and operational deficiencies identified at the school by the probation team.

(d) Schools placed on probation that, after a maximum of one year, fail to make adequate progress in correcting deficiencies are subject to the following action by the general superintendent with the approval of the board, after opportunity for a hearing:

- (1) Ordering new local school council elections.
- (2) Removing and replacing the principal.
- (3) Replacement of faculty members, subject to the provisions of Section 24A-5.
- (4) Reconstitution of the attendance center and replacement and reassignment by the general superintendent of all employees of the attendance center.
- (5) Intervention under Section 34-8.4.
- (6) Closing of the school.

(e) Schools placed on probation shall remain on probation from year to year until deficiencies are corrected, even if such schools make acceptable annual progress. The board shall establish, in writing, criteria for determining whether or not a school shall remain on probation. If academic achievement tests are used as the factor for placing a school on probation, the general superintendent shall consider objective criteria, not just an increase in test scores, in deciding whether or not a school shall remain on probation. These criteria shall include attendance, test scores, student mobility rates, poverty rates, bilingual education eligibility, special education, and English language proficiency programs, with progress made in these areas being taken into consideration in deciding whether or not a school shall remain on probation.

(f) Where the board has reason to believe that violations of civil rights, or of civil or criminal law have occurred, or when the general superintendent deems that the school is in educational crisis it may take immediate corrective action, including the actions specified in this Section, without first placing the school on remediation or probation. Nothing described herein shall limit the authority of the board as provided by any law of this State. The board shall develop criteria governing the determination regarding when a school is in educational crisis.

(g) All persons serving as subdistrict superintendent on May 1, 1995 shall be deemed by operation of law to be serving under a performance contract which expires on June 30, 1995, and the employment of each such person as subdistrict superintendent shall terminate on June 30, 1995. The board shall have no obligation to compensate any such person as a subdistrict superintendent after June 30, 1995.

(h) The general superintendent shall, in consultation with local school councils, conduct an annual evaluation of each principal in the district pursuant to guidelines promulgated by the Board of Education.

(Source: P.A. 91-219, eff. 1-1-00; 91-622, eff. 8-19-99; 92-16, eff. 6-28-01.)

## Excerpts from the Open Meetings Act

The portions of the Illinois Open Meetings Act applicable to Local School Councils are printed on the following pages and also can be accessed online at:

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

From the above URL, follow these links to go to the full text of the Open Meetings Act:

CHAPTER 5	General Provisions
5 ILCS 120	Open Meetings Act

### Sec. 1. Policy.

It is the public policy of this State that public bodies exist to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. In order that the people shall be informed, the General Assembly finds and declares that it is the intent of this Act to ensure that the actions of public bodies be taken openly and that their deliberations be conducted openly.

The General Assembly further declares it to be the public policy of this State that its citizens shall be given advance notice of and the right to attend all meetings at which any business of a public body is discussed or acted upon in any way. Exceptions to the public's right to attend exist only in those limited circumstances where the General Assembly has specifically determined that the public interest would be clearly endangered or the personal privacy or guaranteed rights of individuals would be clearly in danger of unwarranted invasion.

To implement this policy, the General Assembly declares:

- (1) It is the intent of this Act to protect the citizen's right to know; and
  - (2) The provisions for exceptions to the open meeting requirements shall be strictly construed against closed meetings.
- (Source: P.A. 88-621, eff. 1-1-95.)

### Sec. 1.01.

This Act shall be known and may be cited as the Open Meetings Act.  
(Source: P.A. 82-378.)

### Sec. 1.02.

For the purposes of this Act:

"Meeting" means any gathering of a majority of a quorum of the members of a public body held for the purpose of discussing public business.

"Public body" includes all legislative, executive, administrative or advisory bodies of the State, counties, townships, cities, villages, incorporated towns, school districts and all other municipal corporations, boards, bureaus, committees or commissions of this State, and any subsidiary bodies of any of the foregoing including but not limited to committees and subcommittees which are supported in whole or in part by tax revenue, or which expend tax revenue, except the General Assembly and committees or commissions thereof. ...

(Source: P.A. 92-468, eff. 8-22-01; 93-617, eff. 12-9-03.)

Sec. 2. Open meetings.

(a) Openness required. All meetings of public bodies shall be open to the public unless excepted in subsection (c) and closed in accordance with Section 2a.

(b) Construction of exceptions. The exceptions contained in subsection (c) are in derogation of the requirement that public bodies meet in the open, and therefore, the exceptions are to be strictly construed, extending only to subjects clearly within their scope. The exceptions authorize but do not require the holding of a closed meeting to discuss a subject included within an enumerated exception.

(c) Exceptions. A public body may hold closed meetings to consider the following subjects:

(1) The appointment, employment, compensation, discipline, performance, or dismissal of specific employees of the public body or legal counsel for the public body, including hearing testimony on a complaint lodged against an employee of the public body or against legal counsel for the public body to determine its validity.

(2) Collective negotiating matters between the public body and its employees or their representatives, or deliberations concerning salary schedules for one or more classes of employees.

(3) The selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance.

(4) Evidence or testimony presented in open hearing, or in closed hearing where specifically authorized by law, to a quasi-adjudicative body, as defined in this Act, provided that the body prepares and makes available for public inspection a written decision setting forth its determinative reasoning.

...

(8) Security procedures and the use of personnel and equipment to respond to an actual, a threatened, or a reasonably potential danger to the safety of employees, students, staff or public property.

(9) Student disciplinary cases.

(10) The placement of individual students in special education programs and other matters relating to individual students.

(11) Litigation, when an action against, affecting or on behalf of the particular public body has been filed and is pending before a court or administrative tribunal, or when the public body finds that an action is probable or imminent, in which case the basis for the finding shall be recorded and entered into the minutes of the closed meeting.

(12) The establishment of reserves or settlement of claims as provided in the Local Governmental and Governmental Employees Tort Immunity Act, if otherwise the disposition of a claim or potential claim might be prejudiced, or the review or discussion of claims, loss or risk management information, records, data, advice or communications from or with respect to any insurer of the public body or any intergovernmental risk management association or self insurance pool of which the public body is a member.

...

(20) The classification and discussion of matters classified as confidential or continued confidential by the State Employees Suggestion Award Board.

(21) Discussion of minutes of meetings lawfully closed under this Act, whether for purposes of approval by the body of the minutes or semi-annual review of the minutes as mandated by Section 2.06.

(d) Definitions. For purposes of this Section:

"Employee" means a person employed by a public body whose relationship with the public body constitutes an employer-employee relationship under the usual common law rules, and who is not an independent contractor.

"Public office" means a position created by or under the Constitution or laws of this State, the occupant of which is charged with the exercise of some portion of the sovereign power of this State. The term "public office" shall include members of the public body, but it shall not include organizational positions filled by members thereof, whether established by law or by a public body itself, that exist to assist the body in the conduct of its business.

"Quasi-adjudicative body" means an administrative body charged by law or ordinance with the responsibility to conduct hearings, receive evidence or testimony and make determinations based thereon, but does not include local electoral boards when such bodies are considering petition challenges.

(e) Final action. No final action may be taken at a closed meeting. Final action shall be preceded by a public recital of the nature of the matter being considered and other information that will inform the public of the business being conducted.

(Source: P.A. 90-144, eff. 7-23-97; 91-730, eff. 1-1-01; 93-57, eff. 7-1-03.)

Sec. 2.01. [Meeting times and places]

All meetings required by this Act to be public shall be held at specified times and places which are convenient and open to the public. No meeting required by this Act to be public shall be held on a legal holiday unless the regular meeting day falls on that holiday.

(Source: P.A. 88-621, eff. 1-1-95.)

Sec. 2.02. [Notice]

Public notice of all meetings, whether open or closed to the public, shall be given as follows:

(a) Every public body shall give public notice of the schedule of regular meetings at the beginning of each calendar or fiscal year and shall state the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at the principal office of the public body and at the location where the meeting is to be held at least 48 hours in advance of the holding of the meeting. A public body that has a website that the full-time staff of the public body maintains shall also post on its website the agenda of any regular meetings of the governing body of that public body. Any agenda of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The requirement of a regular meeting agenda shall not preclude the consideration of items not specifically set forth in the agenda. Public notice of any special meeting except a meeting held in the event of a bona fide emergency, or of any rescheduled regular meeting, or of any reconvened meeting, shall be given at least 48 hours before such meeting, which notice shall also include the agenda for the special, rescheduled, or reconvened meeting, but the validity of any action taken by the public body which is germane to a subject on the agenda shall not be affected by other errors or omissions in the agenda. The requirement of public notice of reconvened meetings does not apply to any case

where the meeting was open to the public and (1) it is to be reconvened within 24 hours, or (2) an announcement of the time and place of the reconvened meeting was made at the original meeting and there is no change in the agenda. Notice of an emergency meeting shall be given as soon as practicable, but in any event prior to the holding of such meeting, to any news medium which has filed an annual request for notice under subsection (b) of this Section.

(b) Public notice shall be given by posting a copy of the notice at the principal office of the body holding the meeting or, if no such office exists, at the building in which the meeting is to be held. In addition, a public body that has a website that the full-time staff of the public body maintains shall post notice on its website of all meetings of the governing body of the public body. Any notice of an annual schedule of meetings shall remain on the website until a new public notice of the schedule of regular meetings is approved. Any notice of a regular meeting that is posted on a public body's website shall remain posted on the website until the regular meeting is concluded. The body shall supply copies of the notice of its regular meetings, and of the notice of any special, emergency, rescheduled or reconvened meeting, to any news medium that has filed an annual request for such notice. Any such news medium shall also be given the same notice of all special, emergency, rescheduled or reconvened meetings in the same manner as is given to members of the body provided such news medium has given the public body an address or telephone number within the territorial jurisdiction of the public body at which such notice may be given. The failure of a public body to post on its website notice of any meeting or the agenda of any meeting shall not invalidate any meeting or any actions taken at a meeting.  
(Source: P.A. 94-28, eff. 1-1-06.)

#### Sec. 2.03. [Schedule of meetings]

In addition to the notice required by Section 2.02, each body subject to this Act must, at the beginning of each calendar or fiscal year, prepare and make available a schedule of all its regular meetings for such calendar or fiscal year, listing the times and places of such meetings.

If a change is made in regular meeting dates, at least 10 days' notice of such change shall be given by publication in a newspaper of general circulation in the area in which such body functions. However, in the case of bodies of local governmental units with a population of less than 500 in which no newspaper is published, such 10 days' notice may be given by posting a notice of such change in at least 3 prominent places within the governmental unit. Notice of such change shall also be posted at the principal office of the public body or, if no such office exists, at the building in which the meeting is to be held. Notice of such change shall also be supplied to those news media which have filed an annual request for notice as provided in paragraph (b) of Section 2.02.

(Source: Laws 1967, p. 1960.)

#### Sec. 2.04. [Notice requirements additional]

The notice requirements of this Act are in addition to, and not in substitution of, any other notice required by law. Failure of any news medium to receive a notice provided for by this Act shall not invalidate any meeting provided notice was in fact given in accordance with this Act.

(Source: Laws 1967, p. 1960.)

#### Sec. 2.05. [Recordings of proceedings]

Subject to the provisions of "An Act in relation to the rights of witnesses at proceedings conducted by a court, commission, administrative agency or other tribunal in this State which are televised or broadcast or at which motion pictures are taken", approved July 14, 1953, as amended, any person may record the proceedings at meetings required to be open by this Act by tape, film or other means. The authority holding the meeting shall prescribe reasonable rules to govern the right to make such recordings.

If a witness at any meeting required to be open by this Act which is conducted by a commission, administrative agency or other tribunal, refuses to testify on the grounds that he may not be compelled to testify if any portion of his testimony is to be broadcast or televised or if motion pictures are to be taken of him while he is testifying, the authority holding the meeting shall prohibit such recording during the testimony of the witness. Nothing in this Section shall be construed to extend the right to refuse to testify at any meeting not subject to the provisions of "An Act in relation to the rights of witnesses at proceedings conducted by a court, commission, administrative agency or other tribunal in this State which are televised or broadcast or at which motion pictures are taken", approved July 14, 1953, as amended.

(Source: P.A. 82-378.)

#### Sec. 2.06. [Written minutes]

(a) All public bodies shall keep written minutes of all their meetings, whether open or closed, and a verbatim record of all their closed meetings in the form of an audio or video recording. Minutes shall include, but need not be limited to:

- (1) the date, time and place of the meeting;
- (2) the members of the public body recorded as either present or absent; and
- (3) a summary of discussion on all matters proposed, deliberated, or decided, and a record of any votes taken.

(b) The minutes of meetings open to the public shall be available for public inspection within 7 days of the approval of such minutes by the public body. Beginning July 1, 2006, at the time it complies with the other requirements of this subsection, a public body that has a website that the full-time staff of the public body maintains shall post the minutes of a regular meeting of its governing body open to the public on the public body's website within 7 days of the approval of the minutes by the public body. Beginning July 1, 2006, any minutes of meetings open to the public posted on the public body's website shall remain posted on the website for at least 60 days after their initial posting.

(c) The verbatim record may be destroyed without notification to or the approval of a records commission or the State Archivist under the Local Records Act or the State Records Act no less than 18 months after the completion of the meeting recorded but only after:

- (1) the public body approves the destruction of a particular recording; and
- (2) the public body approves minutes of the closed meeting that meet the written minutes requirements of subsection (a) of this Section.

(d) Each public body shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings a determination shall be made, and reported in an open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

(e) Unless the public body has made a determination that the verbatim recording no longer requires confidential treatment or otherwise consents to disclosure, the verbatim record of a meeting closed to the public shall not be open for public inspection or subject to discovery in any administrative or judicial proceeding other than one brought to enforce this Act. In the case of a civil action brought to enforce this Act, the court, if the judge believes such an examination is necessary, must conduct such in camera examination of the verbatim record as it finds appropriate in order to determine whether there has been a violation of this Act. In the case of a criminal proceeding, the court may conduct an examination in order to determine what portions, if any, must be made available to the parties for use as evidence in the prosecution. Any such initial inspection must be held in camera. If the court determines that a complaint or suit brought for noncompliance under this Act is valid it may, for the purposes of discovery, redact from the minutes of the meeting closed to the public any information deemed to qualify under the attorney-client privilege. The provisions of this subsection do not supersede the privacy or confidentiality provisions of State or federal law.

(f) Minutes of meetings closed to the public shall be available only after the public body determines that it is no longer necessary to protect the public interest or the privacy of an individual by keeping them confidential.

(Source: P.A. 93-523, eff. 1-1-04; 93-974, eff. 1-1-05; 94-28, eff. 1-1-06.)

#### Sec. 2a. [Closed meetings]

A public body may hold a meeting closed to the public, or close a portion of a meeting to the public, upon a majority vote of a quorum present, taken at a meeting open to the public for which notice has been given as required by this Act. A single vote may be taken with respect to a series of meetings, a portion or portions of which are proposed to be closed to the public, provided each meeting in such series involves the same particular matters and is scheduled to be held within no more than 3 months of the vote. The vote of each member on the question of holding a meeting closed to the public and a citation to the specific exception contained in Section 2 of this Act which authorizes the closing of the meeting to the public shall be publicly disclosed at the time of the vote and shall be recorded and entered into the minutes of the meeting. Nothing in this Section or this Act shall be construed to require that any meeting be closed to the public.

At any open meeting of a public body for which proper notice under this Act has been given, the body may, without additional notice under Section 2.02, hold a closed meeting in accordance with this Act. Only topics specified in the vote to close under this Section may be considered during the closed meeting.

(Source: P.A. 88-621, eff. 1-1-95; 89-86, eff. 6-30-95.)

#### Sec. 3. [Noncompliance; civil action]

(a) Where the provisions of this Act are not complied with, or where there is probable cause to believe that the provisions of this Act will not be complied with, any person, including the State's Attorney of the county in which such noncompliance may occur, may bring a civil action in the circuit court for the judicial circuit in which the alleged noncompliance has occurred or is about to occur, or in which the affected public body has its principal office, prior to or within 60 days of the meeting alleged to be in violation of this Act or, if facts concerning the meeting are not

discovered within the 60-day period, within 60 days of the discovery of a violation by the State's Attorney.

(b) In deciding such a case the court may examine in camera any portion of the minutes of a meeting at which a violation of the Act is alleged to have occurred, and may take such additional evidence as it deems necessary.

(c) The court, having due regard for orderly administration and the public interest, as well as for the interests of the parties, may grant such relief as it deems appropriate, including granting a relief by mandamus requiring that a meeting be open to the public, granting an injunction against future violations of this Act, ordering the public body to make available to the public such portion of the minutes of a meeting as is not authorized to be kept confidential under this Act, or declaring null and void any final action taken at a closed meeting in violation of this Act.

(d) The court may assess against any party, except a State's Attorney, reasonable attorney's fees and other litigation costs reasonably incurred by any other party who substantially prevails in any action brought in accordance with this Section, provided that costs may be assessed against any private party or parties bringing an action pursuant to this Section only upon the court's determination that the action is malicious or frivolous in nature.

(Source: P.A. 88-621, eff. 1-1-95.)

#### Sec. 4. [Penalty]

Any person violating any of the provisions of this Act shall be guilty of a Class C misdemeanor.

(Source: P. A. 77-2549.)

#### Sec. 5. [Severability]

If any provision of this Act, or the application of this Act to any particular meeting or type of meeting is held invalid or unconstitutional, such decision shall not affect the validity of the remaining provisions or the other applications of this Act.

(Source: Laws 1957, p. 2892.)

#### Sec. 6. [Home rule units]

The provisions of this Act constitute minimum requirements for home rule units; any home rule unit may enact an ordinance prescribing more stringent requirements binding upon itself which would serve to give further notice to the public and facilitate public access to meetings.

(Source: P.A. 78-448.)