November 18, 2013

Dear Prospective Appointed Local School Council/Board of Governors Candidate:

On Monday, April 7, 2014, schools with Appointed Local School Councils ("ALSC") or Boards of Governors ("BOG") will conduct polls in which parents and school staff members may run to fill the parent and school staff positions on the ALSC/BOG (please ask your principal for the exact numbers) for the new two-year term of office beginning July 1, 2014. Also, by April 23, 2014, the currently-serving ALSC/BOG (or the Principal if there is none) will recommend candidates for the community and advocate positions on the ALSC/BOG (please ask your principal for the exact numbers) for the new term of office.

After receiving the poll results and recommendations, the Board of Education will appoint the members of the Appointed Local School Councils and Boards of Governors for the new term of office as of July 1, 2014.

The forms to be completed and filed to run as a candidate for an ALSC or BOG are:

- Form 1-14 Candidate Nomination Form
- Form 2-14 Criminal Conviction Disclosure
- Form 3-14 Telephone Number Disclosure
- Form 4-14 Candidate Statement (Optional)

The forms and a timeline for the ALSC/BOG Advisory Polls and Candidate Recommendations process are outlined.

Teachers and JROTC Instructors (in military academy high schools) interested in running for the ALSC/BOG must also complete and file the Teacher/JROTC Instructor Candidate Information Form [Form 5-14]. High school students (in non-military academy high schools) interested in running for the ALSC must also complete and file the Student Candidate Information Form [6-14]. Both forms are available at the school.

You or a representative may file original forms in person in the school where you seek to serve until 3:00 p.m., February 26, 2014 or in the Office of Local School Council Relations, 125 South Clark Street, 5th Floor, until 3:00 p.m., February 19, 2014. Mailed, e-mailed or faxed forms will NOT be accepted. Candidates for parent member or community member, or their representative, must also present two (2) forms of identification to establish their eligibility to run and serve as ALSC/BOG members.

Following the nomination period, parent candidates for the ALSC/BOG will have an opportunity to introduce themselves to the school community at a Candidate Forum to be held at the school between March 17 and March 21, 2014. (Please ask the principal for the exact date and time.) They will also have the opportunity to have the school distribute campaign literature to parents on Campaign Literature Distribution Day, March 31, 2014. To do so, candidates must submit their literature to the principal by 3:00 p.m. on March 26, 2014.

Successful candidates will be required to complete a criminal background check (for which they may be asked to provide their fingerprints). They will also be required to file an Annual Statement of Economic Interests and, if newly elected, to complete 18 hours of training within 6 months of taking office. No parent, community or advocate member may be employed by the Board of Education to work at the school where they serve. No member may be employed by a third party, including a supplemental educational service (SES) provider, to work at the school where they serve. Parent, community and advocate members must wait for one year after their ALSC/BOG membership ends to work at the school where they served.

Thank you for your interest in serving the children of the Chicago Public Schools through your Local School Council.

Sincerely,

Guillermo (Willy) Montes de Oca

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