



**2020**  
**LSC ELECTION COORDINATOR**  
**TRAINING**

# OVERVIEW

❖ **Pre-Election Tasks/Activities**

❖ **Election Day**

❖ **Post-Election Tasks/Activities**

# SCHOOL'S OUTREACH RESPONSIBILITIES

- Distribute Letters I and II to Parents and Staff and Post at School
- Post LSC Election Posters and Signs at School
- Distribute Election Brochures
- Distribute Candidate Packet to Any Interested Candidate
- Distribute Judge of Election Applications
- Distribute Candidate Literature
- Post on an On-going Basis until Election Day:
  - Candidate Statements (Form 4-20)
  - List of Candidates for the LSC Form (Form 8-20)
  - Make copies of the candidate nomination forms for school office and for the Network
- Notify Candidates of Key Dates, Deadlines
- Notify Candidates and School Community of Candidate Forum
- Notify tied Parent or Community Candidates of Date of LSC Meeting to Certify Election Results and break any ties for last parent or community representative position

# IMPORTANT PRE-ELECTION MATERIALS

- Election Coordinator ID Form
- Letter I (sent between 12/02 and 12/10)
- Candidate Nomination Form (1-20)
- Criminal Conviction Disclosure Form (2-20)
- Telephone Disclosure Form (3-20)
- Candidate Statement Form (4-20) **(Optional)**
- Teacher/Non-Teacher Staff Information Form (5-20)
- Student Information Form (6-20)
- Judge Application Form (18-20)
- W-9 IRS Form and CPS Internal Accounts Vendor Request Form (Election Judges)
- List of Candidates for the LSC Form (8-20)
- Letter II (to be sent by 03/13/20 )

# IMPORTANT DATES (I)

12/04: Candidate Nomination Period Begins  
Election Judge Application Period Begins

02/25: Deadline for Filing Candidate Forms in OLSCR

**03/05\*: Deadline for Filing Candidate Forms in the Schools**

3/09\*: Send to OLSCR via mailrun (GSR 34)

- **Final** List of Candidates for the LSC (Form 8-20)
- **Original** Candidate Forms (1-20, 2-20, 3-20, 5-20, 6-20)
- **Copies** of Candidate Statement Forms (4-20)
- **Copies** of Candidate's identification documents  
(send copies to Network Office and retain copies at school)

**\*May be extended. If extended, send any additional candidates' forms and a revised final Form 8-20 to OLSCR after extended deadline.**

# IMPORTANT DATES (II)

03/12: Pre-Election Challenge Deadline

03/12: Deadline for LSC to Set Dates of:

1. Candidate Forum (to be held between 03/23 and 03/27)
2. Meeting to Certify Election Results and, if needed, to break ties for last parent and/or community position (to be held between 4/23 and 4/30) **(ALSCs/BOGs will certify parent and staff poll results and will recommend community and advocate candidates)**

03/13: Principal to set date of Candidate Forum if LSC failed to do so; (School to notify all candidates of Forum date by telephone and U.S. Mail at least 7 days in advance)

03/30 - 4/3: Pre-Election Challenge Hearings

# CANDIDATE ELIGIBILITY

## All Candidates

- Must meet eligibility requirements on date of filing up to and after date of election
- May not be a relative of the Principal
- May not serve as Election Judges at schools where they are candidates
- May not have convictions for certain felonies and must disclose convictions for any offenses enumerated in Criminal Conviction Disclosure Form (Form 2-20)
- Failure to file truthful, fully-completed Criminal Conviction Disclosure Form is ground for disqualification from running in in parent/community elections, parent polls or staff polls

# CANDIDATE ELIGIBILITY

## Parent and Community Candidates

- Parent candidates:
  - must be the parent or legal guardian (not temporary custodian/in loco parentis) of enrolled student
  - cannot be Board employees
- Community candidates:
  - must be at least 17 years old (This is a change in 2020)
  - must reside within school's attendance or voting district boundaries;
  - cannot be Board employees



# EXCEPTIONS TO ELIGIBILITY RULES

- **CPS employees may be candidates for parent or community representative, but will be automatically disqualified from serving if still employed by CPS as of 6/30/20**
- Parents who have a child due to graduate prior to 6/30/20 may:
  - be candidates for community representative but will be automatically disqualified if the child is still enrolled as of 6/30/20;
  - be candidates for parent representative but will be automatically disqualified if the child is not enrolled as of 6/30/20

# CANDIDATE ELIGIBILITY

## Teacher Candidates\*

- Must be:
  - full-time CPS employees
  - staffed in a position requiring a teaching certificate
  - assigned to work more than half the time at the school where they seek to serve if they work at more than one school
- PATs and TATs are eligible
- **Assistant Principals are not eligible**

**\*Same Rules Apply to Teacher Voters in Staff Poll (Exception: A. P. may vote)**

# CANDIDATE ELIGIBILITY

## Non-Teacher Staff Candidate\*

- Must be:
  - full-time CPS employees
  - staffed in a position **not** requiring a teaching certificate
  - assigned to work more than half the time at the school where they seek to serve if they work at more than one school
- **Assistant Principals are not eligible**

**\* Same Rules Apply to Non-Teacher Staff Voters in Staff Poll**

# CANDIDATE NOMINATIONS

## Candidate Filing Period

Wednesday, December 4, 2019 to  
3:00 p.m., Friday, March 5, 2020

- All Candidates **Must** Present Two (2) Forms of Identification
- All Candidates **Must** File:
  - Candidate Nomination Form (Form 1-20)
  - Criminal Conviction Disclosure Form (Form 2-20)\*  
\*Required by Law; Failure to File a Completely Filled out Form Will Subject Candidate to Disqualification
  - Telephone Number Disclosure Form (Form 3-20)
  - Teacher/Non-Teacher Staff Information Form (Form 5-20)
  - Student Information Form (Form 6-20)
- All Candidates **May** also file:
  - Candidate Statement Form (4-20)

# CANDIDATE NOMINATIONS

## Required Identification Documentation for Candidates

### Community Residents

Two (2) reliable forms of identification; at least one must establish that the candidate resides within the school's attendance area or voting district\*

### Parents

Two (2) reliable forms of identification; at least one must establish that the candidate is the parent or legal guardian of a student enrolled in the school **(may be present in the school's records)\***

**\*See examples of acceptable form of identification in LSC Election Guide and ALSC/BOG Candidate Polls and Recommendations Guide.**

# CANDIDATE NOMINATIONS

- **If candidate forms are incomplete or the candidate does not submit adequate identification:**
  - Immediately contact OLSCR (will make determination of candidate's eligibility--candidates may be allowed to supplement incomplete filings)
  - **If informed of incomplete filings**, OLSCR will make final determination of candidate's eligibility if filings remain incomplete on last day of filing
  - Alternatively, candidates may be challenged pursuant to the Pre-election Challenge Procedures if they do not file a complete Candidate Nomination Form (Form 1-20) or Criminal Conviction Disclosure Form (Form 2-20) or do not provide the required forms or identification

# CANDIDATE NOMINATIONS

**A failure to bring incomplete filings to the attention of OLSCR or to file a Pre-election Challenge will constitute a waiver of any deficiencies in the filings and any candidate whose filings are incomplete must be included on the official ballot.**

# CANDIDATE NOMINATIONS

## Accept Candidate Forms:

1. **Copy** forms of identification submitted by candidates
2. **Complete** Nomination Form Receipt at bottom of Candidate Nomination Form (1-20) (indicate whether the required Identification and all required forms were submitted)

and either:

3. **Cut off** Nomination Form Receipt **and Give** to Candidate ;

or

4. **Copy** Entire Form 1-20 and Give Copy to Candidate  
**(Recommended)**



# CANDIDATE NOMINATIONS

## Record Candidate Information Within 24 Hours:

1. **Add** candidates **by category and in order of filing** to an *original* **Master** List of Candidates for the LSC Form (Form 8-20)
2. **Copy** Master List and **date and post copy** (remove outdated copies)
3. **Enter** candidates in the LSC Dashboard at using “Election Update,” “Candidate,” “Add New Candidate”

# CANDIDATE NOMINATIONS

The screenshot shows a web browser window with the URL <https://secure2.cps.edu/LSC/Candidate.aspx>. The page title is "Local School Council Dashboard" and the user is logged in as "Jane Addams Elementary School". The main content area is titled "Upcoming Candidate Information" and features a green "Add New Candidate" button. A modal form titled "Add Candidate" is open, containing the following fields:

- \*Member Type: -- SELECT -- (dropdown menu)
- Choose CPS Employee (button)
- \*Employee ID: (text input)
- \*Last Name: (text input)
- \*First Name: (text input)
- MI: (dropdown menu)
- \*Street Number: (text input)
- Dir: (dropdown menu)
- \*Street Name: (text input)
- Type: None (dropdown menu)
- Apt: (text input)
- \*Zip: (text input)
- \*City: (text input)
- \*State: (text input)
- Phone: (text input)
- Phone 2: (text input)
- E-mail: (text input)
- \*Ethnicity: (dropdown menu)
- Gender: (dropdown menu)
- Served on LSC in the past? (dropdown menu)
- If Yes, first year served: (checkbox)
- Taken all six (6) of the mandatory LSC lessons? (checkbox)

At the bottom of the form are two buttons: "Add Candidate" (green) and "Cancel" (red). A red asterisk label "\*Required Fields" is located at the bottom left of the form.

# CANDIDATE NOMINATIONS

## Post and Publish Candidate Information Within 24 Hours:

1. Post **Original** Candidate Statement (Form 4-20)
2. **Copy** Candidate Forms (*except Telephone Disclosure Form (3-20) and Student Information Form (6-20)*) and make **copied** candidate forms and forms of identification available for public inspection
3. Before making copies available, **redact or otherwise obscure** from the copies of the submitted forms of identification:
  - *Social Security Numbers*
  - *Driver's License Numbers*
  - *Credit and Debit Card Numbers*
  - *Employee Numbers*

# CANDIDATE NOMINATIONS

- Also redact or otherwise obscure:

- *Bank Account Numbers*
- *Telephone Numbers*
- *E-mail Addresses*
- *Home Addresses\**
- *Birthdates\**

**\*Exception: *DO NOT* redact home addresses and DOB of *community representative candidates* as they must be at least 17 y. o. and reside within the school's attendance or voting district boundaries**

- **Redact** any other information not relevant to a candidate's eligibility which the candidate requests be redacted

# CANDIDATE NOMINATIONS

## Withdrawal of Candidacy

4/14/20: Candidates may withdraw by Filing Withdrawal of Candidacy Form (Form 7-20) without a notarized signature (***Principal may require a notarized Withdrawal Form***)

Schools to:

1. Remove Withdrawn Candidates from Form 8-20 and mark on LSC Dashboard the candidate as withdrawn
2. Fax Withdrawal Forms to OLSCR and Network Office

# ELECTION JUDGES

Judge Application Filing Period: 12/04/19 to 03/12/20

- Schools May Recruit Judges and are to accept all Judge Applications (Form 18-20)
- If Applicant requests, email the W-9 IRS Form and CPS Internal Accounts Vendor Request Form to [internaaccounts@cps.edu](mailto:internaaccounts@cps.edu) School Financial Services (**return original forms to applicant**)
- Send Applications (Form 18-20) **only** to LSC Relations on on-going basis by fax (773/553-1402) and mailrun (GSR 34)
- Enter Applicant's information into the LSC Dashboard using "Election Update," "Judge Applicants," "Add New Applicant"

# ELECTION JUDGES

Local School Council Dashboard

Jane Addams Elementary School

Judge Applicants

Add New Applicant

### Add Judge Applicant

\*Last Name:  \*First Name:  MI:

\*Non-Student/Student:

\*Street Number:  Dir:  \*Street Name:  Type:  Apt:

\*Zip:  \*City:  \*State:

Phone #:  Phone 2:

E-mail:  Ethnicity:  Gender:

Languages:

\*Required Fields

# ELECTION JUDGES

- Judges might not be assigned to the schools that recruit them (but every effort will be made to do so)
- To serve and be paid as judges, applicants must attend training and be verified by IRS to work (Judges will be paid \$180.00)
- SFS will generate a Vendor Number for verified applicants (the process to pay judges is the same process to pay sports officials)
- Candidates may not serve as judges at schools where they are running
- School employees may not serve as judges at schools where they work
- Students may not serve as judges at the school that they attend



# CANDIDATE FORUM

To Be Held Between 3/23 AND 3/27

- All Candidates to be informed of date at least 7 days in advance in writing and by telephone
- Letter II with date and time of Forum and a List of Candidates (Form 8-20) to be distributed to Parents and Staff and Posted at School **by 03/13**
- A Notice of Forum to be posted at school at least 48 hours in advance
- Distribute three (3) Pollwatcher credentials to each candidate

# CANDIDATE FORUM

- Conduct lottery for ballot positions for all candidates whether present at Forum or not\*
- Conduct separate lottery for each candidate category and assign ballot positions\*:
  - ~ ***1 to 25 (Parent Members)***
  - ~ ***26 to 50 (Community Members for Traditional LSCs only)***
  - ~ ***51 to 75 (Teacher Members for Traditional LSCs)***
  - ~ ***26 to 45 (Teacher Members for ALSCs/BOGs)***
  - ~ ***76 to 100 (Non-Teacher Staff Member for Traditional LSCs only)***
  - ~ ***46 to 65 (JROTC Instructor Member for BOGs only)***

***\*See Ballot Position Lottery Section in LSC Election Guide and ALSC/BOG Candidate Polls and Recommendations Guide***

# **BALLOT POSITION LOTTERY FOR STAFF AND STUDENT CANDIDATES**

- Teacher and Non-Teacher Staff Candidate may be included in Candidate Forum and Ballot Lottery at Forum
- If not included, a separate ballot lottery for Teacher and Non-Teacher Staff Candidates may be held at an open staff meeting at which candidates should be allowed to address the staff
- Lottery for High School Student Candidates may be held at student assembly at which candidates should be allowed to address the students

# CANDIDATES NOT INCLUDED IN BALLOT LOTTERY

If the Board extends the Candidate Filing deadline, any candidates who file nomination forms after the date of the Candidate Forum and ballot lottery are to be added to the official ballot:

- after/under the last candidate in the same candidate category whose ballot position was assigned at the Candidate Forum

and

- in the order in which their candidate forms were received

# IMPORTANT DATES (III)

- 03/12 Deadline for LSC to Set Date of Candidate Forum;  
Deadline to File Election Judge Applications
- 03/13 Principal sets date of Candidate Forum if LSC did not;  
Distribute and Post Letter II With Candidate Forum Date  
and Time and List of Candidates for LSC (Form 8-20)
- 03/17 Law to notify schools of pre-election challenges
- 03/23 to 3/27 Schools Conduct Candidate Forums
- 03/30 to 4/3 Pre-election Challenge Hearings
- 04/20 to 4/22 High Schools to Conduct Student Polls
- 04/15 Post List of Staff Eligible to Vote

# CANDIDATE LITERATURE DISTRIBUTION

04/14 Deadline for All Candidates to Deliver Campaign Literature for distribution (parent and community candidates' literature to be packaged in sets of 35 or as directed by Principal)\*

\* Late submissions *may* be accepted (Principal decides);  
*(If one candidate's literature is accepted late, any other candidate's literature must also be accepted late)*

04/15 Post original Specimen Ballots

04/20 Campaign Literature Distribution Day

- Parent and Community Candidate Literature to be sent home with students
- Staff Candidate Literature to be distributed to staff
- **Recommended:** Remind teachers at 30 and 10 minutes before dismissal to distribute literature to students

# IMPORTANT DATES (IV)

- 04/14 Rulings on Pre-election Challenges; Law to notify candidates and schools of results
- 04/20 Correct original Specimen Ballots **(if necessary)**  
Post revised Specimen Ballots **(if necessary)**
- 04/21 Correct revised Specimen Ballots **(if necessary)**  
Post Final Specimen Ballots **(if necessary)**  
Print Official Ballots  
Remove all Candidate Statements

# PREPARING FOR ELECTION DAY

Not later than:

**Two weeks before Election  
(March 30 or 31, 2020)**

Make Sure that:

- Engineer and Security Officer will be present to open the building by 5:15 a.m. on Election Day
- Election materials will be available to the election judges by 5:30 a.m. on Election/Poll Day



# IMPORTANT ELECTION DAY MATERIALS

- Ballot Box
- Privacy Screens
- Spindle for Applications for Ballot
- Parent/Community Voter Applications for Ballot (**Traditional LSC Schools**)
- Parent Voter Applications for Ballot (**ALSC/BOG Schools**)
- Specimen Ballots
- Official Ballots
- Community Sign-in Sheets (**Traditional LSC Schools**)
- Staff Sign-in Sheets
- List of Staff Eligible to Vote (from Principal)
- Student Alpha List (From School)
- School Attendance or Voting District Boundaries (Map or Description)
- Pollwatcher Credentials and Badges
- Affidavits of Assisted Voter and Challenged Voter
- Vote Tally Sheets for P/C Election, Parent Poll and Staff Poll
- Judges' Summary of Results Forms
- Judges' Certificate of Results Form
- Judges' Payroll Form

# ELECTION DAY

Wednesday, April 22, 2020: Elementary Schools

Thursday, April 23, 2020: High Schools

6:00 a.m. to 7:00 p.m.

## SCHEDULE

- 5:15 a.m. Principal or Election Coordinator, Engineer and Security Officer arrive
- 5:30 a.m. Election Judges arrive
- 6:00 a.m. Polls open (**If opened late, polls must remain open after 7:00 p.m. for same amount of time as opened late**)
- 12:00 p.m. Enter Spindle Count in LSC Dashboard (**total parent and community voters**)
- 3:00 p.m. Enter Spindle Count in LSC Dashboard (**total parent and community voters**)
- 7:00 p.m. Polls close – Enter Spindle Counts into LSC Dashboard (**total parent, community, staff and student voters**)
- After 7:00 p.m. Enter vote totals for each candidate into LSC Dashboard

# ELECTIONEERING

- No school resources (human or material) may be used to support a candidate or group of candidates.
- Prior to Election Day, inform staff that they **cannot** advocate for any candidate or group (slate) of candidates on Election Day (They **can** encourage all parents to vote)
- On Election Day, electioneering is prohibited **anywhere** in the school and **within 50 feet** of any entrance used by the public to enter the school to vote

# ELECTION DAY

- Arrive at 5:15 a.m. and remain until all votes counted and entered in LSC Dashboard
- Upon Judges' arrival at 5:30 a.m., collect training receipts and administer oath **(if judge claims to have taken training but does not have training receipt, call Election Central (773/553-1400) to request that it be faxed to school)**
- **If Judges do not arrive by 5:30, call Election Central to request replacement judges**

# ELECTION DAY

- Provide Judges with:
  - All Polling Place Materials and Necessary Supplies
  - School Attendance Area or Voting District Map
  - List of Staff Eligible to Vote and Student Alpha List
  - Water (Purchased with Funds Allocated for Supplies)\*

***\*FOR THE 2020 LSC ELECTION, SCHOOLS ARE REQUIRED TO PROVIDE MEALS FOR ELECTION JUDGES {FUNDS (\$30 PER JUDGE) WERE PROVIDED TO SCHOOLS}.***

- **Prepare checks for Judges by Noon**
- If necessary, assist Judges in identifying parent and staff voters
- Enter Spindle Counts at 12 p.m., 3 p.m., & 7 p.m. at using “Election Update,” “Spindle Voter Category Count”

# ELECTION DAY

The screenshot shows a web browser window with the URL <https://secure2.cps.edu/LSC/SpindleVoterCategoryCount.aspx>. The page title is "Local School Council Dashboard" and it features the Chicago Public Schools logo. The user is logged in as "Jane Addams Elementary School" and can click "Change School".

## Spindle Voter Category Count

Voter Turnout Counts are from the Start of the Day to the Indicated Time.

Enter Spindle Count for each time period. When Polls Close, Enter Voter Turnout by Category. Final Spindle Count is calculated from Parent plus Community totals. The Final Count is NOT displayed until **Save** is clicked. Ballot Applications are used to Establish Community Voters, Parents by Subtraction. REFER TO THE LSC ELECTIONS GUIDE FOR INSTRUCTIONS. THE FINAL (7:00 P.M.) SPINDLE COUNT ENTRY OPEN - TIME RESTRICTIONS ARE REMOVED

**12:00 Spindle Count**   
Parent and Community - Enter by 2:59pm

**3:00 P.M. Spindle Count**   
Parent and Community - Enter by 6:59pm

**FINAL Spindle Count**   
Total from Parent and Community counts.  
Displayed after **Save** is clicked.

**7:00 P.M. Count** STAFF STUDENT PARENT COMMUNITY  
ALL Schools must enter Staff, Parent & Community voter counts. Student voter count also required for High Schools.

# ELECTION DAY

## BEFORE LEAVING THE BUILDING, MAKE SURE THAT:

- All Security Envelopes are collected from Judges
- Checks are issued to Judges
- Final Candidate Vote Totals Are:
  - Posted Prominently At the School (on Judges' Summary of Results Forms)
  - Entered into LSC Dashboard at using "Election Update," "Candidate Vote Totals"

# ELECTION DAY

The screenshot shows a web browser window with the URL <https://secure2.cps.edu/LSC/CandidateVoteTotals.aspx>. The browser's address bar and menu bar are visible. The page content includes a navigation menu with items like Home, Daily Update, Daily Report, Election Update, Election Report, Assign Roles, Change School, LSC Status, Help, and Logout. The main heading is "Local School Council Dashboard" with the Chicago Public Schools logo. Below this, a dropdown menu shows "Jane Addams Elementary School" with a "Change School" button. The section is titled "Candidate Vote Totals by Category" and includes a reminder: "Reminder: candidates with zero votes cannot not be elected as a Member." There are two dropdown menus: "Election Year" set to "Upcoming Election Year (2016)" and "Candidate Type" set to "PARENT". A yellow message box states: "There are no candidates with votes for this member type." A green "Save" button is located at the bottom of the form area.



# IMPORTANT POST-ELECTION MATERIALS

- Certification of Election Results Form (Form 28-20)
- Security Envelope B
- Ballot Box, Spindle and Privacy Screens  
(Please prepare and make available for pick-up on day after election)

# IMPORTANT DATES (V)

- 04/29 Deadline to file Post-election Challenges (**Traditional LSC Elections/Staff Polls Only**)
- 04/30 Deadline for LSC to meet to certify election/poll results: and **traditional LSCs:** break vote ties for last parent or community position by lottery\* (***School to notify all tied candidates of date and time of meeting by telephone and U.S. Mail;***
- ALSCs/BOGs:** vote to recommend community and advocate candidates

\* **Board of Ed. will break school staff candidate vote ties**

## **IMPORTANT DATES (VI)**

- 05/01 School to enter 1 vote in LSC Dashboard for winner(s) of tie-breaker(s) or notify Network Office of LSC failure to break ties
- 05/01 Deadline for Principal to fax Certification of Results Form (Form 28-20) to OLSCR (3-1402) and to Network
- 05/07 School to Deliver Security Envelope B, including Form 28-20, to Network Office by 12:00 Noon
- 05/07 Network Office to conduct tie-breaker lottery for schools whose LSC failed to do so
- 05/11 to 05/21 Post-Election Challenge Hearings

## **IMPORTANT DATES (VI)**

- 05/11 Schools to enter 1 vote in LSC Dashboard for winner(s) of tie-breaker(s) conducted by Network Office
- 05/29 to 06/01 Law Dept. to notify candidates and schools of Post-Election Challenge Results
- 06/24 Board to Appoint Teacher, Non-Teacher Staff & High School Student Representatives and all Appointed LSC Members
- 7/1 to 7/14 LSC Members Take Office for New Term (7/1)  
LSC Annual Organizational Meetings (7/1 to 7/14)

# QUESTIONS?

- **Call or e-mail your LSC Facilitator**
- **Call Election Central at (773) 553-1400**
- **Call or e-mail**