October 9, 2019

Dear LSC Members,

As you know, the Chicago Board of Education and the Chicago Teachers Union (CTU) are currently negotiating the terms of a new contract. We are hopeful that the negotiations will be successful and that the school year will continue without interruption. However, in order to be fully prepared for the possibility that a work stoppage may occur, we have prepared some guidelines to support you as you conduct previously-scheduled or special LSC meetings.

If a work stoppage occurs and your LSC has scheduled a regular meeting, or finds it necessary to schedule a special meeting, please refer to the enclosed tips. These guidelines provide an overview on conducting LSC meetings at different locations, as well as other relevant protocols and information about how a work stoppage may impact your LSC meetings.

If you have any further questions or need additional support, please call your LSC Facilitator.

Sincerely,

[Signature]

Dr. Guillermo (Willy) Montes de Oca
Director of Local School Council Relations
Chicago Public Schools
GUIDANCE FOR CONDUCTING LSC MEETINGS IN THE EVENT OF A WORK STOPPAGE

1. LSC meetings scheduled during school hours may take place at a CPS school if the LSC decides to proceed during a work stoppage. All after-school activities will be canceled, including—Local School Council meetings, sports, tutoring, field trips, Parent University classes, and other community activities.

2. LSCs may hold their regularly-scheduled meetings or special meetings at non-school locations after school hours during a work stoppage.
   a. We recommend that the LSC chair give LSC members at least 72 hours notice about a location change in writing and by phone before the meeting. The written notice may be given by leaving a copy of the meeting notice and agenda at the LSC members’ homes, through email, or by text message. We recommend that the notice be given as early as possible.
   b. A notice and agenda for the meeting must be posted at both the school and the new meeting location at least 48 hours before the meeting. The notice must identify the new location of the meeting.

3. Instead of conducting a previously-scheduled regular meeting at a different location, the LSC chair or any four LSC members may decide to call a special LSC meeting at a different location on a different date and time.
   a. We recommend that the LSC chair, any LSC member, or the principal posts a “Notice of Cancellation Due to the Work Stoppage."
   b. All other LSC members must be notified of the time, place, and purpose of the meeting in writing as early as possible before the meeting. The written notice may be given by leaving a copy of the meeting notice and agenda at the members' homes, through email, or by text message. We recommend that the members also be notified of the meeting by phone.
   c. A meeting notice and agenda must be posted at both the school and meeting location at least 48 hours before the meeting. The meeting notice must identify the location of the meeting.

4. If a regular LSC meeting is canceled and not rescheduled, we recommend that the LSC chair, any LSC member, or the principal posts a “Notice of Cancellation Due to the Work Stoppage."