

## School Board

### Exhibit - Immediately Available District Public Records and Web-Posted Reports and Records

*[For use by only those Districts that have websites.]*

The District's Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the District's website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the District's administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
<ul style="list-style-type: none"> <li>*Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year</li> <li>*Public notice of each Board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded</li> <li>*Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded</li> </ul>	5 ILCS 120/2.02.
<ul style="list-style-type: none"> <li>*Official open meeting minutes that are posted within 10 days of the Board's approval and remain posted for at least 60 days</li> </ul>	5 ILCS 120/2.06(b), amended by P.A. 96-1473.
<ul style="list-style-type: none"> <li>*Description of the District and its records including:               <ul style="list-style-type: none"> <li>Summary of the District's purpose</li> <li>Functional subdivisions</li> <li>Total amount of operating budget</li> <li>Number and location of all of its separate offices</li> <li>Approximate number of full and part-time employees (see also, salary and benefits information report for the Superintendent, administrators, and teachers, District's Statement of Affairs)</li> <li>Identification and membership of the Board</li> <li>Brief description of the methods whereby the public may request information and public records</li> <li>Directory information for the Freedom of Information Officer</li> <li>Address where requests for public records should be directed</li> <li>Fees</li> </ul> </li> </ul>	5 ILCS 140/4, amended by P.A.96-542. The District must prominently post the list at each administrative office and make it available for inspection and copying.
Annual budget for current fiscal year, itemized by	105 ILCS 5/17-1.2.

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
receipts and expenditures	This may be accomplished using ISBE's School District Budget Form 50-36 or the summary pages from it. The District must notify the parents or guardians of its students that the budget has been web-posted and what the website's address is.
*District Report Card and a Report Card for each School (the Report Cards will be provided by ISBE by Oct. 31, 2013 and Oct. 31 of each subsequent school year)	105 ILCS 5/10-17a, amended by P.A. 97-671. Annually, no more than 30 calendar days after receiving the Report Cards from the State Superintendent, the District must: (1) present them at a regular Board meeting, (2) post them the District's website, (3) make them available to a newspaper of general circulation serving the District, and (4) upon request, send them home to parents/guardians. The District also must send a written notice home to parents/guardians stating: (1) that the Report Cards are available on the website, (2) the website's address, (3) that a printed copy will be sent upon request, and (4) the telephone number to request a printed copy.
*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative.	105 ILCS 5/10-20.44. There is no statutory timeline for web-posting. Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the District must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous fiscal year.
Annual Statement of Affairs	105 ILCS 5/10-17. The District is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation

Web-posted records and information	Web-posting statutory reference and special instructions
	published in the District.
<p>*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Superintendent and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements</p>	<p>105 ILCS 5/10-20.47, amended by P.A. 97-256. Annually on or before October 1: (1) the information must be presented at a regular Board meeting and posted on the District’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.</p>
<p>*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted As of May 1, 2012, IASB has not received a response from the Ill. Attorney General’s office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p>	<p>5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted within 6 business days after the District approves a budget. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>*As an employer that participates in the Illinois Municipal Retirement Fund, a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted As of May 1, 2012, IASB has not received a response from the Ill. Attorney General’s office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p>	<p>5 ILCS 120/7.3, added by P.A. 97-609. The report must be posted at least 6 days before the District approves an employee’s total compensation package that is equal to or in excess of \$150,000. The District may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
<p>A description of activities to address intergroup conflict (an optional program authorized by Sec. 27-23.6)</p>	<p>105 ILCS 5/27-23.6(c).</p>
<p>*Log of Board Members’ Training and Development Activities</p>	<p>105 ILCS 5/10-16a, added by P.A. 97-8. The District must post on its website the names of all Board members who have completed professional</p>

<b>Web-posted records and information</b>	<b>Web-posting statutory reference and special instructions</b>
	<p>development leadership training (required for board members taking office after 6/13/2011).</p> <p>5 ILCS 120/1.05(b) and (c), amended by P.A. 97-504.</p> <p>Each Board member must complete training on the Open Meetings Act. After completing the training, each Board member must file a copy of their certificate of completion with the School Board.</p> <p>105 ILCS 5/24-16.5, added by P.A. 97-8. After the implementation of the Performance Evaluation Reform Act (PERA) evaluations, each Board member participating in PERA evaluations must complete a training program.</p>

APPROVED: October 9, 2012