

School Board

Administrative Regulation 2.220: Board Review of Request for Information from the Public

The Administration is responsible for the day to day operation of the school district. Through its written policies, the Board directs and empowers the Superintendent to function as chief executive officer in managing all aspects of District operations. The Board evaluates the Superintendent's work and holds that person accountable for District performance and compliance with Board policy, to work towards the District's mission and goals, and to appropriately allocate staff time towards those goals.

The public is encouraged to be informed of District business through the variety of ways the District communicates which include, but are not limited to, Board Meetings, administrative reports, information on the website and social media, newsletters, videos, and other content. Full access to the District's *public records* is available to any person, as provided in the Illinois Freedom of Information Act (FOIA). The District's policy and implementing procedures relating to FOIA requests are outlined in [Board Policy 2.250](#).

Occasionally, the public will seek answers to questions that are not contained in *public records* where providing responses to the questions would be unduly burdensome. For example, questions submitted to staff outside of the FOIA process that would require an excessive use of staff resources and would unduly interfere with employees' performance of their job duties. Priority for requests of information, and related use of District resources, will be given to requests from parents/guardians of students currently enrolled in the District.

When the Superintendent or designee, after discussion with the Administrative Team and Board President (or Board designee) where appropriate, deems a request from the public is unduly burdensome, excessive, or inconsistent with the District's mission and goals, the Superintendent may require the individual making the request to meet and discuss the request with the appropriate administrator to modify or refine the request.

If, after this discussion, the amount of work required continues to be excessive or the request remains inconsistent with the District's mission and goals, or if the requestor does not meet with the designated administrator, the administration will no longer exhaust resources on the matter and the individual making the request will be informed of that decision. If the request is modified to the point a response is determined by the Superintendent or designee to be warranted, the requester will be given an estimated response date.

Reviewed by the Board: July 5, 2022

Reviewed by the Board: May 10, 2023