



# Website Posting Requirements

Modified September 11, 2017



## General Posting Principles

Legal compliance, accurate and current information, visible, easy to navigate, easy to search and find the information and documents.

Required by:

### A. Illinois School Code:

1. ISBE School Report Card posted by October 31 **105 ILCS 5/10-17(a)**
2. Contracts over \$25,000 for current fiscal year. **105 ILCS 5/10-20.40**
3. All collective bargaining agreements that a school board enters into with an exclusive bargaining representative **105 ILCS 5/10-20.44**
4. Final Budget for current fiscal year **105 ILCS 5/17-1.2**
5. Administrator & Teacher Salary and Benefits Report posted on or before October 1 **105 ILCS 5/10-20.47**
6. IMRF employees making over \$75,000 Total Compensation Package (TCP) within 6 days after budget approval **5 ILCS 120/7.3**
7. IMRF employees earning a minimum of \$150,000 TCP posted 6 days prior to TCP approval **105 ILCS 120/7.3**
8. Anti-bias educational activities to address intergroup conflict **105 ILCS 5/27-23.6(c)**. Only required if the school board has adopted a policy to incorporate such activities into the school district's educational program, as authorized by **105 ILCS 5/27-23.6**
9. Shared Services Report – **105 ILCS 5/17-1.1**
10. Board members who have completed leadership training – **105 ILCS 5/10-16a**
11. Posted policy on bullying – **105 ILCS 5/27-23.7**  
\*\*\*\*\*All requirements below are for cities over 500,000 \*\*\*\*\*
12. Space utilization standards and report – **105 ILCS 5/34-205**
13. Educational Facility Master plan – **105 ILCS 5/34-210**
14. Annual expenditure report – **105 ILCS 5/34-220**
15. List of all property owned by or leased by School Board as well as all lease agreements – **105 ILCS 5/34-220**

### B. Local Records Act:

1. Single email address to contact school board members. **50 ILCS 205/20**

### C. Open Meetings Act:

1. Annual schedule of regular meetings of the government body. **5 ILCS 120/2.02**
2. Public Notice of all board meetings. **5 ILCS 120/2.02**
3. Agenda for each regular meeting. **5 ILCS 120/2.02**
4. Approved minutes from open session for all meetings. **5 ILCS 120/2.06(b)**

### D. Freedom of Information Act :

1. Brief description of the school district and its records including:
  - a. Short summary of district's purpose;
  - b. Block diagram showing district's functional subdivisions (i.e. board, Supt, District Admin, Teachers, etc.);
  - c. Total amount of the district's operating budget;
  - d. Number and location of its separate offices;
  - e. Approximate number of full and part-time employees; and
  - f. Identification and membership of the school board. **105 ILCS 140/4(a)**
2. Description of how to request public records, including:
  - a. Methods whereby the public may request information and public records;
  - b. Directory designating the school district's FOIA Officer;
  - c. Address where requests for public records should be directed; and
  - d. Any fees that the school district may charge for copies. **105 ILCS 140/4(b)**