
Freedom of Information Act (FOIA)

District Policy and Administrative Regulations and Procedures

Nippersink School District 2

10006 N. Main St. ~ Richmond, Illinois 60071 ~ 815-678-4242 ~ Fax 815-678-2810

Richmond Grade School ~ Spring Grove Elementary School ~ Nippersink Middle School

Introduction

The Nippersink School District 2 has developed the enclosed administrative Regulations and Procedures to comply with the conditions and provisions of the Freedom of Information Act.

Policy

The Board of Education of the Nippersink School District has adopted the following policy regarding the Freedom of Information Act.

Nippersink School District 2

2:250

School Board

Access to District Public Records

Full access to the District's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA), this policy, and implementing procedures.

Freedom of Information Officer

The Superintendent shall serve as the District's Freedom of Information Officer and is assigned all the duties and powers of that office as provided in FOIA and this policy. The Superintendent may delegate these duties and powers to one or more designees but the delegation shall not relieve the Superintendent of the responsibility for the action that was delegated. The Superintendent or designee(s) shall report any FOIA requests and the status of the District's response to the Board at each regular Board meeting.

Definition

The District's *public records* are defined as records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business, regardless of physical form or characteristics, having been prepared by or for, or having been or being used by, received by, in the possession of, or under the control of the School District.

Requesting Records

A request for inspection and/or copies of public records must be made in writing and may be submitted by personal delivery, mail, telefax, or email directed to the District's Freedom of Information Officer. Individuals making a request are not required to state a reason for the request other than to identify when the request is for a commercial purpose or when requesting a fee waiver. All requests for inspection and copying shall immediately be forwarded to the District's Freedom of Information Officer or designee.

Responding to Requests

The Freedom of Information Officer shall approve all requests for public records unless:

1. The requested material does not exist;
2. The requested material is exempt from inspection and copying by the Freedom of Information Act; or
3. Complying with the request would be unduly burdensome.

Within 5 business days after receipt of a request for access to a public record, the Freedom of Information Officer shall comply with or deny the request, unless the time for response is

extended as specified in Section 3 of FOIA. The Freedom of Information Officer may extend the time for a response for up to 5 business days from the original due date. If an extension is needed, the Freedom of Information Officer shall: (1) notify the person making the request of the reason for the delay, and (2) either inform the person of the date on which a response will be made or agree with the person in writing on a compliance period.

When responding to a request for a record containing both exempt and non-exempt material, the Freedom of Information Officer shall redact exempt material from the record before complying with the request.

Copying Fees

Persons making a request for copies of public records must pay any applicable copying fee. The Freedom of Information Officer shall, as needed, recommend a copying fee schedule for the Board's approval. Copying fees, except when fixed by statute, are reasonably calculated to reimburse the District's actual cost for reproducing and certifying public records and for the use, by any person, of its equipment to copy records. No fees shall be charged for the first 50 pages of black and white, letter or legal sized copies. No fee shall be charged for electronic copies other than the actual cost of the recording medium.

Access

The inspection and copying of a public record that is the subject of an approved access request is permitted at the District's administrative office during regular business hours, unless other arrangements are made by the Freedom of Information Officer.

Many public records are immediately available from the District's website including, but not limited to, a description of the District and the methods for requesting a public record.

Preserving Public Records

Public records, including email messages, shall be preserved and cataloged if: (1) they are evidence of the District's organization, function, policies, procedures, or activities, (2) they contain informational data appropriate for preservation, (3) their retention is required by State or federal law, or (4) they are subject to a retention request by the Board Attorney (e.g. a litigation hold), District auditor, or other individual authorized by the School Board or State or federal law to make such a request. Unless its retention is required as described in items numbered 3 or 4 above, a public record, as defined by the Illinois Local Records Act, may be destroyed when authorized by the Local Records Commission.

LEGAL REF.: 5 ILCS 140/, Illinois Freedom of Information Act.
105 ILCS 5/10-16.
820 ILCS 130/5.

CROSS REF.: 2:140 (Communications To and From the Board), 5:150 (Personnel Records),
7:340 (Student Records)

Section 1

School District Information Directory

Nippersink School District 2 is a school district located in both Richmond and Spring Grove, Illinois. District 2 is located principally in McHenry County with a very small portion being in Lake County. The District is organized under the laws of the State of Illinois for the **purpose** of providing its residents with schools for grades K-8 for the education of all eligible persons in the District.

Schools in District 2

School	Address	Phone	website
Richmond Grade School	5815 Broadway Richmond, IL 60071	815-678-4717	www.richmondgradeschool.org
Spring Grove Elementary School	2018 Main St. Spring Grove, IL 60081	815-675-2342	www.springgroveschool.org
Nippersink Middle School	10006 N. Main St. Richmond, IL 60071	815-678-7129	www.nippersinkmiddleschool.org

The District Office is located at 10006 N. Main St., Richmond, IL 60071
816-678-4242
www.nippersinkdistrict2.org

Current Year Budget: \$14,750,279

The District has approximately 170 full and part-time employees.

Board of Education

District 2 is governed by a seven-member Board of Education. The present members of the Board of Education are:

Patricia Anderson, President
Sue Maurer, Vice President
Diane Bushing, Secretary
Sharon Bianchini
Todd Callaby
Pierre Langlois
Glenn Samuel

Nippersink School District 2
List of immediately available Records

The records to me made available include, but are not limited to:

Meeting Records

- Annual schedule of Regular Board Meetings
- Board Meeting Agendas
- Approved Official Open Board Meeting Minutes

Contact Information

- Names of elected officials
- Name of the District's FOIA and OMA officers and FOIA procedures

Financial Records

- Current District Budget
- Current Annual Audit
- Current Audited Financial Reports

Contracts

- Current RSGEA / Board of Education Contract Agreement
- District 2 Administrative Compensation Report
- List of all vendor contracts exceeding \$25,000

Miscellaneous

- Current School Year Calendar
- Currently available School Report Cards