

Access to District Public Records

Indian Creek Community Unit School District #425 is a PK-12 school district serving the communities of Shabbona, Lee, and Waterman. There are four buildings within the district, with an elementary building in Shabbona, an elementary building in Waterman, the middle school in Waterman and the high school in Shabbona. The district office is housed in the high school in Shabbona, with each building being served by a building principal. The district's mission is to strive for excellence in learning.

The superintendent and the superintendent's administrative assistant both serve as Indian Creek School District's Freedom of Information Officers. Access to the district's *public records* is available to any person as provided in the Illinois Freedom of Information Act (FOIA). 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 e-mail directed to the District's Freedom of Information Officer. Individuals making a request must identify if the request is being made for a commercial purpose and/or if they are requesting a fee waiver. Persons making a request for copies of public records must pay any applicable copying fee. No fee shall be charged for the first 50 pages of black and white, letter or legal sized copies. After the first 50 pages, the fee per page of black and white, letter or legal sized copy is 15 cents per page. No fee shall be charged for electronic copies other than the actual cost of the recording medium. Copying fees (if any) or charges for the actual cost of the recording medium (if any) must be paid before copies will be provided.

The following public records are designated by the district's Freedom of Information Officer as being immediately available on the district's website and may be inspected, downloaded, printed, and/or copied. Any asterisked public record is 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.

- *Annual schedule of regular meetings for the current school year that are posted at the beginning of each calendar or fiscal year.
- *Public notice of each board meeting that is posted at least 48 hours before the meeting and remains posted until the meeting is concluded.
- *Agenda of each regular meeting that is posted at least 48 hours before a meeting and remains posted until the meeting is concluded.
- *Official open meeting minutes that are posted within 7 days of the Board's approval and remain posted for at least 60 days.
- *Description of the district and its records including: Summary of the district's purpose, functional subdivisions, total amount of operating budget, number and location of all of its separate offices, 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), identification and membership of the board, brief description of the methods whereby the public may request information and public records, directory for the Freedom of Information Officer, address where requests for public records should be directed, and fees.

- *Annual budget for current fiscal year, itemized by receipts and expenditures.
- *District's current report card (ISBE School Report Card Data Form 86-43)
- *Administrator Salary Compensation Report (itemized salary compensation report for every employee holding an administrative certificate and working in that capacity, including the superintendent). For each district administrator: Base salary, bonuses, pension contributions, retirement increases, cost of health insurance, cost of life insurance, paid sick and vacation day payouts, annuities, other forms of compensation or income paid on behalf of the employee (e.g. travel and business expense reimbursements, non-base compensation such as use of a district vehicle, wellness incentives, gym).
- *Current contracts with an exclusive bargaining representative(s).
- *A listing of all contracts over \$25,000. for the current fiscal year.

The district also maintains a list of documents that will be provided within 5 business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Written requests for inspection and/or copies of public records should be made to:

Attn.: Freedom of Information Officer
Indian Creek CUSD #425
506 S. Shabbona Road
Shabbona, IL 60550