

Regular Meeting  
Board of Education  
February 22, 2010

The Board convened in the Superintendent's Conference Room of the Administration Building at 4:30 p.m. President Debbie Wolfmeyer called the meeting to order. The following members answered the roll call: Butler, Gorenz, Parker, Ross, Stowell and Wolfmeyer. Board member Petelle arrived at 4:40 p.m.

**EXECUTIVE SESSION** -- Moved by Parker seconded by Stowell to adjourn into executive session to: approve minutes of the last meeting February 8, 2010 Section 2(c) (21); Student Discipline Section 2(c) (9); Appointment, employment, compensation, discipline, performance, Board dismissal of specific employees or legal counsel Section 2(c) (1); Collective negotiating matters Section 2(c) (2); Litigation against, affecting or on behalf of the School District Section 2(c) (11); Purchase or lease of real property, setting of price for sale or lease of property Section 2 (c) (5)&(6). Motion carried. No action was taken in executive session.

**ADJOURNMENT** – Mrs. Wolfmeyer adjourned the executive session at 5:35 p.m.

The Board convened in regular session at 6:30 p.m. in the Diagnostic Learning Center. The following members answered the roll call: Butler, Gorenz, Ross, Petelle, Stowell and Wolfmeyer. Board member Parker was absent.

**MINUTES** – There were no additions or corrections to the minutes of the regular meeting of February 8, 2010.

**ANNOUNCEMENTS** – Board Member Stowell congratulated Glen Oak Primary School, Northmoor Edison Primary School, Manual High School, Knoxville Center for Student Success, Hines Primary School and Roosevelt Magnet School for receiving FirstGrants from National City Bank.

Board President Wolfmeyer recognized and congratulated the students, staff and parents of the following schools for their Illinois State Board of Education Awards:

Washington Gifted School	Academic Excellence Award
Woodrow Wilson Primary School	Academic Improvement Award
Sterling Middle School	Academic Improvement Award
Harrison Primary School	Academic Improvement Award
Hines Primary School	Spotlight Schools Award
Rolling Acres Edison Jr. Academy	Spotlight Schools Award
Roosevelt Magnet School	Spotlight Schools Award
Whittier Primary School	Spotlight Schools Award
Woodrow Wilson Primary School	Spotlight Schools Award

**AWARDS AND RECOGNITION** – Dr. Trish Guinee, Math Coordinator, recognized the winners for the 2010 MathCounts competition. She noted that 97 middle school students from 10 middle schools competed in the Sprint, Target, Team and Athletic games. Mark Bills Middle School placed fourth, Rolling Acres Edison Jr. Academy placed third, Roosevelt Magnet School placed second and Lindbergh Middle School placed first. The Washington Gifted School students placed third at the Regional Competition held February 6, 2010 at Bradley University which qualified them for the State competition. Ellen Cealey from Lindbergh Middle School was an individual qualifier and will attend the State competition.

**PRESENTATION BY AUDIENCE ON ACTION ITEMS** – Terry Knapp, 922 W. Wilshire Dr., spoke to Action Item #12, Superintendent Contract. He would like the contract to be on line for the public to view. He shared his concerns for the qualifications for the Mentor to the Superintendent .

Savino Sierra, 1708 S. Stanley, spoke to Action item #12, Superintendent Contract and stated his concern with the length of the contract and the cost.

Charlie Thomas, 619 Forrest Lawn, spoke to Action Item #12, Superintendent contract, and his concern with the cost of the contract. He also stated that the District needs to start a "grow your own" process for principals and administrators.

**PRESENTATION BY AUDIENCE** – Sarah Alhassan, 319 W. Columbia Terrace, spoke to the climate at Manual High School. She feels that progress has been made with discipline and instructional time. She made the following suggestions to further improve the climate: ban cell phones from the building, demand that all students pull up their pants and wear a belt, consider a uniform for high schools, make education exciting, reward academic excellence.

Mark Porch, 206 S. Becker Lane, read a letter from seventeen incarcerated fathers with 55 children in District 150. They asked for an improved educational system for their children – their suggestions were to re-open schools, smaller class sizes, segregate by gender, dress code for all, and add more programs.

Terry Knapp, 922 W. Wilshire Dr., stated his concern with: the certification of the new Superintendent, closing Irving Primary School at the end of this year, the Edison contract, the remodeling of Peoria High School and attorney fees.

Adamu Alhassan, (no address given) stated that the new Superintendent was selected by intelligent people and they should not be second guessed. He stated that the Superintendent must be allowed to run the show.

Christine Hickman, 6920 N. Flamingo, spoke to the positive things that have been happening at Trewyn Middle School. She noted that the over all change in school climate has been positive and invited all to visit the school.

Gi Gi Gibson, 4004 W. Richards Way, stated that she was deeply disturbed with the comments made at the podium about Trewyn Middle School and Manual High School. She asked that "positive deposits" be made. She noted the accomplishments at Trewyn, from their Scholar's Cup team accomplishments to their basketball team's success. She challenged those that believe Trewyn Middle School is a "zoo" to visit one day a week for six weeks and make a "positive deposit" for the youth at Trewyn.

Sharon Crews, 2215 W. Callendar, stated her concern that Woodruff High School was being closed and \$6 to \$10 million would be spent to renovate Peoria High School. She asked that an alternative school for 200 students be developed and implemented.

Marcia Frakes, 1217 E. Seneca, stated her concern with the closing of Woodruff High School and the dollars that would be saved and the decision to open a charter school.

Hedy Elliott-Gardner, 3811 N. Pagewood, stated her concern with the District spending to build and remodel schools when they are cash strapped. She stated that teachers did not receive a raise this year and that she has not had a cost of living raise in 5 years.

Karen Adkins-Dutro, 2610 W. Barker, stated that she did not have a problem with the teachers or students at Trewyn, but with the effectiveness of the leadership at the school. She feels the discipline issues are preventing the teachers from teaching. She asked that an alternative school be opened.

Charlie Thomas, 619 Forrest Lawn, stated that students and staff at Woodruff High School need a lot of support. He asked that someone tackle the middle school athletics issues. He would like to see an atmosphere at the middle schools where there is real competition and more games. He would like to see a middle school athletic director.

Savino Sierra, 1708 S. Stanley, stated that discipline is still an issue at Trewyn Middle School as are the sidewalks and driveways.

Cleveland Maroni, Sanora, suggested that to improve the educational experience of students in District 150 the positive name that would bring people together and help them feel good about education would be "Uruba" a culture in West Africa that is a positive culture and has made a positive contribution to our culture.

INFORMATION ITEMS – REPORTS FROM SUPERINTENDENT AND STAFF –

1. GOAL 1 – STUDENT ACHIEVEMENT
2. Goal 2 – FISCAL RESPONSIBILITY - PURCHASE ORDERS OVER \$2,500 – Mrs. Schau presented this amended report for the Board's review. Questions were asked and answered regarding the report.
3. GOAL 3 – QUALITY STAFF
4. GOAL 4 – SAFE, CARING ENVIRONMENTS
5. GOAL 5 – CULTURE OF CUSTOMER SERVICE - Report of Requests under the Freedom of Information Act and Status of Such Requests – Dr. Durlinger reported that since our last Board meeting report, we have received four (4) new Freedom of Information Act requests. Of those new requests, all four (4) are pending. Of the two (2) pending requests noted on the February 8, 2010 board report, one (1) is still pending status and one (1) was filled. We have received twenty-seven (27) total requests for the calendar year (since January 1, 2010).

CONSENT AGENDA –

ADOPTION OF CONSENT CALENDAR -- Moved by Stowell, seconded by Butler adoption of the consent calendar.

On roll call, 6 ayes. Motion carried.

GIFTS TO SCHOOL DISTRICT – Moved by Stowell, seconded by Butler, that the following donations be accepted and letters of appreciation sent to the donors.

\$3,500.00 to purchase equipment and supplies for construction related courses, donated by Tri County Construction Labor Management Council, to Manual High School

Trumpet, valued by the donor at \$225.00, donated by Mrs. Ann Winget to Washington Gifted School

Rental fee of Gateway Building, valued at \$500.00, donated by Commerce Bank to Peoria Alternative School

Socks, teddy bears, gloves, hats, paper towels, cleaners, \$176.00 in cash, valued by the donor at \$401.00, by Caterpillar to the Manual STAR program

On roll call, 6 ayes. Motion carried.

REQUEST TO PURCHASE - Moved by Stowell, seconded by Butler approval of the following Request to Purchase.

CHANGE ORDER # 10 – THOMAS JEFFERSON SCHOOL - Requested by David A. Ryon

A. Insurance-Related Work

1. Delete vinyl-covered tackboards (five) at Library #115 added per Field Order #4.B, Item #2, due to future window replacement project.

DEDUCT \$1,652.00

2. Delete the entire tackboard replacement subtotal (\$46,070 minus the previous deduct of \$10,800 per C.O. #1, Item d. for replacement of cork tackboards to vinyl-covered tackboards).

DEDUCT \$35,270.00

3. Per Field Order #11, provide vinyl-coated replacement tackboards and marker (white) boards to replace boards removed with wall demolition, per attached revised drawing Sheets A2.1R - A2.3R.

ADD \$36,088.00

- 4. At Change Order #9, Item 4, delete description of work as indicated and replace with the following:  
"Repair/replace exterior stone sills and brick veneer damaged by fire, outside Classroom #20 and #22."

ADD \$ 0

- 5. Deduct General Conditions (5%) on above.

DEDUCT \$ 41.70

- 6. Deduct Overhead (10%) and Profit (10%) on above

DEDUCT \$ 175.14

TOTAL DEDUCT THIS CHANGE ORDER \$ 1,050.84

The Original Contract Sum was . . . . . \$1,605,884.42

The Contract Sum will be decreased by . . . . . \$ 1,050.84

The New Contract Sum including this Change Order will be . \$1,604,833.58

Menold Construction

CHANGE ORDER # 11 – THOMAS JEFFERSON SCHOOL - Requested by David A. Ryon

A. Non-Insurance-Related Work

- 1. Provide one duplex receptacle and two data jacks in furred wall of Classrooms #161 and 162.  
ADD \$ 1,020.00
- 2. Per Field Order #11, Item A.2, salvage existing air handling unit and condensing unit in Classroom #7; remove and deliver to Owner for storage. Disconnect and remove as indicated.  
ADD \$ 2,536.00
- 3. Add General Conditions (5%) on above. ADD \$ 177.80
- 4. Add Overhead and Profit (10%) on above. ADD \$ 373.38
- ADD SUBTOTAL ITEM A ADD \$ 4,107.18

B. Insurance-Related Work

- 1. Provide two (2) 15"-18" quick response, dry horizontal sidewall sprinkler heads, in lieu of standard heads in the exterior student Toilet Rooms #127 and 128 due to unheated spaces, per Field Order #11.  
ADD \$ 212.00
- 2. Paint exposed Staycell ONE STEP 255 spray-on insulation and exposed wood beams, in lieu of providing suspended acoustic tile ceiling and grid, at Toilet/Locker Rooms #120 and 121, and Storage #122, per Item 3 of Field Order #11.  
ADD \$ 1,320.00
- 3. Reinstall clock receptacle and intercom speaker in south end of new furred out east wall of Classroom #1.  
ADD \$ 300.00
- 4. Add one duplex receptacle and one data jack on east end of south wall, six feet west of exterior exit door of Classroom #1.  
ADD \$ 640.00
- 5. Deduct one receptacle, added per Item 3 of Change Order #8, at Classrooms #3 and 4.  
DEDUCT \$ 340.00
- 6. Provide electrical panel recessed into new metal stud and drywall partition; reinstall power wiring to panel.  
ADD \$ 1,600.00
- 7. Provide two duplex receptacles and one data jack at Classroom #11.  
ADD \$ 510.00
- 8. Provide one fire alarm horn/strobe at each of following: Student Toilets #127 and 128 (1 each), Reading Office #141, and Classroom #161, total four (4).  
ADD \$ 1,780.00
- 9. Due to seasonal closure of asphalt plants, delete asphalt paving patch at new utility trench in playground/drive for installation of underground fire protection (sprinkler) main; patch to be completed by Owner in spring. During trench excavation of underground fire protection main, an existing 8" thick concrete slab under asphalt paving required sawcutting and removal (west of existing building).  
ADD \$ 815.50

- 10. Provide interior CMU masonry repairs at plumbing rough-ins at EWC and DF, closing holes in masonry. ADD \$1,668.00
- 12. Add General Conditions (5%) on above. ADD \$ 425.28
- 13. Add Overhead (10%) and Profit (10%) ADD \$1,786.16

ADD SUBTOTAL ITEM B  
ADD \$10,716.94

C. Correction:

- 1. Insurance-Related Work in Change Order #6, specified 10% deduct for overhead and profit, in lieu of 10% overhead and 10% profit allowed.

ADDITIONAL DEDUCT \$1,719.33

- 2. Change Order #8, Deduct Subtotal of Non-Insurance Related Work (Item A) of \$506.43 from Add Subtotal of Insurance Related Work (Item B) of \$8,019.90.

ADDITIONAL ADD \$ 14.00

TOTAL ADD THIS CHANGE ORDER \$13,118.79

The Original Contract Sum was . . . . . \$1,604,833.58  
 The Contract Sum will be increased by . . . . . \$ 13,118.79  
 The New Contract Sum including this Change Order will be . . . \$1,617,952.37  
 Menold Construction

On roll call, 6 ayes. Motion carried.

CONSIDERATION OF BIDS – Moved by Stowell, seconded by Butler approval of the following bids.

Roof Replacement for Peoria High - Request for bid was sent to five (5) vendors by Kenyon & Associates. Four vendors returned bids as follows:

	<u>Base Bid</u>
Kehrer Bros. Const.	141,900.00
Kreiling Roofing	164,121.00
Peoria Roofing	148,529.00
Wyman Roofing	166,342.00

The above bids were opened on Thursday, February 11, 2010, at 1:30 pm by Julie Cramer, Debbie Brown, and Dave Ryon. It is recommended to award the low bid totaling \$141,900.00 to Kehrer Bros. Construction Co.

This bid will be charged to Buildings & Grounds.

Roof Replacement for Calvin Coolidge - Request for bid was sent to six (6) vendors by Kenyon & Associates. Five vendors returned bids as follows:

	<u>Base Bid</u>
Kreiling Roofing	33,431.00
Meyer Roofing	28,200.00
Peoria Roofing	37,450.00
Union Roofing	31,600.00
Wyman Roofing	35,000.00

The above bids were opened on Thursday, February 4, 2010, at 1:30 pm by Julie Cramer, Debbie Brown, and Dave Ryon. The lowest bid from Meyer Roofing was removed from consideration due to a bid omission. The next lowest bid from Union Roofing was rejected because they did not acknowledge the addenda and, therefore, was incomplete. It is recommended to award the next lowest bid of \$33,431.00 to Kreiling Roofing.

This bid will be charged to Buildings & Grounds.

On roll call, 6 ayes. Motion carried.

HUMAN RESOURCE REPORT -- Moved by Stowell, seconded by Butler approval of the following human resource report as amended by the administration.

I.	<b>Certified Personnel</b>	<b>Effective Date</b>
	<b><u>Appointments</u></b>	
	<b><u>Teacher – Full Time</u></b>	
	Pazanin, Martin – Manual / Special Education	02/23/10
	Turnbull, Charity – Glen Oak / Grade 2 (Currently Substitute)	02/23/10
	<b><u>Teacher – Part Time</u></b>	
	Darnell, Alice – Manual / Reading Lab (Currently Substitute)	02/23/10
	<b><u>Tutors – Part Time</u></b>	
	Harness, Patricia – Kellar / Project TARGET (Retired Speech Path)	02/23/10
	<b><u>Summer School Site Managers – Part Time</u></b>	
	Dawson, Alona – Von Steuben	06/14/10
	Grant, Shaun – Franklin Edison	06/14/10
	Malahy, Susan – Trewyn	06/14/10
	<b><u>Retirements</u></b>	
	<b><u>Teachers – Full Time</u></b>	
	Ryon, Nancy – Von Steuben / Language Arts	06/30/13
	Schultz, Catherine – Richwoods / History	06/30/14
	Stoskopf, LuAnn – Lindbergh / Band	06/30/14
	Kennedy, Stephen – Peoria High / Business Occupations	06/30/14
	Morgan, Catherine – Lindbergh / Special Education	06/30/14
	<b><u>Resignations</u></b>	
	<b><u>Teacher – Full Time</u></b>	
	Miller, Sherilyn – Harrison / Personal Reasons	06/30/10
	Russell, Ethel – Greeley Alternative / Personal Reasons	02/08/10
	<b><u>Administrative – Full Time</u></b>	
	Hannah, Herschel – Administration / Other Employment	06/30/10
	<b>II. Non-Certified Personnel</b>	
	<b><u>Custodian – Interim Full Time</u></b>	
	Suttle, Christopher	02/23/10
	<b><u>Hourly Part Time</u></b>	
	<b><u>Promoting Academic Success (PAS) Project</u></b>	
	Moorman, Anthony – Roosevelt / School Mentor Liaison	02/23/10
	<b><u>Para Professionals</u></b>	
	<b><u>Teacher Assistants – Full Time</u></b>	
	Dhall, Angela – Sterling	02/23/10
	Maher, Nicholas – Franklin (Currently Substitute)	02/23/10
	<b><u>Parent Partnership Coach – Full Time</u></b>	
	Hise, Michelle – Roy Ricketts	02/23/10
	<b><u>Miscellaneous</u></b>	
	<b><u>Extended Care Provider</u></b>	
	Williams, Mario - Hines	02/23/10
	<b><u>Job Coach</u></b>	
	Wageman, Marjorie	02/23/10
	<b><u>Tutor Assistant</u></b>	
	Clark, Jason – Woodruff	02/23/10

Coonradt, Mitchell – Woodruff	02/23/10
DeRew, Jonathan – Woodruff	02/23/10
Garcia, Brittany – Woodruff	02/23/10
Lowther, Wilford – Lincoln (Currently Substitute Teacher)	02/23/10
Templin, Kevin – Woodruff	02/23/10

**Family Medical Leave****Para Professional**

Fauser, Mary – Lindbergh	02/05/10 – 03/19/10
Haynes, Denise – Thomas Jefferson	03/10/10
Woodard, Johnnie – Transportation	01/12/10

**Resignations****Cafeteria**

Bryant, Barbara – No Reason Given	02/12/10
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**Para Professional**

Mathey, Mary – Sterling / Personal Reasons	02/01/10
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**Transportation**

Stein, Jeanine – Driver / Personal Reasons	03/01/10
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**Terminations****Transportation**

Burnside, Kevin – Monitor / Job Abandonment	02/08/10
Tyree, Dewitt – Monitor / Could Not Pass Physical	02/12/10

**III. Certified Substitutes****Appointments****Teachers**

Baker, Edna – Woodruff	02/09/10
Bridges, Yvonne	02/23/10
Byrd, Cassandra	02/23/10
Eskew, Denise	02/23/10
Isom, John	02/23/10
Tucker, Sharee	02/23/10
Wahrenburg, Lois	02/23/10

**Resignations****Teachers**

Budzinski, Stanley – Other Employment	02/10/10
Garner, Stefanie – Other Employment	02/17/10
Geyer, Christina – Other Employment	02/16/10
Huber, Mary – Other Employment	02/09/10
Raabe, Isaac – Other Employment	02/16/10
Vonesh, Ryan – Other Employment	02/16/10

**Terminations****Teachers**

Bloom, Virginia – Job Abandonment	02/12/10
Carter, Taneshia – Job Abandonment	02/12/10
Ritz, Janice – Unreliable	02/12/10
Wroblewski, Robert – Job Abandonment	02/12/10

**IV. Non-Certified Substitutes****Appointments****Student Workers**

Curtis, Hannah – Redeemer Lutheran Pre-School Helper	02/23/10
Fahel, Gregory – Jamieson / Shredder	02/12/10

ResignationsBehavioral Attendants

Jackson, Amanda – Other Employment	02/12/10
Neal, Shunitha – Other Employment	02/12/10

TerminationsBehavioral Attendants

Foster, Quashonda – Job Abandonment	02/12/10
Irby, Brooklyn – Job Abandonment	02/12/10
Smith, Terrance – Job Abandonment	02/12/10
White, Imelda – Job Abandonment	02/12/10
White, Martina – Job Abandonment	02/12/10

Teacher Aides

Little, Marcus – Unreliable	02/08/10
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On roll call, 6 ayes. Motion carried.

TRAVEL REQUESTS - Moved by Stowell, seconded by Butler approval of the travel requests as presented by the administration. (Copy is on file in the board secretary's office.)

On roll call, 6 ayes. Motion carried.

CONTRACT FOR 95 PERCENT GROUP – Moved by Stowell, seconded by Butler that the Board of Education approves the attached Contract with 95 Percent Group, Inc., as presented, for Irving Primary School to supplement current year efforts by providing training for fourth and fifth grade teachers.

On roll call, 6 ayes. Motion carried.

CONTRACT FOR BRADLEY UNIVERSITY FOR DIETETICS PROGRAM - Moved by Stowell, seconded by Butler that the Board of Education approves the attached contract whereas Bradley University desires to utilize Valeska Hinton Early Childhood Education Center for the purpose of providing practical learning and clinical experiences in Dietetics in connection with students of the University.

On roll call, 6 ayes. Motion carried.

CONTRACT FOR PACIFIC INSTITUTE - Moved by Stowell, seconded by Butler - that the Board of Education approves the Engagement Confirmation Agreement with Inside Results, an Affiliate of The Pacific Institute, and Lincoln Middle School.

On roll call, 6 ayes. Motion carried.

APPROVAL OF THE SCHOOL IMPROVEMENT PLAN FOR CHARTER OAK PRIMARY SCHOOL - Moved by Stowell, seconded by Butler that the Board of Education approves the school improvement plan for Charter Oak Primary School.

On roll call, 6 ayes. Motion carried.

**DELIBERATION AGENDA - .**

Review of Suspensions - Moved by Stowell seconded by Ross that the Review of Suspensions listed on the Report dated February 22, 2010 be approved as presented.

On roll call, 6 ayes. Butler, Gorenz, Petelle, Ross, Stowell, Wolfmeyer,  
Motion carried.



Expulsions – Moved by Stowell, seconded by Ross that the Expulsions listed on the report dated February 22, 2010 be approved as presented.

On roll call, 5 ayes. Butler, Gorenz, Petelle, Stowell, Wolfmeyer,  
1 nay. Ross. Motion carried.

Revocation of Board Probation – Moved by Stowell, seconded by Ross that the Expulsions list on the Revocation of Board Probation Report dated February 22, 2010 be approved as presented.

On roll call, 5 ayes. Butler, Gorenz, Petelle, Stowell, Wolfmeyer, Gorenz  
1 nay. Ross. Motion carried.

**APPROVAL OF CONTRACT FOR DR. GRENITA LATHAN** – Moved by Ross, seconded by Stowell that the employment contract for Dr. Grenita F. Lathan be approved and executed by the parties.

Board President Wolfmeyer read a statement by Board Member Parker that endorsed the appointment of Dr. Lathan. Mrs. Parker stated that she believes that Dr. Lathan will be a change agent that this District so desperately needs and that she is proud to be a part of the Board of Education that has made some very difficult decisions that will ultimately turn this district around.

Rev. Butler stated that she echoes the remarks and believes that Dr. Lathan will bring great leadership to the District. Rev. Butler stated that she has heard from the community that change is needed and the community has challenged us to be bold enough to do that and she feels Dr. Lathan will bring change.

Mr. Stowell thanked those on the Community Superintendent Search Committee that brought outstanding candidates to the School Board. He stated that the Board learned of things other districts were doing from those candidates. He feels that Dr. Lathan is a "jewel" and he looks forward to her starting with the District.

Ms. Petelle stated that she is "psyched."

Mrs. Ross stated that she is looking forward to great things to come and that this is a new day and she is looking forward to her next years on the Board.

Mrs. Wolfmeyer echoed what the others have said. She noted that she did spend some time with Dr. Lathan last week, and she told all of the groups that she talked to that they said they wanted change, and we will get change and it will be good change.

Dr. Gorenz stated that he concurred with everyone and he thinks her strength and experience is in urban school districts, student achievement and student learning. He did state that she is not here yet and people are criticizing her contract and other things, but he hopes that before they offer more criticism they give her a chance.

On roll call, 6 ayes. Motion carried.

**FINAL READING OF 2:250** – Moved by Petelle, seconded by Stowell that the first reading of Board of Education Policy 2:250, Access to District Public Records, be waived and that the Board of Education approve the policy.

***BOARD POLICY 2:250 – ACCESS TO DISTRICT PUBLIC RECORDS***

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 Illinois Freedom of Information Act 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 all 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. 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 pursuant in Section 3 of the Illinois Freedom of Information Act or the request is for a commercial purpose. If the request is for a commercial purpose the District shall send a written response to the request within 21 working days. The Freedom of Information Officer may extend the time for a response for up to five (5) business days from the original due date if it for a reason specifically allowed in the Illinois Freedom of Information Act. 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 may 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 not to exceed 15 cents per page. 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)

ADOPTED : July 18, 2005

REVISED: February 22, 2010

**BOARD POLICY 2:250 EXHIBIT 1 FREEDOM OF INFORMATION RECORDS**

*Exhibit - Immediately Available Public Records*

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. 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.

Web-posted records and information	Web-posting statutory reference and special instructions
<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 7 days of the Board's approval and remain posted for at least 60 days</li> </ul>	5 ILCS 120/2.06(b).
<ul style="list-style-type: none"> <li>*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  Identification and membership of the Board  Brief description of the methods whereby the public may request information and public records</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.

Web-posted records and information	Web-posting statutory reference and special instructions
Directory for the Freedom of Information Officer Address where requests for public records should be directed Fees	
Annual budget for current fiscal year, itemized by receipts and expenditures	105 ILCS 5/17-1.2. This may be accomplished using ISBE's School District Budget Form 50-36 or the summary pages from it. The budget must be submitted to ISBE no later than Oct. 30, 2009.  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's current report card (ISBE School Report Card Data Form 86-43)	105 ILCS 5/10-17a.
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: <ul style="list-style-type: none"> <li>• Base salary</li> <li>• Bonuses</li> <li>• Pension contributions</li> <li>• Retirement increases</li> <li>• Cost of health insurance</li> <li>• Cost of life insurance</li> <li>• Paid sick and vacation day payouts</li> <li>• Annuities</li> <li>• 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 memberships, etc.</li> </ul>	105 ILCS 5/10-20.46, added by P.A. 96-434.  The Report must also be presented at a regular Board meeting and provided to the Regional Superintendent on or before October 1 of each year.
Current contracts with an exclusive bargaining representative(s)	105 ILCS 5/10-20.46, added by P.A. 96-434.
A listing of all contracts over \$25,000 for the current fiscal year	105 ILCS 5/10-20.44, as added by P.A. 95-707.  After the initial web-posting, contracts should be added to the list as they are awarded by the Board.

ADOPTED: February 22, 2010

On roll call, 6 ayes. Motion carried.

**REPORTS AND SUGGESTIONS BY BOARD MEMBERS** - Mrs. Ross reported that the Parent Advisory Committee met and included uniforms for high school students as a topic. She urged all who are interested to attend the next meeting.

Mr. Stowell noted that the Building Committee will be meeting March 3, 2010. The final draft for the plans for Peoria High School will not come before the full board for a vote as would a new school plan, but the plans are moving forward. Mr. Stowell would like formal action to change the Board Policy on public participation at the Board of Education before Dr. Lathan comes.

Ms. Petelle clarified the funds being spent on Peoria High School. She explained that the funding must be used for the physical plant, not for teachers or programming. She also noted that the tax levy is in "buckets" and those "buckets" must be used for specified items set by the state.

ADJOURNMENT – Mrs. Wolfmeyer adjourned the regular meeting at 8:00 p.m.

Julia A. Cramer,  
Board Secretary

ATTEST:

Debbie L. Wolfmeyer  
Board President

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