



Website Posting Requirements

Modified December 15, 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 within 30 days of receipt **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**
12. Statewide assessments or those measured by non-district personnel; review statute for specifications – **105 ILCS 5/22-82**
13. Contracted Driver's Ed – Final Contract must be posted – **105 ILCS 5/27-24.2**
14. Fines from automated traffic enforcement systems for school buses – Requires school districts to post information regarding the use of proceeds from fines – **625 ILCS 5/10-208.9**

***** **All requirements below in this section are for cities over 500,000** *****

15. Space utilization standards and report – **105 ILCS 5/34-205**
16. Educational Facility Master plan – **105 ILCS 5/34-210**
17. Annual expenditure report – **105 ILCS 5/34-220**
18. 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**



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4. Official open meeting minutes within 10 days after approval; must remain up for at least 60 days. **5 ILCS 120/2.02**
5. 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)**