

Evanston/Skokie CC School District 65
1500 McDaniel Avenue, Evanston, IL 60201



Description of the District and its records prepared in compliance with 5 ILCS 140/4, amended by P.A. 96-542.

For more information,
contact Adeela Qureshi,
Freedom of Information Act Officer
at 847 859-8111
or via email at qureshia@district65.net

Last updated 9/14

In compliance with 5 ILCS 140/4, the following is a description of the district and its records:

Evanston/Skokie CC School District 65 is a K-8 school district serving more than 7,000 students of families residing in the City of Evanston and a small neighboring section of the Village of Skokie, Illinois.

Administrative Services

Administrative services, early childhood education, and programs and services for District 65 families are available at the Joseph E. Hill Education Center, 1500 McDaniel Avenue in Evanston.

Educational Programs and Services

Elementary and middle school educational services and programs are offered at school sites located within the Evanston/Skokie District 65 community. A complete listing of school sites and centers is available on the web at <http://www.district65.net/Schools>.

Budget

The total operating budget and information about the district's employees are available on the district website at <http://www.district65.net/departments/businessoffice/Financial>.

Governing Board

District 65 is governed by a locally-elected, seven-member board. School board members serve, uncompensated, for four-year terms. Members are elected at-large during the Consolidated Election on the first Tuesday in April of each odd-numbered year. (If that date conflicts with Passover, the election moves to the second Tuesday.) Terms of members are staggered so that there are three or four seats contested at each biennial election. Contact information for individual board members is available on the Board of Ed web page at <http://www.district65.net/boardofed/>.

Freedom of Information Officer

In compliance with the Illinois Freedom of Information Act, the district's school board secretary is the designed Freedom of Information Officer. Requests for public records should be directed to the Office of the School Board Secretary c/o of the Joseph E. Hill Education Center at 1500 McDaniel Avenue, Evanston, Illinois 60201. A Request for Information Form is available on the Communications Department web page (<http://www.district65.net/departments/communications/>) or requests may be sent by fax to 847 866-7241 or email to qureshia@district65.net Pursuant to the Illinois Freedom of Information Act, the following categories of public records of the Evanston/Skokie CC School District 65 are available for public inspection:

- Administrative materials and procedural rules;
- Final opinions and determinations, except for those adjudicating student disciplinary cases where the disclosure would unavoidably reveal the identity of the student, or those adjudicating employee grievances or disciplinary cases;
- Final outcomes of employee grievances or disciplinary cases in which discipline is imposed;
- Board of Education policies and final documents explaining or interpreting such policies;
- Final reports and studies prepared by or for the District;
- Information concerning expenditure of public funds, unless otherwise exempt from disclosure under FOIA;
- Names, salaries, titles, and dates of employment for all District employees and officers;
- Minutes of Board of Education meetings open to the public;
- Information concerning grants or contracts made by the District, unless otherwise exempt from disclosure under FOIA;
- All other information required by law to be made available for public inspection and copying.

*Evanston/Skokie CC School District 65
1500 McDaniel Avenue
Evanston, IL 60201*

Fee Schedule for Document Production

Paper Copies

Pursuant to the terms of Illinois Freedom of Information Act, the first 50 pages of black and white letter or legal sized copies are provided to the requestor free-of-charge.

Additional letter or legal size pages (black and white or color copies) are provided at a cost of \$.15/page.

Actual reproduction costs will be charged for copies of oversized records.

Electronic Media

Pursuant to the terms of Illinois Freedom of Information Act, the cost of electronic materials, e.g., disks, flash drive, or other electronic medium will be assessed when electronic records are reproduced on these electronic devices.

Record Certification

As allowed by the terms of Illinois Freedom of Information Act, a fee of \$1 will be assessed for certifying a record.

Fees for Responding to a Request for Commercial Purpose

In addition to copying fees, persons making a request for commercial purpose, as defined in FOIA, must pay a fee of \$10 for each hour spent by personnel in searching for and retrieving the record. However, no fees shall be charged for the first 8hours spent by personnel in searching for or retrieving a requested record. The District also charges the actual cost of retrieving and transporting public records from an off-site storage facility when the public records are maintained by a third-party storage facility under contract with the District. Whenever the District charges fees to a requestor making a commercial request, the Freedom of Information Officer shall provide the requestor with an accounting of all fees, costs, and personnel hours in connection with the request for public records.

Fee Waiver

Pursuant to the terms of Illinois Freedom of Information Act, any requests to waive fees for document reproduction shall be sent, in writing, to the Freedom of Information Officer.

Following is a list of immediately available public records

The following public records are designated as being immediately available on the District 65 website and may be inspected, downloaded, printed, and/or copied.

Any public record marked with an asterisk 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 five (5) business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

Immediately available Public Records

- *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 meet is concluded.
- *Adopted Board of Education policies.

*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
 - 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 memberships, etc.

Current contracts with an exclusive bargaining representative(s).

A listing of all contracts over \$25,000 for the current fiscal year.



Evanston/Skokie CC School District 65
Every Child, Every Day, Whatever it Takes!

(T): 847 859-8101
(F): 847 866-7251

Request for District Records Form

Requests to inspect and/or obtain a copy of District records should be directed to the District’s Freedom of Information Act Officer, Adeela Qureshi, via email to qureshia@district65.net, via fax to 847 866-7241 or sent in c/o Joseph E. Hill Education Center, 1500 McDaniel Avenue, Evanston, IL. **Requests must be written** and may be submitted on this form, via email or made in person. Records subject to inspection and/or copying will be prepared for inspection or copying within the time allowed by Illinois Freedom of Information Act.

_____	_____
<i>Name of Individual Requesting District Records</i>	<i>Organization</i>
_____	_____
<i>Address</i>	<i>Telephone Number</i>
_____	_____
<i>City/State/Zip</i>	<i>E-mail Address</i>

<i>Date of Request</i>	

Request is for commercial purposes

Please list the public record(s) requested _____

NOTE: Unless otherwise indicated, records will be sent by U.S. Mail
The first 50 printed pages of black and white copies are free. Additional pages will be provided at a cost of .15 per page. Digital media will be provided “at cost.”
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**For internal use:** Received this \_\_\_\_ day of \_\_\_\_\_, 20\_\_ Due: \_\_\_\_\_

If records are to be denied, enter date sent to Public Access Counselor \_\_\_\_\_ Response Received \_\_\_\_\_

Response completed: \_\_\_\_\_  
*date* *signature*