

Records Immediately Available to the Public – No FOIA Request Required

These records include, but are not limited to:

- Approved Board meeting minutes
- Approved minutes for Board committees, including the Facilities Committee, Finance Oversight and Review Committee and Policy Committee
- Assessment Guide for Families
- Board bylaws and policies
- Board meeting packets
- Budget summaries
- Bus routes
- Certified salary schedules
- Climate survey executive summary (2009)
- Compensation report for district's administration (2009-2010)
- Curriculum overviews
- District 97 administrator/principal absence process flowchart
- District 97 boundary map
- District 97 school calendar
- District 97 strategic plan
- Effective Student Behavior handbook
- eSped IEP manual
- Evaluation process flowchart for non-tenure employees
- Fee information - payment procedures and schedule
- Finalized collective bargaining agreements with the Oak Park Teacher's Association, Oak Park Teacher Assistant's Association, Oak Park ESPA and the Service Employees International Union
- Focus on Finance brochure
- Food service menus
- Forms (medical and dental)
- Injured employee process (worker's compensation) flowchart
- ISAT results
- Kindergarten handbook
- Parent handbook
- Personnel and Student Data reports
- Permissive transfer process flowchart
- Registration information
- Report on contracts exceeding \$25,000
- Requests for Proposals
- Safe Walking Routes to School maps for each school
- School based employee absence process flowchart
- School Improvement Plans
- School Improvement Team handbook
- Special education procedures assuring the implementation of comprehensive programming for children with disabilities

- Staff directory
- State of Illinois school report cards for individual schools and district as a whole
- Student technology contract
- Substitute teacher placement process flowchart
- Teamwork manual for the special education department
- Truancy process flowchart

Records Available to the Public under FOIA

These records include, but are not limited to:

- Administrative manuals, procedural rules, and instructions to staff, unless exempted by subsection 7 of the Act
- All information in any account, voucher, or contract dealing with the receipt or expenditure of public or other funds of public bodies
- All information required by law to be made available for public inspection or copying
- Applications for any contract, permit, grant, or agreement except as exempted from disclosure by subsection 7 of the Act
- Arrest reports maintained by criminal justices (with a juvenile record exception)
- Certain public criminal history records
- Certified payrolls under the *Prevailing Wage Act*
- Each report, document, study, or publication prepared by independent consultants or other independent contractors for the public body
- Factual reports, inspection reports, and studies whether prepared by or for the public body
- Final opinions and orders made in the adjudication of cases, except an educational institution's adjudication of student or employee grievance or disciplinary cases
- Final planning policies, recommendations, and decisions
- Information relating to any grant or contract made by or between a public body and another public body or private organization
- Records relating to obligation, receipt and use of public funds
- Settlement agreements, with redaction of information considered exempt under the law
- Statements and interpretations of policy which have been adopted by a public body
- Substantive rules
- The name of every official and the final records of voting in all proceedings of public bodies
- The names, salaries, titles, and dates of employment of all employees and officers of public bodies

Records Exempt from Disclosure under FOIA

There are several exceptions to public disclosure that include, but are not limited to, the following. For a complete list of exemptions, please review Section 7 of the [law](#).

- Private information – “Private information” is exempt from disclosure under FOIA. FOIA defines “private information” as “unique identifiers, including a person’s social security number, driver’s license number, employee identification number, biometric

identifiers, personal financial information, passwords or other access codes, medical records, home or personal telephone numbers, and personal e-mail addresses.” Under FOIA, “private information also includes home addresses and personal license plate numbers, except as otherwise provided by law or when compiled without possibility of attribution to any person”

- Personal information that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, unless the disclosure is consented to in writing by the person who is the subject of the information. Under FOIA, the “unwarranted invasion of personal privacy” means the “disclosure of information that is highly personal or objectionable to a reasonable person and in which the subject’s right to privacy outweighs any legitimate public interest in obtaining the information.” Disclosing information that relates to the public duties of public employees is not considered an invasion of personal privacy
- Law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding or that would disclose the identity of a confidential source
- Information that, if disclosed, might endanger anyone’s life or physical safety
- Preliminary drafts, notes, recommendations, memoranda, and other records in which opinions are expressed, or policies or actions are formulated, except that a specific record or relevant portion of a record shall not be exempt when the record is publicly cited and identified by the head of the district
- Test questions, scoring keys and other examination data used to administer examinations.
- Information concerning a school’s adjudication of student disciplinary cases, but only to the extent that disclosure would unavoidably reveal the identity of the student
- Records relating to the district’s adjudication of employee grievances or disciplinary cases, but not including the final outcome of cases in which discipline is imposed
- Communications between the district and its attorney that would not be subject to discovery in litigation
- Proposals and bids for any contract, grant, or agreement, until a final selection is made.
- Closed meeting minutes not yet available to the public under the Illinois Open Meetings Act
- Collective bargaining documents or information, except for any final contracts or agreements.
- Information regarding real estate transactions until a sale is final
- Requests that are “unduly burdensome”

A request may be considered unduly burdensome if there is no way to narrow the request, and the burden on the district to produce the information outweighs the public interest in the information. However, before relying on this exemption, the district will give the requestor an opportunity to reduce the request to a manageable size.