Requests made under the Freedom of Information ACT (FOIA) to review or obtain copies of public records are to be submitted to:

Dr. Kristin Kopta, Chief FOIA Officer
5200 North Cumberland Avenue
Norridge, Illinois 60706
kkopta@pennoyerschool.org

Ms. Jill Rzadzki, Deputy FOIA Officer
5200 North Cumberland Avenue
Norridge, Illinois 60706
jrzadzki@pennoyerschool.org

Categories of the District’s Public Records

The following list identifies the types of public records maintained and available for public inspection:

- Administrative materials and procedural rules;
- 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.

List of Documents or Categories or Records that the District Shall Immediately Disclose Upon Request:

- Board of Education Policies;
- Minutes of Board of Education meetings open to the public;
- Collective Bargaining Agreements;
- Administrators’ Compensation Report;
- Current School District Budget Report;
- List of Contracts in Excess of Twenty Five Thousand Dollars ($25,000.00)

Fee Schedule for FOIA Requests

Unless a fee is otherwise fixed by another statute, or unless the District grants a request for a fee waiver as defined in FOIA; the charges associated with copies in response to FOIA requests shall be set forth below:

No fees shall be charged for the first fifty (50) pages of black and white, letter or legal sized copies requested.

Therefore, a fee of fifteen cents ($0.15) per page will be charged for each additional black and white, letter or legal sized copy after the first fifty (50) copies.