

FREEDOM OF INFORMATION ACT

Requests made under the *Freedom of Information Act (FOIA)* to review or obtain copies of public records held by Leyden High School District 212 are to be submitted in writing to:

Mr. Patrick Hatfield, Chief FOIA Officer
Leyden High School District 212
3400 Rose Street, Franklin Park, IL 60131
Office: 847-451-3017
Fax: 847-451-3170
Email: phatfield@leyden212.org

CATEGORIES OF THE DISTRICT'S PUBLIC RECORDS

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

- Board of Education policies
- Names, salaries, titles, and dates of employment for all District employees
- 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.

The following list identifies documents or categories of 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 \$25,000

FEE SCHEDULE FOR FOIA REQUESTS

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

- No fees shall be charged for the first 50 pages of black and white, letter or legal-sized copies requested
- Thereafter, a fee of 15 cents per page will be charged for each additional black and white, letter or legal-sized copy
- For all other copies, including color copies, the District shall charge no more than the actual cost for reproducing the records
- The District may charge the requester for the actual cost of purchasing a recording medium, whether disc, diskette, tape, or other medium
- The cost for certifying a public record shall be \$1.00

- Additional fees may be charged for voluminous and commercial requests

Public records may be furnished without charge or at a reduced charge if the individual requesting the public records states specifically the purpose for the request and the reasons that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee may be determined to be in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety, and welfare or the legal rights of the general public and is not the principal purpose of personal or commercial benefit. In determining the amount of waiver or reduction the District may take into consideration the amount of materials requested and the cost of copying them.

INFORMATION DIRECTORY: LEYDEN HIGH SCHOOL DISTRICT 212

Leyden High School District 212 is a high school district located in Franklin Park, Cook County, Illinois. The district is organized under the laws of the state of Illinois as a common school district for the purpose of providing its residents with schools for grades 9 through 12 for the education of all eligible persons in the district.

The district operates the following schools:

- East Leyden High School, 3400 Rose Street, Franklin Park, IL 60131
- West Leyden High School, 1000 N. Wolf Road, Northlake, IL 60164
- and maintains its administrative office at 3400 Rose Street, Franklin Park, IL 60131

The district is governed by a seven-member Board of Education. The Board's office is located at 3400 Rose Street, Franklin Park, IL 60131. Present members of the Board of Education are:

- Gregory Ignoffo, President
- Gloria Murawska, Vice-President
- Jim Lima, Secretary
- Joe Trevino
- Lisa Anthony
- Sandra Boehm
- Cesar Garcia

The Board of Education meeting schedule can be found at this link: <http://www.leyden212.org/Page/37>. The Board welcomes attendance at its meetings by students, parents, community members and staff members.

The Board of Education maintains no standing committees. The approximate amount of the operating budget of the district is \$118,779,533. The district employs 575 full and part-time employees.

THE ORGANIZATIONAL STRUCTURE OF LEYDEN HIGH SCHOOL DISTRICT 212

The District's organizational chart can be found at this link: <http://www.leyden212.org/Page/91>

Additional information about Leyden High School District 212 is available online at <http://www.leyden212.org>.