



Freedom of Information Act

Information about Maine Township High School District 207 and the Illinois Freedom of Information Act (FOIA) in accordance with Public Act 096-0542 (effective Jan. 1, 2010)

About Maine Township High School District 207:

District 207 is a public high school district consisting of Maine East, Maine South and Maine West high schools. The District serves students from Des Plaines and Park Ridge, as well as parts of Glenview, Harwood Heights, Morton Grove, Niles, Norridge, Norwood Park Township, and Rosemont.

All three schools in Maine Township High School District 207 are comprehensive learning facilities offering 6,500 culturally diverse students in grades nine through 12 an educational program of studies in 13 departments with over 200 courses offered at various ability levels: advanced placement, accelerated, regular, transitional, and remedial. Beyond the classroom, there are outstanding athletic and fine arts programs, and more than one hundred clubs and activities providing ample opportunities for personal growth and development.

Maine Township High School District 207 Board of Education:

Carla Owen, President
Paula Besler, Vice President
Margaret McGrath
Mary Childers
Teri Collins
Jin Lee
Sean Sullivan

Schools operating in District 207

Maine East High School	2601 W. Dempster St, Park Ridge, IL	847.825.4484
Maine South High School	1111 South Dee Road, Park Ridge, IL	847.825.7711
Maine West High School	1755 S. Wolf Road, Des Plaines, IL	847.827.6176
Ralph J. Frost Academy	1177 South Dee Road, Park Ridge, IL	847.470.2008

Freedom of Information Act Officers/Procedures/Charges

District Freedom of Information Officers:

Under Illinois law, FOIA officers are appointed by a public body to receive FOIA requests and to respond in compliance with the FOIA statute. District 207's FOIA officers are:

David Beery, Director of Communications

dbeery@maine207.org.

1177 South Dee Road

Park Ridge, IL 60058

Nancy Vehrs, Administrative Assistant to Assistant Superintendent for Business

nvehrs@maine207.org

1177 South Dee Road

Park Ridge, IL 60058

How to make a Freedom of Information Act request:

Please send Freedom of Information requests to FOIA207@maine207.org , to one of the individual e-mail addresses listed in the previous section or to Freedom of Information Officers, Administration Center, 1177 South Dee Road, Park Ridge, IL 60068

In accordance with the Illinois Freedom of Information Act (Public Act 096-0542), District 207 will assess the following fees Freedom of Information Act requests:

No fees will be charged for the first 50 pages of black and white, letter or legal-size copies requested.

After the first 50 pages of any requested documents, a fee of 15 cents per page will be charged for each additional black/white photocopy.

Any additional cost to the District of reproducing color copies or copies of sizes other letter- or legal-size documents.

No fee will be charged for electronic copies other than the actual cost of the recording medium, for example the cost of any disc, diskette, tape, flash drive or other medium or device used to store and deliver electronic records.

Freedom of Information Act (FOIA) general information/Frequently Asked Questions

Q: What is FOIA?

A: An Illinois law that provides public access to government documents and records.

Q: Who is subject to FOIA?

A: All public bodies in Illinois.

Q: Who can file an FOIA request?

A: Anyone. Any person, group, association, corporation, firm, partnership or organization has the right to file a FOIA request with any state or local public body.

Q: How many days does the public body have to respond to a FOIA request?

A: Five business days, starting the day after the public body receives the request. That period may be extended for an additional five business days under certain circumstances detailed in the statute.

Q: Can someone request records in electronic form?

A: Yes

Q: What should be included in a FOIA request?

A: Requests should be written and include the requester's name, address, date and a daytime phone number so that the public body can contact the requester with any questions. Making the request as specific as possible will expedite the search process.

Q: What kind information is not available through FOIA law?

A: There are several exceptions to public disclosure that include but are not limited to: private information, such as Social Security numbers, home addresses, personal financial information and other "unique identifiers;" personal information that if disclosed would constitute a clearly unwarranted invasion of privacy; law enforcement records that, if disclosed, would interfere with a pending or reasonably contemplated proceeding; preliminary drafts or notes in which opinions are expressed or policies are formulated; business trade secrets, proposals and bids for any contracts until a final selection is made; requests that are "unduly burdensome."

Documents or Categories of Records that District 207 will immediately disclose upon request:

(Items below are Web-posted)

Annual Budget

Annual Financial Report

Annual Statement of Affairs (District financial information)

Board of Education policies

Board of Education committee appointments

Board of Education meeting dates and times

Board of Education agendas

Board of Education minutes from open sessions.

Comprehensive Annual Report (District financial information)

Listing of all District contracts of \$25,000 or more for the current year.
Profile of District 207 and profiles of Maine East, South and West high schools.
Public Act 096-0434 Compliance Report (Administrator's' compensation)
Public notice of each Board meeting, posted at least 48 hours in advance of each meeting
School calendar
School Improvement Plan for Maine East, South and West high schools.
School Report Cards for Maine East, South and West high schools.

Categories of the District's public records maintained by District 207

list as required by 5 ILCS 140/5

The records maintained by District 207 includes, but may not necessarily be limited to, the following categories:

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 expenditures 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.

Additional information in accordance with Public Act 096-0542 (FOIA)

Duties of the Board of Education:

With the interests of students in mind, the board represents the views of the community in matters affecting education. It also determines educational standards, adopts policies for the administration of the school system, employs a superintendent, authorizes the appointment of staff members, approves curriculum, adopts a budget to maintain and operate the schools, and levies taxes to support the budget. Although the board has final control over many local school matters, it is also subject to state and federal laws. Six committees accomplish much of the necessary work before the board arrives at final decisions. Like regular board meetings, committee meetings are meetings held in public, but are not public meetings. Interested citizens may better understand the background of board decisions by observing these meetings. The committees are: Buildings and Grounds; Community Relations; Education; Employee Relations; Finance; and Policy.

Operating budget, Fiscal Year 2016-17:

Please click [here](#) to see a summary of District 207's 2016-17 budget.

Employees

Approximate number of full-time District 207 employees: 975

Approximate number of part-time District 207 employees: 50

Additional information regarding Illinois Freedom of Information Act

Additional information regarding Freedom of Information Act provisions may be found at the Web site of Illinois Attorney General Lisa Madigan at:

<http://foia.ilattorneygeneral.net/default.aspx>