

## Cooperative Boards

### **Exhibit - Immediately Available Cooperative Public Records and Web-Posted Reports and Records**

The Cooperative’s Freedom of Information Officer designates the public records that are listed in this table as being immediately available to the public. The records that are asterisked are posted on the Cooperative’s website and may be immediately inspected, downloaded, printed, and/or copied. Any asterisked public record is also immediately available for inspection or copying upon request at the Cooperative’s administrative office during its regular business hours, provided any applicable fees are paid. Records without an asterisk will be provided within five business days as allowed by the Freedom of Information Act, provided any applicable fees are paid.

<b>Web-posted records and information</b> <i>(use of an * is explained in the paragraph above this table)</i>	<b>Web-posting statutory reference and special instructions</b>
*Annual schedule of regular meetings for the current school year that are posted at the beginning of each 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 meeting is concluded	5 ILCS 120/2.02.
*Official open meeting minutes that are posted within ten days of the Board’s approval and remain posted for at least 60 days	5 ILCS 120/2.06(b).
*Description of the Cooperative and its records including: Summary of the Cooperative’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 Identification and membership of the Board Brief description of the methods whereby the public may request information and public records Directory information for the Freedom of Information Officer Address where requests for public records should be directed Fees	5 ILCS 140/4. The Cooperative must prominently post the list at each administrative office and make it available for inspection and copying.
*A hyperlink to an email address(es) for members of the public to communicate with members of the Board	50 ILCS 205/20. The hyperlink must be easily accessible from the Cooperative’s home page.

<b>Web-posted records and information</b> <i>(use of an * is explained in the paragraph above this table)</i>	<b>Web-posting statutory reference and special instructions</b>
<p>*Annual budget for current fiscal year, itemized by receipts and expenditures</p>	<p>105 ILCS 5/17-1.2.</p> <p>This may be accomplished using Ill. State Board of Education (ISBE) <i>Joint Agreement Budget Form</i> (50-39) or the summary pages from it.</p> <p>The Cooperative must notify its students' parents/guardians when the budget is web-posted along with its website address.</p>
<p>*A list of all contracts in excess of \$25,000 and any contracts with an exclusive bargaining representative</p>	<p>105 ILCS 5/10-20.44.</p> <p>There is no statutory timeline for web-posting.</p> <p>Each year, in conjunction with the submission of the Statement of Affairs to ISBE, before Dec. 1, the Cooperative must submit to ISBE an annual report on all contracts over \$25,000 awarded during the previous year.</p>
<p>Annual Statement of Affairs</p>	<p>105 ILCS 5/10-17.</p> <p>The Cooperative is not required to web-post this document. It must, annually by Dec. 1, submit the Statement to ISBE for posting on ISBE's website, have copies of the Statement available in the main administrative office, and publish a summary of the Statement in a newspaper of general circulation published in the Cooperative.</p>
<p>*Board policy 7:180, <i>Prevention of and Response to Bullying, Intimidation, and Harassment</i></p> <p>*Information developed as a result of the evaluation and assessment of the bullying policy's outcomes and effectiveness</p>	<p>105 ILCS 5/27-23.7(b)(10) &amp; (11).</p>
<p>*Board policy 7:20, <i>Harassment of Students Prohibited</i>, and age-appropriate explanations of its contents in student handbook(s)</p>	<p>105 ILCS 5/10-20.69 (final citation pending), added by P.A. 101-418, eff. 1-1-20.</p> <p>The Cooperative must have an <i>age-appropriate</i> policy on sexual harassment (1) in the student handbook(s), (2) posted on the Cooperative's website, and (3) posted in any other area where policies, rules and standards of conduct are posted in each school.</p>

<p><b>Web-posted records and information</b> (<i>use of an * is explained in the paragraph above this table</i>)</p>	<p><b>Web-posting statutory reference and special instructions</b></p>
<p>*Board Policy 7:290, <i>Suicide and Depression Awareness and Prevention</i></p>	<p>105 ILCS 5/2-3.166.</p>
<p>*Administrator and Teacher Salary and Benefits Report (itemized salary report for the Executive Director and all administrators and teachers); <i>benefits</i> includes without limitation vacation days, sick days, bonuses, annuities, and retirement enhancements</p>	<p>105 ILCS 5/10-20.47. Annually on or before Oct. 1: (1) the information must be presented at a regular Board meeting and posted on the Cooperative’s website, and (2) after the Board meeting at which the information was presented, the Report must be provided to ISBE.</p>
<p>*Information regarding a Severance Agreement entered into because an employee or contractor was found to have engaged in sexual harassment or sexual discrimination</p>	<p>50 ILCS 205/3c, amended by P.A. 100-1040. Within 72 hours of Board approval, the District must post: (1) the name/title of person receiving payment under the severance agreement, (2) the amount of payment, (3) that the employee or contractor was found to have engaged in sexual harassment or sexual discrimination, as applicable, and (4) the date, time, and location of the meeting at which the agreement was approved. <b>Note:</b> The Government Severance Pay Act (GSPA), 5 ILCS 415/10(a)(2), added by P.A. 100-895, eff. 1-1-19, prohibits an employee of a school district with contract provisions from receiving any severance if he or she is fired for <i>misconduct</i> by the board, which includes sexual harassment and/or discrimination. <i>Id.</i> at 415/5. For more discussion about the reconciling these laws, see f/n 6 in policy 2:260, <i>Uniform Grievance Procedure</i>.</p>
<p>*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that exceeds \$75,000 per year; <i>total compensation package</i> means salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted As of <b>PRESS</b> Issue 102 (Oct. 2019), IASB has not received a response from the Ill. Attorney General’s office to its request for guidance concerning whether</p>	<p>5 ILCS 120/7.3. The report must be posted within 6 business days after the Cooperative approves a budget. The Cooperative may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>

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this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.	
<p>*As an employer that participates in the Illinois Municipal Retirement Fund (IMRF), a compensation report for employees who have a total compensation package that is equal to or in excess of \$150,000 per year; <i>total compensation package</i> means payment by the employer to the employee for salary, health insurance, a housing allowance, a vehicle allowance, a clothing allowance, bonuses, loans, vacation days granted, and sick days granted</p> <p>As of <b>PRESS</b> Issue 99, IASB has not received a response from the Ill. Attorney General’s office to its request for guidance concerning whether this requirement applies to employees who do not participate in IMRF, e.g., TRS participants.</p>	<p>5 ILCS 120/7.3.                      The report must be posted at least 6 days before the Cooperative approves an employee’s total compensation package that is equal to or in excess of \$150,000. The Cooperative may choose to post a physical copy of this information at its principal office in lieu of posting the information directly on the website in which case it must post directions on the website for accessing that information.</p>
Information on mental health issues and local treatment resources	The Ill. House of Representatives encouraged this in HR 478 (5-31-2015).
All reliable assessments, scored by entities other than the Cooperative that are administered in each of the Cooperative’s programs.	<p>105 ILCS 5/22-82(b).                      These must be made available to parents and/or guardians through the Cooperative’s website or paper handouts.</p>

Exhibit effective as of 3/8/10.

- Updated: 9/2012
- Updated: 4/2013
- Updated: 4/2015
- Updated: 9/2015
- Updated: 5/2016
- Updated: 8/2018
- Updated: 6/2019
- Updated: 3/2020