

## **Procedures for Submitting a FOIA Request**

Requests for public records are to be sent to the attention of the FOIA Officer.

Mailing Address: Steger District 194  
Attn: FOIA Officer  
3753 Park Avenue  
Steger, IL 60475

E-mail Address: [FOIA@sd194.org](mailto:FOIA@sd194.org)

Fax: (708)755-9512

FOIA request forms are available at the Steger School District 194 administration building located at 3753 Park Avenue, Steger, Illinois between the hours of 7:30 a.m. and 3:30 p.m.

Written requests may be submitted to the FOIA Officer via personal delivery, mail, fax, or email. If requesting via email, please identify the request by indicating in the subject line that it is a FOIA REQUEST.

For more information, please refer to District 194 School Board Policy 2:250.

In compliance with Section 3.5 of the new FOIA regulations, District 194 has the following documents available on the District website and for review at the District office.

### Website

- List of functional subdivisions
- Total amount of operating budget
- Approximate number of full- and part-time
- Current fiscal year budget
- Contracts over \$25,000
- Current collective bargaining agreements
- Current annual statement of affairs
- Current staff salary and benefits report
- Compensation report for IMRF employees with total compensation exceeding \$75,000 per year
- Compensation report for IMRF employees with total compensation exceeding \$150,000 per year
- FOIA officer contact information
- Readily available FOIA documents list
- FOIA instructions
- FOIA Fees
- Annual Board of Education regular meeting calendar

- Public notice and agenda for Board of Education meetings (48 hours prior)
- Minutes of each Board of Education meeting (posted within 10 days of approval)
- Summary of District purpose
- Identification and membership of Board of Education members
- Email link for Board of Education members
- Dates of completion for Board of Education training
- Links to ISBE report cards
- Board Policy 7:180 – Prevention of, and Response to Bullying, Intimidation, and Harassment
- Board Policy 7:290 – Suicide and Depression Awareness and Prevention
- Description of Activities to Address Intergroup Conflict
- Link to immunization data reported to ISBE
- Information on mental health issues and local treatment
- List of all reliable assessments, scored by outside entities, administered at each school

Hard Copy at Administration Center (3753 Park Avenue, Steger)

- Readily available FOIA documents list
- Annual Board of Education regular meeting calendar
- Public notice and agenda for Board of Education meetings (48 hours prior)
- Severance agreements with those found to have engaged in sexual harassment or sexual discrimination