

School District's Website Publishing Guidelines Referenced in Illinois Compiled Statutes (ILCS)

*The following guidelines may help you determine the types of information that needs to be posted on the school district website. **The information is not all-inclusive (see disclaimer).***

◆ *The ILCS **does not** require school districts to have a website.* ◆ *Not every law (state/fed) clearly states you "must post this information if you have a website" sometimes it is inferred.* ◆ *The bulleted items below state what should be posted and provides the ILCS or PA reference code.*

- (PA 098-0930 or 50 ILCS 205/20 b) - "Internet website" **shall not include** any *social media website, social networking website, or any other social media presence* that a school district maintains.
 - *This bulleted point distinguishes between an "Internet website" and a "social media (networking or presence) website."*
- *Annual schedule of regular school board meetings* (5 ILCS 120/2.02)
- *Public notice of all board meetings* (5 ILCS 120/2.02)
- *Agenda of each open meeting is continuously available* (5 ILCS 120/2.02)
- *Official open meeting minutes within 7 days after approval* (5 ILCS 120/2.02)
- *Full Time staff member referenced in 5ILCS 120/2.06 **doesn't mean** that maintaining the website is a staff members' full time job. But that school district has a full time staff member who, **as a part of their duties, maintains the website.** (5ILCS 120/2.06)*
- *Final approved budget - itemized by receipts and expenditures* (105 ILCS 5/17-1.2)
- *Listing of all contracts over \$25,000 and all contracts with an exclusive bargaining representative* (105 ILCS 5/10-20.40)
- *District Report Card by October 31* (105 ILCS 5/10-17a)
- *Administrative Compensation Report - On or before October 1* (105 ILCS 5/10-20.47) Cities over 500,000 – (105 ILCS 5/34-18.38)
- *Teacher Salary and Benefits Report* (105 ILCS 5/10-20.47) Cities over 500,000 – (105 ILCS 5/34-18.38)
- *Collective Bargaining Agreements* (105 ILCS 5/10-20.44)
- *IMRF employees making in excess of \$75,000 Total Compensation Package (TCP) posted on website 6 days after approval of the budget* (105 ILCS 120/7.3) **New**
- *IMRF employees earning of a minimum \$150,000 Total Compensation Package (TCP) posted on website 6 days prior to approving their TCP* (105 ILCS 120/7.3) **New**
- *Shared Services Report* (105 ILCS 5/17-1.1)
- *Anti-Bias Education Policies* (105 ILCS 5/27-23.6)
- *Board Members completed leadership training* (105 ILCS 5/10-16a)
- *Space Utilization Standards by January 1* (105 ILCS 5/34-205)
- *Space Utilization Report for each building operated by the district by December 31 of each year* (105 ILCS 5/34-205)
- *Final Educational facility space utilization and performance standards* (105 ILCS 5/34-205)
- *Educational Facility Master Plan* (105 ILCS 5/34-210)
- *Capital Improvement Plan – 1 Year and 5 Year Plans* (105 ILCS 5/34-215)
- *Annual Expenditure Report* (90 days after the end of the fiscal year) (105 ILCS 5/34-220)
- *A list of all property owned by or leased by School Board* (105 ILCS 5/34-220)
- *All lease agreements in which the Board is a lessor or lessee for duration of the lease* (105 ILCS 5/34-220)
- *Summary of Lease agreements in which the Board is a lessor or lessee* (105 ILCS 5/34-220)

Disclaimer: The website publishing guidelines document is provided by Karen Wolfe, LTC 5 Director for **informational purposes only**. The information within this document was compiled through personal research and is provided in an "AS IS" basis. The information could contain inaccuracies and missing website requirements. This document may be updated or changed without notice at any time. It does not constitute legal advice. **For legal advice, please contact your school district legal counsel.**

- *Contracted Driver's Ed – Final Contract* (105 ILCS 5/2-3.25g)
- By November 1 of each year publish *guidelines for school actions public meetings and hearings* (105 ILCS 5/34-230)
- By December 1 of each year *publish notice of proposed school action* (105 ILCS 5/34-230)
- ***Publish report of school action within 5 calendar days after receiving the report and 15 days prior to any Board action being taken. (105 ILCS 5/34-230) New***
- ***Emergencies - Publish the steps that have been taken or will be taken to address the emergency (105 ILCS 5/34-235) New***
- *District must post if they have school buses with automated traffic law enforcement system* (625 ILCS 5/11-208.9)
- ***Fines from automated traffic enforcement systems for school buses- Requires School Districts to post information regarding the use of proceeds from fines (625 ILCS 5/10-208.9) New***
- *Policy on Bullying* - bullying prevention policy is posted on school district existing website and is included in the student handbook (105 ILCS 5/27-23.7)
- *FOIA* – Each public body that maintains a website shall also post their FOIA information on its website. Sec 4. Each public body shall prominently display:
 - A brief description of itself
 - A brief description of the methods whereby the public may request information and public records, a directory designating the Freedom of Information officer or officers, the address where request for public records should be directed, and any fees allowable under Section 6 of this Act. (P. A. 96-542) (5 ILCS 140/6)
- ***Beginning January 1, 2015*** – (P.A. 98-0930) Provide a single email address accessible from through hyper link from school district home page for the public to communicate with elected officials of the School District that serves a population of less than 1,000,000 and maintains an Internet website.(50 ILCS 205/20)

Chicago Public Schools Websites – The Chicago Educational Facilities Task Force shall prepare final proposed policy and legislative recommendations for the General Assembly, the Governor, and the school district. The final recommendations shall be made available to the public through posting on the school district's Internet website and other forms of publication and distribution in the school district at least 7 days before the recommendations are submitted to the General Assembly, the Governor and the school district. (105 ILCS 5/34-18 . 43)

Resources

<http://www.iasb.com/govrel/newlaws.cfm>

<http://www.iasb.com/govrel/newschoollaws2014.pdf>

<http://ilga.gov/legislation/ilcs/ilcs5.asp?ActID=1005&ChapterID=17>

<http://ilga.gov/legislation/publicacts/98/PDF/098-0930.pdf>

<http://www.ilga.gov/legislation/ilcs/ilcs.asp>

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