

## Illinois 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)
- Contracted Driver's Ed – Final Contract (105 ILCS 5/2-3.25g)
- **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)
- **Prevailing Wage on District Website:** ● 820 ILCS 130 - If the Department of Labor ascertains the prevailing rate of wages for a public body, the public body may satisfy the newspaper publication requirement in this paragraph by posting on the public body's website a notice of its determination with a hyperlink to the prevailing wage schedule for that locality that is published on the official website of the Department of Labor.