

## Riverside School District 96



*Description of the District and its records prepared in compliance with 5 ILCS 140/1*

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63 Woodside Road  
Riverside, IL 60546*

*Last updated: March, 2019*

## About the District

Riverside Public School District 96 is an award-winning elementary school district serving just over 1,700 students in grades pre-K through eight who live within approximately four-square miles bounded on the east by Harlem Avenue, on the south by 39<sup>th</sup> Street and Ogden Avenue, on the west by Salt Creek, and on the north by 22nd Street. The district's northwest boundary is defined by First Avenue and 26th Street (west of First Avenue). Students are assigned an attendance area school as identified in [Student Assignment Policy](#) on the District 96 website. The district is preparing students for future success and is responsible for meeting educational policies and guidelines established by the Illinois State Board of Education and U.S. Department of Education.

## Administrative Offices and Schools

The district employs approximately 160 full-time equivalent (FTE) certified staff and a number of full and part-time support staff. Compensation reports for certified staff and specific IMRF employees are available on the [Finance and Operations](#) webpage.

The Superintendent's office and central office administrative services are located at 63 Woodside Road, Riverside, IL. Elementary and middle school educational programs and services are offered at school sites located within the school community. Links to the school sites are available by going to <http://www.district96.org> and browsing the "Schools" menu.

## Board of Education

Riverside Public School District 96 is governed by a seven member local board of education elected from and serving the community at large. Members serve, without pay, for terms of four years. Contact information for the Board is available at the [District 96 School Board](#) webpage.

A [schedule of regular Board of Education and Board committee meetings](#) is available online at District 96 website. Meeting agenda and public materials are posted to [BoardBook](#) at and, except for meetings held in compliance with closed session requirements, Board and committee meetings are open to the public.

## Budget

A fiscal year budget annually is prepared and presented to the Board of Education for approval. Current budget information is available online at the District's [Finance and Operations](#) web page,

## Freedom of Information Act (FOIA) Requests

Dr. Martha Ryan-Toye is the appointed Freedom of Information Officer. As provided in School Board Policy 2: 250, *Access to District Public Records*, requests for inspection or copying of public records shall be directed in writing to the superintendent in person or by U.S. mail at 63 Woodside Road, Riverside, IL 60546, by fax to 708 447 3252, or by email to [ryan-toyem@district96.org](mailto:ryan-toyem@district96.org).

Beginning April 1, 2014, Riverside School District 96 will charge 15 cents per page for black and white standard size copies of FOIA documents per the recent Illinois Appellate Court ruling.

## Categories of Public Records

Illinois FOIA is not intended to create an obligation for the public body to maintain or prepare any public record, except as otherwise required by applicable local, State or federal law (5 ILCS 140/1 (1)). Further, the Act is not intended to compel public bodies to interpret or advise requesters as to the meaning or significance of the public records.

Per Illinois FOIA, following is a list of types or categories of public records available for public inspection. Where noted, records are immediately available and may be inspected, downloaded, printed and/or copied from the District 96 web site or upon request during regular business hours at the District's administrative offices. Requests must be made in writing and applicable fees apply.

Record	Location
School Board Policy Manual	<a href="https://boardpolicyonline.com/?b=riverside_96">https://boardpolicyonline.com/?b=riverside_96</a>
Annual schedule of regular school Board meetings	<a href="https://drive.google.com/file/d/1cenWJpFW_kTX02JViue1n5MfBKp2sn7B/view">https://drive.google.com/file/d/1cenWJpFW_kTX02JViue1n5MfBKp2sn7B/view</a>
48 hour advance posting of notice/agenda for a Board or Board committee meeting	<a href="https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501">https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501</a>
Approved Board of Education and Board committee meeting minutes	<a href="https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501">https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501</a>
<p style="text-align: center;">Description of the District, including:</p> <ol style="list-style-type: none"> <li>1. Number and location of offices</li> <li>2. <a href="#">Summary of District</a></li> <li>3. <a href="#">Annual budget</a></li> <li>4. Approximate number of employees</li> <li>5. <a href="#">Board of Education members</a></li> <li>6. <a href="#">District/ School State Report Cards</a></li> <li>7. <a href="#">Teacher/ Administrative Compensation Report</a></li> </ol>	

Negotiated employment contracts	<a href="http://www.district96.org/about-district-96/finance/">http://www.district96.org/about-district-96/finance/</a>
Vendor contracts of \$25K+	<a href="http://www.district96.org/about-district-96/finance/">http://www.district96.org/about-district-96/finance/</a>
List of Payables (vendor payments)	Included in the monthly regular Board of Education meeting agenda packet <a href="https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501">https://v3.boardbook.org/Public/PublicHome.aspx?ak=1000501</a>
Writings, letters, memoranda, papers, books, maps, photographs, microfilms, cards, tapes, recordings, electronic data processing records, electronic communications, recorded information and all other documentary materials pertaining to the transaction of public business (5 ILCS 140/2 (2) (c))	
Final reports or studies prepared by or for the District	
Final opinions, determinations, or settlement agreements, unless otherwise exempt under Illinois FOIA	
Administrative materials and procedural rules	
Certified payroll records submitted to or held on behalf of the District pursuant to section 5 (a) (2) of the Prevailing Wage Act	