

Descriptive Information Required by The Illinois Freedom of Information Act (FOIA)

According to the Act, 5 ILCS 140/4:

Each public body shall prominently display at each of its administrative or regional offices, make available for inspection and copying, and send through the mail if requested, each of the following:

- (a) A brief description of itself, which will include, but not be limited to:
 - a short summary of its purpose;
 - a block diagram giving its functional subdivisions;
 - the total amount of its operating budget;
 - the number and location of all of its separate offices;
 - the approximate number of full and part-time employees; and
 - the identification and membership of any board, commission, committee, or council which operates in an advisory capacity relative to the operation of the public body, or which exercises control over its policies or procedures, or to which the public body is required to report and be answerable for its operations; and
- (b) 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 requests for public records should be directed, and any fees allowable under Section 6 of this Act.
- (c) A public body that maintains a website shall also post this information on its website.

(Source: P.A. 83-1013.)



Huntley Community School District 158

Located in McHenry and Kane counties of northern Illinois, Huntley Community School District 158 serves 9,700+ students in Pre-Kindergarten through grade 12, residing in Huntley, western portions of Lake in the Hills and Algonquin, and surrounding areas. The District employs more than 1,400 staff members and has been one of the fastest-growing school districts in Illinois over the past decade.

Mission and Vision Statements

The District's mission and vision statements were established to encourage excellence in education for all students.

Mission Statement – Our learning community will inspire, challenge, and empower all students always.

Our Motto – All Students Always

Tentative Operating Budget

Estimated Operating Fund Revenues for 2017-18	\$99,700,469
Estimated Expenditures for 2017-18	\$99,646,044

Number and Location of Offices

Huntley Community School District 158 consists of 9 schools and has 10 offices as follows:

District 158 Administration Office and Transportation Department	650 Academic Drive Algonquin, IL 60102
Early Childhood Center Preschool	10910 Reed Road Lake in the Hills, IL 60156
Mackeben Elementary School Grades K-2	800 Academic Drive Algonquin, IL 60102
Chesak Elementary School Grades K-2	10910 Reed Road Lake in the Hills, IL 60156
Martin Elementary School Grades 3-5	10920 Reed Road Lake in the Hills, IL 60156
Marlowe Middle School Grades 6-8	9625 Haligus Road Lake in the Hills, IL 60156
Leggee Elementary School Grades K-5	13723 Harmony Road Huntley, IL 60142
Conley Elementary School Grades 3-5	750 Academic Drive Algonquin, IL 60102
Heineman Middle School Grades 6-8	725 Academic Drive Algonquin, IL 60102
Huntley High School Grades 9-12	13719 Harmony Road Huntley, IL 60142

Identification and Membership of Board of Education

Huntley Community School District 158 is governed by a Board of Education consisting of 7 members.

Donald Drzal, President

Kevin Gentry

Anthony Quagliano

Michael Fleck, Vice-President

William Geheren

Lesli Melendy

Paul Troy, Secretary

Board Committees

Huntley Community School District 158's Board of Education consists of 7 Board committees. The committees including the chair, members, and administrator are as follows:

Buildings & Grounds Committee

Chair: Paul Troy

Members: Michael Fleck, Anthony Quagliano

Administrator: Doug Renkosik, Director of Operations & Maintenance

Community Relations & Student Outreach Committee

Chair: Lesli Melendy

Members: Donald Drzal, William Geheren

Administrator: Dr. John Burkey, Superintendent

Curriculum & Instruction Committee

Chair: William Geheren

Members: Kevin Gentry, Lesli Melendy

Administrator: Dr. Erika Schlichter, Chief Academic Officer

Finance Committee

Chair: Anthony Quagliano

Members: Michael Fleck, Kevin Gentry

Administrator: Mark Altmayer, Chief Financial Officer

Human Resources Committee

Chair: Kevin Gentry

Members: William Geheren, Paul Troy

Administrator: Jessica Lombard, Assistant Superintendent Human Resources

Legislation Committee

Chair: Michael Fleck

Members: Don Drzal, Anthony Quagliano

Administrator: Dr. John Burkey, Superintendent

Policy Committee

Chair: Don Drzal

Members: Paul Troy, Lesli Melendy

Administrator: Terry Awrey, Associate Superintendent

Powers and Duties of the Board of Education

The Board's powers and duties include the authority to adopt, enforce and monitor all policies for the management and governance of the District's schools.

Official action by the Board of Education may only occur at a duly called and legally conducted meeting at which a quorum is physically present.

Board of Education members, as individuals, have no authority over school affairs, except as provided by law or as authorized by the Board.

The powers and duties of the Board of Education generally include:

1. Formulating, adopting, and modifying District policies, at its sole discretion, subject only to mandatory collective bargaining agreements and State and federal law.
2. Employing a superintendent and other personnel, making employment decisions, and dismissing personnel.
3. Directing, through policy, the Superintendent, in his or her charge of the District's administration.
4. Approving the annual budget, tax levies, major expenditures, payment of obligations, annual audit, and other aspects of the District's financial operation.
5. Entering contracts using the public bidding procedure when required.
6. Providing, constructing, controlling, supervising, and maintaining adequate physical facilities.
7. Approving the curriculum, textbooks, and educational services.
8. Evaluating the educational program and approving School Improvement and District Improvement Plans when they are required to be developed or revised.
9. Establishing and supporting student discipline policies designed to maintain an environment conducive to learning, including hearing individual student suspension or expulsion cases brought before it.
10. Establishing attendance units within the District and assigning students to the schools.
11. Establishing the school year.
12. Visiting District facilities.
13. Providing student transportation services.
14. Entering into joint agreements with other Boards of Education to establish cooperative educational programs or provide educational facilities.
15. Complying with requirements in the Abused and Neglected Child Reporting Act. Specifically, each individual Board of Education member must, if an allegation is raised to the member during an open or closed Board meeting that a student is an abused child as defined in the Act, direct or cause the Board of Education to direct the Superintendent or other equivalent school administrator to comply with the Act's requirements concerning the reporting of child abuse.
16. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
17. Endeavoring to attend all meetings, discuss items presented on the agenda, suggest other items for consideration, and vote upon motions presented. It is important that public Board of Education members be non-partisan in dealing with school matters and place the education of children above any partisan principal, group interest, or personal ambition.

How to make a FOIA request

Any person may make a written request to review or receive copies of Huntley Community School District 158 public records.

1. All requests must be made in writing and can be submitted via letter, facsimile, e-mail, a personal visit to the Administration Office, 650 Academic Drive, Algonquin, IL 60102, or through the District's established [Freedom of Information Act Request](#) form.
2. Describe **in detail** the subject or document(s) containing the information requested. Please **be as specific as possible**.
3. Submit your completed request to:
Huntley Community School District 158
Dan Armstrong, FOIA Officer
650 Academic Drive
Algonquin, Illinois 60102

FOIA@District158.org

847-659-6121 – facsimile
4. If you have any questions regarding this process, please contact the FOIA Officer at (847) 659-6105.

Copy fee schedule

The first 50 pages for black and white, letter or legal sized copies (8 ½ x 11 or 11x14), are available free of charge. A fee, which is reasonably calculated to reimburse the District for the actual costs of reproducing and certifying the public records, may be charged for copies exceeding 50 pages. Such fees shall be set by a School Board resolution within the guidelines of the Illinois Freedom of Information Act laws.

The following fees will be charged for copying District records:

8 ½" x 11" size paper	.05¢ per page	(pages 1-50 free)
8 ½" x 14" size paper	.07¢ per page	(pages 1-50 free)
11" x 17" computer printouts requiring reduction and printing on offset press	.07¢ per page	(pages 1-5 free)
CD / DVD	.50¢ per CD*	

* Fees for electronic media (CDs and DVDs) reflect the actual purchase cost.

If documents are to be sent by U.S. mail, applicable postage fees may be charged for items exceeding the weight of a one ounce first class mailing. Items sent via shipping companies (ex. UPS, Federal Express, etc.) or requiring special handling (overnight, 2nd business day, etc.) will incur a charge of applicable shipping fees.

**Huntley Community School District 158
District Administration Office**

