

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 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 exercise control over its policies or procedures, or to which the public body is required to report and be answerable for its operation; and
- 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.
- 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 8,400+ students in Pre-Kindergarten through grade 12, residing in Huntley, western portion of Lake in the Hills and Algonquin, and surrounding areas. The District employs more than 1,400 staff members (1,133 full time and 319 part time) 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 student always.

Our Motto: All Students Always

Tentative Operating Budget

Estimated Operating Fund Revenues for 2023-2024	\$125,474,034
Estimated Expenditures for 2023-2024	\$125,156,955

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 Dr. John Burkey Drive
Algonquin, IL 60102

Huntley High School
Grades 9-12
13719 Harmony Road
Huntley, IL 60142

Chesak Elementary School
Grades K-2
10910 Reed 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 Dr. John Burkey Drive
Algonquin, IL 60102

Mackeben Elementary School
Grades K-2
800 Dr. John Burkey Drive
Algonquin, IL 60102

Early Childhood Center
Preschool
10910 Reed Road
Lake in the Hills, IL 60156

Marlowe Middle School
Grades 6-8
9625 Haligus Road
Lake in the Hills, IL 60156

Heineman Middle School
Grades 6-8
725 Dr. John Burkey Drive
Algonquin, IL 60102

Martin Elementary School
Grades 3-5
10920 Reed Road
Lake in the Hills, IL 60156

Identification and Membership of Board of Education

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

Andrew Bittman, President
Laura Murray, Vice President
Paul Troy, Secretary

Sean Cratty, Member
Anthony Quagliano, Member

Michael Thompson, Member
Dana Wiley, Member

Board Committees

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

Buildings & Grounds Committee

Chair: Paul Troy

Members: Sean Cratty, Anthony Quagliano

Administrator: Doug Renkosik, Director of Operations and Maintenance

Community Relations & Student Outreach Committee

Chair: Laura Murray

Members: Sean Cratty, Michael Thompson

Administrator: Denise Barr, Director of Communications

Curriculum & Instruction Committee

Chair: Michael Thompson

Members: Dana Wiley, Paul Troy

Administrators: Dr. Amy MacCrindle, Assistant Superintendent for Learning & Innovation

Finance Committee

Chair: Anthony Quagliano

Members: Andrew Bittman, Michael Thompson

Administrator: Mark Altmayer, Chief Financial Officer

Human Resources Committee

Chair: Sean Cratty

Members: Andrew Bittman, Dana Wiley

Administrator: Dr. Adam Zehr, Assistant Superintendent of Human Resources

Legislation / Policy Committee

Chair: Andrew Bittman

Members: Laura Murray, Anthony Quagliano

Administrator: Jessica Lombard, Interim Superintendent
Lorie Woods, Director of Administrative Services

Special Education Committee

Chair: Dana Wiley

Members: Laura Murray, Paul Troy

Administrator: Dede Gill, Assistant Superintendent of Special Services

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 their 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; and making available a statement of financial affairs as provided in State law.
5. Entering contracts using the public bidding procedure when required.
6. Providing, constructing, controlling, 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.
9. Establishing and supporting student behavior policies designed to maintain an environment conducive to learning, including deciding 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. Providing student transportation services pursuant to State law.
13. Entering into joint agreements with other Boards to establish cooperative educational programs or provide educational facilities.
14. Complying with requirements in the Abused and Neglected Child Reporting Act (ANCRA). Specifically, each individual Board 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 ANCRA, direct or cause the Board to direct the Superintendent or other equivalent school administrator to comply with ANCRA's requirements concerning the reporting of child abuse.
15. Communicating the schools' activities and operations to the community and representing the needs and desires of the community in educational matters.
16. 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 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, email, a personal visit to the District Administration Office, 650 Dr. John Burkey 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 being requested.
Please be as specific as possible.
3. Submit your completed request to:

Huntley Community School District 158
Attn: FOIA Officer
650 Dr. John Burkey Drive
Algonquin, IL 60102

Email: FOIA@District158.org

Facsimile: (847) 659-6125

4. If you have any questions regarding this process, please contact the FOIA Officer at (847) 659-6158.

Copy Fee Schedule

The first 50 pages for black and white, letter or legal sized copies (8½" x 11" or 11" x 14"), 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 Board resolution within the guidelines of the Illinois Freedom of Information Act laws.

The following fees will be charged for copying District records:

8½" x 11" size paper	.05¢ per page	(pages 1-50 free)
11" 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 (i.e. UPS, FedEx, etc.) or requiring special handling (overnight, 2nd day business day, etc.) will incur a charge of applicable shipping fees.