

Description of Lincoln-Way Area Special Education Joint Agreement District 843 and Its Records

District 843's Purpose

The mission of District 843 is through collaboration with school, home, and the community, Lincoln-Way Area Special Education is committed to support the academic and social expectations of the Lincoln-Way community by providing quality programs and support for the students we serve in a fiscally responsible manner.

Functional Subdivisions

Director
Business Manager
Principals
Supervisors
Certified Staff
Educational Support Staff
Transportation

Total Amount of Operating Budget - \$11,549,231

Total Budget - \$15,916,015

Number and Location of its Separate Offices

Administrative Center	601 Willow Street	Frankfort
Martin P. Mackay Education Center	516 S. Cedar	New Lenox
Pioneer Grove Educational Center	601 Willow Street	Frankfort
Lincoln-Way Transition House	310 Colorado Avenue	Frankfort
Transportation	1343 S. Schoolhouse Rd.	New Lenox

Approximate Number of Full and Part-Time Employees

232

Identification and Membership of the Governing Board

President Stacy Cesta
Vice-President Pam Kohlbacher
Secretary Mark Gray
Member Edie Adamski
Member Ron Lullo

Description of Methods Whereby the Public May Request Information and Public Records

If you would like to obtain information from District 843, you should submit in writing the information you are seeking. Address the letter to the district Administrative Center c/o the FOIA Officer or e-mail the request to srexroad@lwase843.org. Please include your name, your address, the date and a daytime phone number so that the Cooperative can contact you if they have any questions. Describe the information you are seeking with sufficient detail so that the Cooperative can find the requested records.

Director for the FOIA Officers

Director Sarah M. Rexroad

srexroad@lwase843.org

Address Where Requests for Public Records Should be Directed

Lincoln-Way Area Special Education Joint Agreement District 843
601 Willow Street
Frankfort, IL 60423

Fees

For black and white, letter or legal sized copies, the first 50 pages are free. Any additional pages will cost 15 cents per page. For color copies or abnormal size copies, District 843 will charge the actual cost of copying.

Written Request for District 843 Public Records

All requests to inspect and/or to obtain a copy of a Cooperative record must be made in writing. This form is provided for convenience – its use is not required. Please submit all requests to the Cooperative’s Freedom of Information Officer. Copying fees, if any, must be paid before copies will be provided. The Freedom of Information Officer can give you an estimate of the copying fees, if any.

Name of individual(s) requesting District records	Email address
Address	Telephone number
City	State
Zip	Date of request

Please check if this request of records is being made for a commercial purpose. Section 2 of the Freedom of Information Act states: “*Commercial purpose* means the use of any part of a public record or records, or information derived from public records, in any form for sale, resale, or solicitation or advertisement for sales or services. For purposes of this definition, requests made by news media and non-profit, scientific, or academic organizations shall not be considered to be made for a "commercial purpose" when the principal purpose of the request is (i) to access and disseminate information concerning news and current or passing events, (ii) for articles of opinion or features of interest to the public, or (iii) for the purpose of academic, scientific, or public research or education. Section 3.1 states: “It is a violation of this Act for a person to knowingly obtain a public record for a commercial purpose without disclosing that it is for a commercial purpose, if requested to do so by the public body.”

Please check if a fee waiver or reduction is being requested. Section 6 of the Freedom of Information Act states: “Documents shall be furnished without charge or at a reduced charge, as determined by the public body, if the person requesting the documents states the specific purpose for the request and indicates that a waiver or reduction of the fee is in the public interest. Waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit.”

Please indicate your reason for requesting a fee waiver: _____

Check if you are requesting:

Record description (<i>Please be specific</i>)	Electronic Copy	Inspection	Copy

