

## **Board of Education**

### **Mailing Lists for Receiving Board Material**

The Superintendent shall maintain a mailing list of the names and addresses each year of persons who file a written request to be on such a list. Those persons shall be mailed copies of the following, provided they have pre-paid the subscription fee, pro-rated if subscribing less than one year:

1. Board Agenda
2. Budgets
3. Audits
4. Official Board Minutes which will be mailed within 10 days after approval

The subscription fee will be set annually to cover reproduction and mailing costs. The subscription period shall be the same as the District's fiscal year. There will be no cost to the local media.

1. Board Agendas: The agendas will be provided for a fee of \$20.00 if pre-addressed, postage paid envelopes are provided. The fee is \$50.00 if no pre-addressed, postage paid envelopes are provided.
2. Budgets: The annual budget will be provided for a fee of \$20.00, which includes postage. No postage paid envelopes will be allowed.
3. Audits: The annual audit will be provided for a fee of \$100.00. No postage paid envelopes will be allowed.
4. The Official minutes, which will be mailed 10 days after approval, will be provided for a fee of \$150.00. No postage paid envelopes will be allowed.

This policy will be reviewed annually in May.

LEGAL REF.: 105 ILCS 5/10-21.6.

CROSS REF.: 2:220 (Board of Education Meeting Procedure)

ADOPTED: November 6, 2001

REVIEWED: September 26, 2011