

Freedom of Information Act

Mission Statement

It is the goal of the Board of Education, Administration, Faculty & Staff of Cypress School District NO. 64 to provide the best education possible to every student as a basis for continued education and future success.

Description Summary for FOIA

- Cypress Elementary District #64 is located in the southern part of rural Johnson County.
- The equalized assessed valuation is approximately 5 million dollars.
- Total enrollment for Pre-K through 8th grades has remained fairly stable in the district, hovering around the 130 – 140 mark.
- The school district includes approximately 61 square miles in Johnson and Union counties. Transportation is vital to the district as over 90% of its students are bused to the campus each day.
- Cypress elementary School District #64 employs the following: 10 full time teachers, 1 part time speech therapist, 2 full-time teacher aides, 2 bus drivers, 2 cooks, 1 full-time maintenance/custodian, 1 secretary/bookkeeper, and a Superintendent/Principal. Some positions are provided as special education services through the JAMP Consortium.
- The total expenditures for 2013 -2014 were \$1,176,910.
- Cypress Elementary District #64 has one administrative office located in the school building immediately inside the front entrance.
- Cypress Elementary School Board of Education is a member of the Illinois Association of School Boards.
- The functional subdivisions of Cypress Elementary are: Board of Education, Superintendent/Principal, and Teachers.

Freedom of Information Act

FOIA is the Illinois Freedom of Information Act. Under the Illinois Freedom of Information Act, records in possession of public agencies may be accessed by the public upon written request. Pursuant to 5 ILCS 140, Section 2(c), a public record is any records, reports, forms, writings, letters, memoranda, books, papers, maps, photographs, cards, tapes, recordings, electronic data processing records, recorded information and all other documentary materials, regardless of physical form or characteristics, having been prepared, or having been or being used, received, possessed or under the control of any public body. Records that are not subject to release via the FOIA process include confidential and trade secret information.

Frequently requested information available on the website (no FOIA request required).

How can I submit a FOIA request?

Requests must be submitted in writing and can be either:

- **Faxed to:** 618-657-2570
- **Mailed to:** Cypress Elementary School District #64, PO 109, Cypress, IL 62923
Attn: FOIA Request

ISBE has no FOIA request form. Letters should state that information is being sought under the Freedom of Information Act. Provide a brief description of the public records requested, being as specific as possible. While responses can be provided via e-mail, please provide a mailing address.

If you have questions about filing a FOIA request please call FOIA officers Kimberly Shoemaker, Superintendent/Principal or Christine Ross, bookkeeper at 618-657-2525.

What happens after I submit a request?

The Illinois Freedom of Information Act requires agencies to respond within five working days of receipt of a request. A five-day extension is allowed with written notification to the requester.

If the requested records are 50 pages, or less, in length, the pages will be copied and mailed to the requestor. If the records exceed 50 pages, the requestor will be informed of the duplication cost.

What are duplication costs?

Fee Schedule for Duplication of Public Records	
Paper copy from paper or electronic source, 50 pages or less	
Paper copy from paper or electronic source, additional pages	\$.15 /page
Diskette or CD-ROM	No charge
Copy of audio or video material	Cost of tape, disk, etc.