



# PUBLIC GUIDE TO FOIA IN GENEVA SCHOOL DISTRICT 304

2021-22

The Illinois Freedom of Information Act (5 ILCS 140) is designed to ensure that the public has access to information about their government. As a public body, Geneva Community Unit School District 304 has an obligation to ensure that citizens have access to inspect and/or copy open records. As required by the Freedom of Information Act, the following information has been compiled:

## FOIA Requests

Requests for information under the Freedom of Information Act must be filed with the District in writing. Requestors are asked to be as specific as possible as to the document(s) they are requesting. Public bodies are not responsible for compiling information or creating documents in response to a Freedom of Information Act request. Geneva School District will either comply with or deny a request for public records within five (5) business days after its receipt of the request unless the request is for commercial purposes or the time for response is properly extended. A request is received on the next business day if submitted during non-business hours. Geneva CUSD 304 business hours are 7:30 a.m. to 4:00 p.m. CST Monday through Friday. Geneva CUSD 304 observes all state holidays.

To file a FOIA request, requestors may either fill out a form provided by Geneva School District or submit a letter to the attention of the District's FOIA Officer. Requests can be sent via fax at (630) 463-3009, email at [genfoia@geneva304.org](mailto:genfoia@geneva304.org), or the U.S. Post Office to the Coultrap Educational Services Center, 227 N. Fourth Street, Geneva, IL 60134.

Please note that all FOIA requests are logged and posted through BoardBook. When you submit a FOIA request, your name and request will be made available in the log on the Geneva CUSD 304 website.

## FOIA Officer

Geneva School District's Communications Coordinator Laura Sprague serves as the District's FOIA Officer. In Mrs. Sprague's absence, Freedom of Information Act requests are handled by the Superintendent's office.

## Available Records

The following are examples of the types or categories of records maintained by Geneva School District:

Monthly Financial Statements; Contracts and Bids; Budgets; Annual Audits; Minutes of Meetings of the Board of Education; Bylaws and Policies of the Board of Education; Textbook Adoptions; and Curriculum Frameworks

Upon request, Geneva School District will make certain records immediately available for inspection and copying between 8 a.m. and 4 p.m., Monday through Friday (except on legal holidays) at the Coultrap Educational Services Center, 227 N. Fourth Street, Geneva IL 60134. These records, many of which are also available at [www.geneva304.org](http://www.geneva304.org), include:

Board of Education Bylaws and Policies; Geneva School District's Current Fiscal Year Budget; Current Board of Education Our Purpose, Our Plans, Our Schools booklet; Current Agreement Between the Geneva Education Association and the Board of Education; Current Annual Financial Report; Current Illinois School Report Cards for Geneva School District and its Schools; and Board-Approved School Year and Meetings Calendars

## Electronic Records

The Freedom of Information Act requires that, when requested and when feasible, documents be provided in electronic format to requestors. For documents that are available only in electronic format, requestors without access to a computer or the Internet may ask that the document(s) be printed or that provisions be made to review the electronic documents at the Coultrap Educational Services Center, 227 N. Fourth Street, Geneva IL 60134.

## Fees

As stipulated by the Freedom of Information Act, Geneva School District will provide the first 50 black and white, letter- or legal-sized copies at no charge. Additional copies are 5 cents per page. The District reserves the right to charge the actual cost of reproduction for color or abnormally sized copies and for recording mediums such as discs or tapes when information is requested in electronic format and is unable to be sent via electronic mail.

## Denial of Access

In order to protect personal privacy and to perform certain governmental functions properly, some records and information may need to be kept confidential and are not deemed “public records” under the Act. Requests for this type of information can be denied or, in other cases, certain pieces of confidential information may be redacted (or removed) from documents. As required by the Act, Geneva School District keeps a file of all notices of denial of access to records. This file is available for inspection by members of the public upon request to the FOIA Officer.

## District Description

Geneva Community Unit School District 304 is located 35 miles west of Chicago. There are approximately 5,600 students in the 23-square-mile school district, which is comprised of one high school (grades 9-12), two middle schools (grades 6-8), six elementary schools (grades K-5), and one preschool. Geneva School District employs approximately 773 full-time and 213 part-time staff members. Geneva School District’s operating budget for the 2021-22 fiscal year is \$95.9 million.

The purpose of Geneva School District is to educate students within an environment that encourages the desire to learn and enhances the teaching of skills necessary to meet the unique academic, personal, physical, and social needs of each individual.

## Governing Body

The Board of Education is a seven-member board made up of residents of the Geneva School District community. Members are elected by the general public, serve four-year terms, and are not compensated for their service to the District. The Board of Education is responsible for the educational programs for grades preschool through 12. The Board’s job is to adopt goals and policies that meet state requirements and reflect community needs; provide the resources necessary to pursue its goals according to its policies; and monitor District performance to see that results are consistent with goals and policies. Among the Board’s legal duties are hiring necessary personnel and setting their salaries; providing and maintaining school buildings; letting all contracts and paying all bills; and arranging the revenue necessary to operate the District.

## Directory of Buildings

**Geneva High School**  
416 McKinley Avenue  
(630) 463-3800

**Geneva Middle School North**  
1357 Viking Drive  
(630) 463-3700

**Geneva Middle School South**  
1415 Viking Drive  
(630) 463-3600

**Fabyan Elementary School**  
0S350 Grengs Lane  
(630) 444-8600

**Harrison Street Elementary School**  
201 N. Harrison Street  
(630) 463-3300

**Heartland Elementary School**  
3300 Heartland Drive  
(630) 463-3200

**Mill Creek Elementary School**  
0N900 Brundige Drive  
(630) 463-3400

**Western Avenue Elementary School**  
1500 Western Avenue  
(630) 463-3500

**Williamsburg Elementary School**  
1812 Williamsburg Avenue  
(630) 463-3100

**Geneva 304 Early Learning Program**  
0S350 Grengs Lane  
(630) 444-8700

**Coultrap Educational Services Center**  
227 N. Fourth Street  
(630) 463-3000

**Transportation/Bus Garage**  
38W700 Keslinger Road  
(630) 463-3004

## Organizational Chart

