

**MAHOMET-SEYMOUR
COMMUNITY SCHOOL DISTRICT # 3**

**SCHOOL DISTRICT INFORMATION DIRECTORY
(Illinois Freedom of Information Act)**

Community Unit School District No.3 is a unit school district located in Champaign-Piatt Counties and serves the students of Mahomet, Seymour and the surrounding area. The District is organized under the laws of the State of Illinois, the Illinois State Board of Education, and the Mahomet-Seymour Board of Education for the purpose of providing educational opportunities to all eligible persons in grades PreK-12.

The District operates the following schools (all located in Mahomet):

1. Middletown Early Childhood Center, PreK-Kindergarten, 101 N. Division, Box 229
Carol Shallenberger, Principal 217/586-5833
2. Sangamon Elementary, 1st - 2nd, 601 E. Main, Box 198
Mark Cabutti, Principal 217/586-4583
3. Lincoln Trail Elementary, 3rd – 5th, 102 E. State, Box 200
Mary Weaver, Principal 217/586-2811
4. Mahomet-Seymour Junior High, 6th – 8th, 201 W. State, Box 560
Jeff Starwalt, Principal 217/586-4415
5. Mahomet-Seymour High School, 9th – 12th, 302 West State, Box 1098
Shannon Cheek, Principal 217/586-4962

The District also maintains an Administrative Center at 101 N. Division, Box 229

Keith Oates, Superintendent	217/586-4995
Laura Cresap, Asst. Superintendent	217/586-5961
Pam Lindsey, Treasurer	217/586-2161

The District is governed by a seven-member Board of Education. The Board meets on the third Monday at 7:00 p.m. in the Board Conference Room at Middletown Early Childhood Center. Members are elected on the first Tuesday, following the first Monday of April in odd-numbered years and serve for four years. Present members of the Board of Education are:

<u>Name</u>	<u>Term Expires</u>	<u>Office</u>
Terry Greene	2015	President
Vicki Niswander	2015	Vice-President
Cheryl Melchi	2015	Secretary
Merle Giles	2013	Board Member
Max McComb	2013	Board Member
Becky Ryherd	2013	Board Member
Valerie Woodruff	2015	Board Member

The Board usually operates as a committee-of-the-whole; however, whenever necessary, special committees are formed for specific purposes only to be dissolved when the identified task is accomplished.

Community Unit #3 operates on a budget of approximately \$28 million dollars, with the majority (\$20 million) being spent in the Education Fund.

There are 218 certified staff members and 196 non-certified employees.

Illinois Freedom of Information Act (FOIA) Requests

In compliance with State Law (5 ILCS 140/4), each school district is required to post specific information regarding the school district as part of FOIA (Freedom of Information Act) requirements. Such information is contained in the documents listed at the following links on the District website (www.ms.k12.il.us). If the information you are seeking is not found in these or other documents posted on the District website, you may request copies of existing documents.

Budget Packet, Annual Financial Report for Publication, Annual Financial Statements, List of Contracts Exceeding \$25,000, Five-Year Financial Projections, Current Tax Levy:

<http://www.ms.k12.il.us/district/info/index.html>

District Map:

<http://www.ms.k12.il.us/files/districtmap.pdf>

District Report Cards:

<http://www.ms.k12.il.us/files/district.pdf>

Employee Agreements and Job Descriptions:

<http://www.ms.k12.il.us/district/district-employment-agreements/index.htm>

Board of Education Agendas, Minutes, Supplemental Documents, Monthly Financial Statements, Monthly Treasurer's Reports, Monthly Bill Lists:

<http://www.ms.k12.il.us/district/board/index.html>

Board Policy Manual:

<http://www.ms.k12.il.us/district/bpm/index.html>

How can I submit a FOIA request?

Requests to inspect and/or copy District public records must be submitted in writing and should be submitted to one of the District's FOIA Officers as found below. Provide a brief description of the public records requested, being as specific as possible. *A sample request form is provided at the end of this document and may be helpful, but the form is not required.* Certain information is exempt from disclosure.

Chief FOIA Officer

Keith Oates, Superintendent
Mahomet-Seymour Schools
101 North Division, PO Box 229
Mahomet, IL 61853

Deputy FOIA Officer

Laura Cresap, Asst. Superintendent
Mahomet-Seymour Schools
101 North Division, PO Box 229
Mahomet, IL 61853

Deputy FOIA Officer

Ann Firkins, Admin. Asst.
Mahomet-Seymour Schools
101 North Division, PO Box 229
Mahomet, IL 61853

What happens after I submit a request?

The Illinois Freedom of Information Act requires agencies to respond to requests for non-commercial purposes within five business days after the District's receipt of the written request. The Act provides, however, that under certain circumstances, the response time may be extended for up to five additional working days. If this happens, you will be notified by letter specifying the reason for the delay. The requester and the District also may agree in writing to extend the time for compliance for a period of their choosing.

The FOIA Officer shall respond to written requests for commercial purposes within 21 business days after receipt. If a request is for a commercial purpose, the requester must disclose this.

What is the fee for duplication of public records?

The first 50 pages of black and white, letter or legal-sized copies are free. Additional pages are 15 cents per page. The District may not charge more than the actual cost for reproducing color copies or copies of other sizes.

What happens if my request is denied?

You will be informed in writing if your request is denied and the reason for the denial. You have the right to have the denial reviewed by the Public Access Counselor (PAC). They can be contacted at:

**Public Access Counselor
Public Access Bureau
500 S. 2nd Street
Springfield, IL 62706
(217) 558-0486
publicaccess@atg.state.il.us**



Request to Inspect or Copy Records

Use this form to request records that are not already available within the public domain. You are not required to use this form, but your request must be written. This form is offered as a courtesy and a guide to assist you.

**Submit to: Mahomet-Seymour CUSD #3 FOIA Officer
Keith Oates, Superintendent
101 North Division, PO Box 229
Mahomet, IL 61853**

I, hereby request the opportunity to (a) **inspect** or (b) **copy** the following record(s). (Please circle.)

Please describe the record(s) precisely:

This request is for a (a) **non-commercial** or (b) **commercial** purpose. (Please circle.)

I understand that the first 50 pages of black-and-white letter or legal-sized copies are free. The copying charge for additional pages is \$.15 per page.

<hr/> Signature of Requesting Individual	<hr/> Name
<hr/> Date Request Submitted	<hr/> Address
<hr/> Phone Number	<hr/> City, State, Zip
<hr/> E-Mail: _____	

DO NOT WRITE IN THIS SPACE

<hr/> Date request received by District FOIA Officer	<hr/> Signature
--	-----------------