

Galapagos Rockford Charter School

FOIA Policy

Posted at GRCS- First Floor Office

Freedom of Information Act Policy

The Governing Body of the Galapagos Rockford Charter School will comply with the State of Illinois Freedom of Information Act. (75 ILCS 5/4). The purpose of this policy is to support the intent of the act to provide access to public records, while protecting the legitimate privacy of individuals and maintaining administrative efficiency.

Requests for Information

All requests must be in writing addressed to:

Michael G. Lane- FOIA Officer
Galapagos Rockford Charter School
2605 School Street
Rockford, Illinois 61101

All requests shall include the requestor's full name, address, and telephone number. All requests shall include a brief, but specific description of the records desired. Requests received by mail shall be deemed received only on actual delivery, regardless of postmark.

Response

The FOIA Officer shall consider the request and respond, on behalf of the Governing Body of Galapagos Rockford Charter School, in one of three ways:

- Approve the request.
- Approve the request in part and deny the request in part.
- Deny the request.

Upon approval of a request for public records, the Governing Body of Galapagos Rockford Charter School may either provide the materials immediately, give notice that the materials shall be made available upon payment of reproduction costs, or give notice of the time and place for inspection of records.

A denial of a request for public records shall be made in writing. It shall state the reasons for the denial in accordance with either Section 3 (f) or Section 7 of the Freedom of Information Act and the names and titles of individuals responsible for the decision. It shall also give notice of the requestor's right to appeal.

Timetable for response

The Governing Body of Galapagos Rockford Charter School shall respond to a written request for public records within 5 working days after the receipt of such request. The Governing Body of Galapagos Rockford Charter School may give notice of an extension of time to respond, which shall not exceed 5 working days. Such an extension will be allowable only when written notice is provided within the original five working day time limit and only for the reasons provided in Section 3 (d) of the Freedom of Information Act. Such notice of extension shall state why the extension is necessary.

Notices of extension and notices of denial issued on behalf of the Governing Body of Galapagos Rockford Charter School shall be conclusively deemed to have been given if mailed within the applicable time period, regardless of the date of receipt by the party requesting the records.

Appeals

A requestor whose request has been denied in whole or in part may appeal the denial to a Public Access Counselor for the Illinois Attorney General or a Circuit Court.

Fees

The Governing Body of Galapagos Rockford Charter School the right to charge fees permitted by the Illinois Freedom of Information Act.

Description of the Organization

Galapagos Rockford Charter School is dedicated to preparing scholars to be responsible, productive, college-educated adults capable of adapting and prospering in a changing global economy. GRCS will provide meaningful, intensified instruction that will give scholars the motivation and tools necessary to lead a successful life. To further empower scholars, GRCS will promote economic literacy, foreign language acquisition, leadership ethics and positive living habits. Finally, GRCS will foster high levels of achievement by advocating for the academic, social, emotional and physiological needs of every scholar.

Galapagos Rockford began serving scholars in September of 2009. The school currently serves scholars in grade kindergarten through eighth grade.

Operating Budget of Organization

GRCS' operating budget for fiscal year 2018 is approximately \$3,950,000

Number of Employees

As of August 1, 2018 GRCS has forty employees.

Body to which GRCS Reports

GRCS reports directly to the Galapagos Rockford Charter School Board. GRCS provides reports to the Illinois State Board of Education and Rockford Public School District #205.

Galapagos Rockford Charter School Board of Directors as of August 1, 2018:

Board Chair

- Dr. Jon Lippitz M.D.
- Michael Lane MBA/JD
- David Taber
- Anne Thompson-Kelly
- Rebecca Denzer
- Jeff Ordon
- Josh Binning