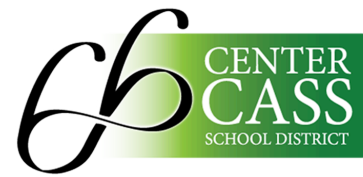


**Maria Gannon, Administrative
Assistant to the Superintendent**
Center Cass School District 66
699 Plainfield Road
Downers Grove, IL 60516



Memo

To: Board of Education
From: Maria Gannon
Date: February 12, 2025
Re: FOIA Request

To whom it may concern,

I am a news reporter from Lake County Gazette, a media organization committed to providing comprehensive and accurate news coverage on local governmental affairs. I am requesting the following records under the Illinois Freedom of Information Act, 5 ILCS 140, preferably in electronic format:

Copy or all emails and memos from the past 12 months that contain the following keywords:

“Lucy Calkins”
“Units of Study”

As a member of the media, I am involved in gathering and reporting news to the public. Access to public records is essential for me to fulfill my professional responsibilities, which include holding public institutions accountable and providing transparency to the public. Given my role in disseminating information, I believe I am eligible for a fee waiver as a media professional.

Please let me know if you have any questions,
Owen Wang,
Lake County Gazette

Below is the District’s response to the FOIA:

We completed our search for keywords "Lucy Calkins" and "Units of Study". The communications that surfaced were advertisement emails from groups such as The Reading and Writing Project, Mossflower, Edweb, Heinemann, and Crossland Literacy. Only other communications were article headlines from Edweek or Newsweek. All communications with those words were to employee inboxes, with no communications back from employees to those emails.

The link to the saved files can be found [here](#).