



To: Kent Mutchler, Superintendent
CC: Board of Education, Pam Burgeson
From: Kelley Munch, Communications Coordinator
Date: January 22, 2014
Re: Freedom of Information Act Request(s) and Response(s)

The following is a summary of Freedom of Information Act requests that have been received and responded to by District staff members.

- 1) Helen Martinez, P.O. Box 44, Lee, IL, requested the following records: "A copy of the nine page settlement agreement that employee Margaret Pennington and the Geneva School District 304 have come to in regards to a discrimination case."

This FOIA was received January 8, 2014, and responded to on January 9, 2014. It took one District employee a total of 20 minutes (\$10.53) to respond to this FOIA.

- 2) Patti Lopuszanski, 532 Carriage Way, South Elgin, requested the following records: "**1.** The ISBE in September 2012 approved the Alternative Learning Opportunities Program (ALOP) for students attending Mid-Valley Special Education Cooperative. Please provide a list of the number of students along with the total General State Aid (GSA) per student by their program they attend/attended since that approval date whose parents were given the form to sign allowing their GSA to no longer be claimed by Geneva School district and instead being claimed and received through Alternative Learning Opportunities Program (ALOP) funding that flows through the Kane County ROE to Mid-Valley Special Education Cooperative. Identify if any student over the age of 18 signed the ALOP permission form to approve GSA to longer be claimed by a Geneva student's home school. **2.** List the school hours and the total Instructional Time broken down by the time allotments per the daily schedule each ALOP student receives and the additional tuition charged to Geneva School District by program for each student enrolled in the ALOP program at Mid-Valley Special Education Cooperative (Mades-Johnstone Center and The Shelby Building Transition Program). **3.** Provide a copy of the blank form Geneva parents were asked to sign and documentation they received to explain what the program would provide their students. **4.** Identify if Mid-Valley Special Education Cooperative gave any person outside of a student's casemanager access to confidential IEP information and completed blank ALOP permission forms. **5.** List the D304 procedures in place when a student does not attend, leaves the program or returns back to their home school and how the General State Aid is returned to the school district on the student's behalf or cancelled. **6.** Identify who monitors the spending of ALOP funds and include the line item budgets that have been approved and the spending of those funds."

This FOIA was received January 14, 2014, and responded to on January 17, 2014. It took three District employees a total of 30 minutes (\$20.89) to respond to this FOIA.

- 3) Brian McSherry, SMART Local 265 of Carol Stream, requested the following documents: “I am requesting your policy with regards to Background Checks for people working on your property, I.E. Construction workers and what disqualifies them from working on school grounds.”

This FOIA was received January 15, 2014, and responded to on January 21, 2014. It took four District employees a total of 40 minutes (\$24.46) to respond to this FOIA.

- 4) Chris Martin requested the following records: “...an electronic copy of your food service contract with the company, Sodexo. Please include the original contract with any amendments.”

This FOIA was received January 21, 2014, and responded to on the same day. It took two District employees a total of 25 minutes (\$12.05) to respond to this FOIA.