

# Geneva Community Unit School District 304

## Office of the Superintendent

### MEMO

To: Board of Education  
From: Kent Mutchler  
Subject: Response to Freedom of Information Request(s)  
Date: October 28, 2013

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Per the requirements of the statute, the Board is receiving notification that the following FOIA requests have been received and responded to by Communication Coordinator Kelley Munch or Superintendent Kent Mutchler.

- 1) Bob McQuillan, Geneva, requested the following records: "an electronic copy of the current contract for the superintendent of Geneva School District 304."

This FOIA was received October 7, 2013, and responded to on October 10, 2013. It took one District employee a total of 30 minutes (\$15.80) to respond to this FOIA.

- 2) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the October 7<sup>th</sup>, 2013 Finance Committee meeting."

This FOIA was received October 8, 2013 and responded to on October 15, 2013. It took two District employees a total of one hour, 15 minutes (\$27.04) to respond to this FOIA.

- 3) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the October 15<sup>th</sup>, 2013 Board of Education meeting and the Finance Committee meeting."

This FOIA was received October 16, 2013, and responded to on October 21, 2013. It took two District employees a total of 1 hour, 45 minutes (\$30.37) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant