

# 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: September 9, 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) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the August 12<sup>th</sup>, 2013 Board of Education meeting and the Finance Committee meeting."

This FOIA was received August 15, 2013, and responded to on August 22, 2013. It took two District employees a total of 2 hours (\$40.06) to respond to this FOIA.

- 2) Kathleen Roberts, 654 Sylvan Place, Batavia, requested the following records: "1) Current negotiated contract between the Geneva Board of Education and Geneva Support Personnel (ie: paraprofessionals working as special education and/or classroom assistants/aides; secretaries; maintenance personnel; etc.) 2) Negotiated salary schedules as defined by the current contract for Geneva Support Personnel as defined above."

This FOIA was received August 28, 2013, and responded to on August 30, 2013. It took three District employees a total of 40 minutes (\$24.47) 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 August 26<sup>th</sup>, 2013 Board of Education meeting and the Finance Committee meeting."

This FOIA was received August 28, 2013 and responded to on August 30, 2013. It took two District employees a total of one hour, 15 minutes (\$27.04) to respond to this FOIA.

- 4) Lisabeth M. Searing, Assistant Professor, Illinois Wesleyan University School of Nursing, requested the following records: "The job description for any nursing or health aide positions in your district."

This FOIA was received August 30, 2013, and responded to on September 3, 2013. It took two District employees a total of 50 minutes (\$30.08) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant