BOARD MEMO – INFORMATION ITEM

To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, November 17, 2026

RE: FOIA Requests

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

Providing Foundations Together, Cultivating Individual Growth

The Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from federal agencies. The Illinois Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from state and local agencies, including school districts. FOIA is a critical tool to promote transparency, accountability, and trust in public entities.

The District's FOIA Officer shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Date Received	Due Date	Extension Due Date	Requestor/Company	Topic/Summary	Date Responded
10/20/2026	10/27/2026		Nathanael Bird	Digital copies of all materials presented and distributed during the Putnam County School District Board of Education committee session held on October 20th.	10/21/2026
10/23/2026	10/30/2026		Floyd Jones	Inspect or obtain copies of certified payroll records for Guisti Electric Company from January 1, 2025, to present, and copies of any contracts Putnam County Community School District #535 entered with Guisti Electric.	10/26/2026
10/30/2026	11/06/2026	11/13/2026	Nathanael Bird	Digital copies of all communications or records of communication from or to Superintendent Cody Martzluf, the school board and Marquis Energy, it's subsidiaries, employees or agents. Discussing the finance committee meeting, the presentation to the board, or topics covered there in such as the enterprise zone, abatement of taxes, or rate setting. Between October 20th and October 30th 2026."	11/11/2026