

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: February 11, 2013

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) Jake Griffin, Daily Herald, requested the following records: "The names of all school board members or school district employees who attended the Illinois Association of School Boards conference Nov. 16-18, 2012 in Chicago; Copies of all invoices, receipts and expenses reimbursed to any of the school board and/or school district employees who attended the Illinois Association of School Boards conference Nov. 16-18, 2012 in Chicago."

This FOIA was received January 11, 2013, and responded to on January 14, 2013. It took two District employees a total of 1 hour, 15 minutes (\$39.13) 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 January 14, 2013 Board of Education meeting. This request should also include the Coultrap Public Forum Meeting at 6pm on same day."

This FOIA was received January 15, 2013, and responded to on January 25, 2013. It took three District employees a total of 2 hours, 5 minutes (\$42.35) to respond to this FOIA.

- 3) Susan Sarkauskas, Daily Herald, requested the following records: "A copy of the most recent appraisal done for the Coultrap property, 1113 Peyton St., in which the value of the property was determined."

This FOIA was received January 18, 2013, and responded to on January 28, 2013. It took one District employee a total of 50 minutes (\$24.53) to respond to this FOIA. Total attorney time equaled one hour (\$190).

- 4) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the January 28, 2013 Board of Education meeting."

This FOIA was received January 30, 2013 and responded to on February 1, 2013. It took two District employees a total of one hour, 15 minutes (\$26.53) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator