

227 N. Fourth Street
Geneva, Illinois 60134
Office: 630-463-3000
Fax: 630-463-3009

Dr. Andrew Barrett
Superintendent of Schools



Community Unit
School District 304

TO: BOARD OF EDUCATION
FROM: DR. ANDY BARRETT, SUPERINTENDENT
DATE: DECEMBER 15, 2025
RE: FOIA REQUESTS & BOARD CORRESPONDENCE

The following FOIA requests were received:

Sheri Reid
Data Acquisition Specialist
SmartProcure
Direct: (561) 609-6759 | Support: 954-420-9900
Email: sreid@smartprocure.com | <https://smartprocure.us/>
5000 T-Rex Ave, Suite 200, Boca Raton, FL 33431

Requested the following records: “SmartProcure is submitting a commercial FOIA request to the Geneva Community Unit School District 304 for general purchasing records. Request details are as follows:

Our request is limited to readily available, fully electronic documents.
For the purpose of this request, “fully electronic” refers to dynamic PDF, Excel (csv., xlsx.), TXT or RTF files containing active text.
Files containing active text should allow the user to use their mouse/trackpad to highlight, select, copy and paste the text from the file.
Responsive reports include those containing the following details per purchase:
1 Unique Identifier (i.e. PO #, Invoice #, Check #, Encumbrance #, etc.)
Purchase Date
Line item details
Line item quantity
Line item price
Vendor ID number, name, address, contact person and their email address

The unique upload link below has been added as a security measure for current and future requests. Please feel free to upload responsive documents here, or attach them to your response email:”

This FOIA request was received 11/7, and responded to on 11/13. It took 2 District employees a total of 90 minutes (\$59.22) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

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CT Mills
984-303-8215
Public Info Access LLC

Requested the following records: “Pursuant to Illinois Freedom of Information Act (FOIA) – 5 ILCS 140/1 et seq., I am requesting copies of the most current existing records listing all active employees within your school or district. To ensure our records remain accurate, we are requesting the latest version currently on file that includes the following fields:

Full Name

Title/Position

Work Email Address

Work Location (School Name or Central Office)

Please note: we are not asking the district to create new documents, compile data, or generate reports. We are only seeking copies of records that already exist in your custody.

If available, please provide the records in electronic format (Excel, CSV, or PDF preferred). If updates, additions, or changes have occurred since your last response, we would appreciate receiving the most recent version currently maintained.

If clarification is needed, I am happy to assist. If the records are maintained in a different format, please let me know.

This request is not intended for commercial use, but solely to help maintain accurate and current public records.”

This FOIA request was received 12/5/2025. It took 2 District employees a total of 60 minutes (\$37) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

The Board received the following correspondence regarding:

2026-2027 School Calendar	Dr. Andy Barrett
Inclement Weather Plan	Dr. Andy Barrett
Discipline Concerns	Dr. Andy Barrett
TIF 3	
TIF 4	