

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: May 28, 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) Mark Pennington, Geneva, requested the following records: "The complete, non-redacted, handwritten original minutes recorded with my approval by Assistance Principal Ms. Maura Burns (GMSN) during my parent requested academic conference held at GMSN April 15, 2013 ... All invoices, communication and expenses related to the districts legal consultation regarding responses that arose either due to my request for an academic conference with my child's teacher, or the legal expenses incurred by the district for subsequent decisions/consultations regarding the scheduling, attendees, data and/or outcomes or responses to requests for information including the meeting minutes for the private parent academic conference permitted and provided guidance by Illinois School Code. All electronic, hand written or other format communication created prior to, or following, the above meeting (electronic, hand written or other format of communication) between district staff pertaining to my request for the academic conference that name my son or any family member(s), make reference to the participants (proposed to attend or actually attending) and/or that were created between teachers, the technology department, school and district administrators, or any district employees including the district attorneys or others. This includes, but is not limited to, materials referencing the scheduling, attendance, response, data, acceptance, attendees and/or outcomes of/for this academic conference."

This FOIA was received May 1, 2013, and responded to on May 8, 2013. It took six District employees a total of 4 hours, 35 minutes (\$297.93) to respond to this FOIA. Total attorney time equaled 1.5 hours (\$345).

- 2) Jake Griffin, Daily Herald, requested the following information: "Names of employees who were not in school April 11, 2013 to attend IEA/NEA conference; Names of employees who were not in school April 12, 2013 to attend IEA/NEA conference; Class assignments for teachers not in school those days, (for example: 2nd grade, middle school gym, high school English, etc.); Job titles of support staff not in school those days; Reason given for employees' absences on those days (If able to determine which employees were off that day for IEA/NEA conference, this request can be ignored.); List of daily pay for each employee not in school April 11-12, 2013; Please designate whether employees not in school April 11-12, 2013 received full compensation (personal day, professional development, etc.) despite their absence; Names, individual payment amounts and description of class assignment (for example: 2nd grade, middle school gym, high school English, etc.) or job covered by substitutes used on April 11, 2013; Names, individual payment amounts and description of class assignment (for example: 2nd grade, middle school gym, high school English, etc.) or job covered by substitutes used on April 12, 2013; Dollar amount, if any, union(s) will or have reimburse(d) district for cost of substitute staff."

This FOIA was received May 9, 2013, and responded to on May 15, 2013. It took three District employees a total of 1 hour, 30 minutes (\$47.97) to respond to this FOIA.

- 3) Brian McSherry, Sheet Metal Workers Local 265, Carol Stream, requested the following records: "I am requesting all bid records, bid announcements, bid advertisements, bid results for the Summer School HVAC work to be performed this year 2013."

This FOIA was received May 9, 2013, and responded to on May 15, 2013. It took two District employees a total of one hour, 20 minutes (\$47.61) to respond to this FOIA.

- 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 May 13th, 2013 Board of Education meeting."

This FOIA was received May 15, 2013 and responded to on May 17, 2013. It took two District employees a total of one hour, 15 minutes (\$26.53) to respond to this FOIA.

/pb

Cc: K. Munch, Communication Coordinator