

**Jacksonville School District #117**

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Matthew Moore, Assistant Superintendent

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January 2, 2026

Dear Mr. Turley,

Thank you for writing to Jacksonville School District 117 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On December 22, 2025, you requested the following documents:

1. Records reflecting the number of formal complaints, investigations, or disciplinary actions involving Mrs. Duffy during her employment with Jacksonville School District 117, including dates and outcomes, excluding any student-identifying information.
2. Records reflecting the number of formal complaints, investigations, or disciplinary actions involving Assistant Principal Brockhouse during his employment with Jacksonville School District 117, including dates and outcomes, excluding any student-identifying information.
3. Any written directives, emails, memoranda, or administrative guidance issued by Assistant Principal Brockhouse to staff between November 1, 2024 and present regarding parent communication, response timelines, or handling of disciplinary or classroom incidents.

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by 5 days for the following reasons:

- In order to determine whether the requested records are exempt under Section 7 of FOIA or must be redacted in part before they are disclosed, we must have the documents reviewed by district attorneys.
- We cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations. District facilities are closed for winter break from December 22 through January 2 therefore we would be unable to locate these records during that time.
- Before we can determine whether to provide the documents in response to your FOIA request, we must consult with district attorneys to determine how to respond to this request due to privacy concerns on numbers one, two and three.
- Request number 3 is too broad and considered burdensome. We ask that you provide a narrowed search to allow us to more easily find the documents you are requesting.

We will respond to your request within the required timeline once we receive the narrowed request for number 3.

Sincerely,

Matthew Moore  
Assistant Superintendent  
Jacksonville School District 117  
(217) 243-9411  
mmoore@jsd117.org