

# 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: March 11, 2013

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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) TaShaunda Shumpert, R.J.B. Properties, Inc. in Orland Park, IL, requested the following records: "First I'd like to know what company you are currently using for custodial/janitorial services. Secondly, I'd like to know when the district plans to release its next Request for Proposals (RFP) for custodial/janitorial services. Finally, I am officially requesting copies of the six most recent invoices, as well as a copy of the current contract for custodial/janitorial services for the Geneva Community Unit School District #304."

This FOIA was received February 7, 2013, and responded to on February 8, 2013. It took one District employee a total of 20 minutes (\$9.81) to respond to this FOIA.

- 2) David Offutt, 814 Wendall Avenue, West Chicago, requested the following records: "...any available information from my student file from my years in Coultrap Middle School ... What is the procedure to get a copy of my file?"

This FOIA was received February 7, 2013, and responded to on February 8, 2013. It took three District employees a total of 45 minutes (\$20.93) to respond to this FOIA.

- 3) Mark Egan, economics PhD student at the University of Chicago, requested the following records: "I am looking to find the following information about the construction of the school [Fabyan Elementary] and any other new build construction projects that your district completed over the past ten years: 1) What is the square footage of the project? 2) What was the original estimated cost of the project? 3) When was the project started and completed? 4) If a general contractor was used for the project a) What firm won the contract and what was its bid? b) What was the final amount paid to the contract winning firm (inclusive of change/impact orders)? This may (will likely) differ from the firm's bid. c) What other firms bid on the contracts and what were their bids?"

This FOIA was received February 4, 2013, and responded to on February 11, 2013. It took three District employees a total of two hours, 25 minutes (\$71.19) 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 February 11, 2013 Board of Education meeting."

This FOIA was received February 12, 2013 and responded to on February 15, 2013. It took two District employees a total of one hour, 15 minutes (\$26.53) to respond to this FOIA.

- 5) Brenda Schory, Kane County Chronicle, requested the following records: "1) Appraisals of the Coultrap facility/property as referred to in a public meeting by board president Mark Grosso; 2) Requests for proposals to do the appraisal on the Coultrap property; 3) Responses to the requests for proposals; 4) How much the district paid for the appraisal/appraisals of Coultrap; 5) Any official communications written or electronic, with regards to the appraisal of Coultrap; 6) Any communications, written or electronic, with regards to the fate of Coultrap, including but not limited to email and mail from residents on whether the building should be saved or razed; 7) Any communications, written or electronic, to or from the Superintendent's Facility Task Force, as it pertains to Coultrap."

This FOIA was received January 23, 2013, and responded to on February 13, 2013 agreeing upon a legal extension with the requestor. It took three District employees a total of 13 hours (\$468.21) to respond to this FOIA. Total attorney time equaled 4.9 hours (\$931).

- 6) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the February 25, 2013 Board of Education meeting and the Policy Committee meeting of February 25, 2013."

This FOIA was received February 26, 2013, and responded to on March 4, 2013. It took three District employees a total of 1 hour, 50 minutes (\$34.22) to respond to this FOIA.

- 7) Susan Sarkauskas, The Daily Herald, requested the following records: "...any documents the Geneva school district received as a result of Freedom of Information Act requests it filed with Prairie Crossing Charter School, the Illinois Math and Science Academy and the Illinois State Board of Education, regarding Margaret Pennington."

This FOIA was received February 25, 2013, and responded to on March 4, 2013. It took two District employees a total of 1 hour, 10 minutes (\$38.02) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator