

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: AUGUST 25, 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 from 3/27/2025 to the current request date of 8/7/2025.

To be specific, we are looking for a report comparable in format and content to the attached report from an older request.

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:
<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMDAwMDAwZUZHVFIEMiZzdD1JTCZvcmc9R2VuZXZhQ29tbXVuaXR5VW5pdFNjaG9vbERpc3RyaWN0MzA0Jm9yZ2lkPTczNzI0>

For any questions or concerns, please feel free to contact me via email or at the phone number in my signature below.

As always, thank you for your time and consideration."

This FOIA request was received 8/7/2025, and responded to on 8/12/2025. It took 2 District employees a total of 60 minutes (\$37.10) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

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The Board received the following correspondence regarding:

Bus Stops	Dr. Andy Barrett & Matt Johnson
Equity & Inclusion	Dr. Andy Barrett
Fee Waiver	Todd Latham