

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: JULY 15, 2024**  
**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 3/6/2024 to the current request date of 6/4/2024. 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:

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<https://upload.smartprocure.com/?id=c2RqPWEyYlZQMdAwMDAwNm42S1lBUSZzdD1JTCZvcmc9R2VuZXZhQ29tbXVuaXR5VW5pdFNjaG9vbERpc3RyaWN0MzA0Jm9pZD03MzcyNA%3D%3D>”

This FOIA request was received 6/4/2024, and responded to on 6/10/2024. It took 2 District employees a total of 60 minutes (\$37.63) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

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Bo Kim  
UnionBids.com  
P.O. Box 3533  
Peoria, IL 61612

Requested the following records: “I am looking for Bid Results/Tabulations or Award for: 06/03/2024 Geneva Community Unit School District No. 304 - Pavement Rehabilitation Project at the Transportation Facility (Kane County)  
This information is being requested for Commercial purposes.”

This FOIA request was received 6/5/2024, and responded to on 6/12/2024. It took 2 District employees a total of 70 minutes (\$61.31) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

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Bo Kim  
UnionBids.com  
P.O. Box 3533  
Peoria, IL 61612

Requested the following records: “I am looking for Bid Results/Tabulations or Award for: 04/25/2024 Geneva Community Unit School District No. 304 - Roof Renovation Project at Heartland Elementary School (Kane County)  
04/25/2024 Geneva Community Unit School District No. 304 - 2024 Make-Up Air Unit & Air Compressor Replacement at Transportation Building (Kane County)  
CS2 Project Number: 819-I-3  
This information is being requested for Commercial purposes.”

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This FOIA request was received 6/6, and responded to on 6/13. It took 2 District employees a total of 60 minutes (\$54.59) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

The Board received the following correspondence regarding:

Registration Fees	Dr. Andy Barrett and Todd Latham responded