



Oak Park Elementary School District 97

970 Madison ▪ Oak Park ▪ Illinois ▪ 60302 ▪ ph: 708.524.3000 ▪ fax: 708.524.3019 ▪ www.op97.org

**TO: Members, Board of Education
Dr. Carol Kelley, Superintendent**

FROM: Chris Jasculca

RE: Update on FOIA Requests and Responses

DATE: July 12, 2016

Below is a summary of the recent Freedom of Information Act (FOIA) requests that the district has received and/or processed.

1. On May 27, 2016, an individual submitted the following FOIA request via email.

“Thank you for your reply to my request of April 19. With respect to my request for all complaints made about Principal LeeAndra Khan, it does not appear that the response is complete. My request should not be interpreted narrowly.

Follow up:

One of the emails (the one dated 1/18/2016) begins with “And here’s another. . .” That language seems to refer to previous complaints. I would like to see all previous communications from that sender regarding principal LeeAndra Khan. Also, the letter dated February 28, 2016 indicates there are attachments and specifically refers to a February 22, 2016 email. If there are emails, attachments or other documents that accompanied the documents you provided in response to my requests for the complaints, I would like to receive those as well. The first three documents you provided do not show an addressee. I would like to know to whom they were originally sent and to whom they were subsequently sent / forwarded (along with copies of any accompanying email / correspondence). Also, any attachments/ enclosures accompanying the complaints should be included too [the February 28, 2016 letter indicates there are attachments].

New requests:

1. I am requesting all responses from the superintendent, any D97 school board members, Steve Cummins (HR Director), and/or LeeAndra Khan herself to any complaints made about Principal LeeAndra Khan this current school year. This request includes responses directly to those who filed complaints as well as communications involving the superintendent, the school board members, Steve Cummins (HR Director), and/or LeeAndra Khan addressing / discussing any complaints about LeeAndra Khan.
2. I am requesting all complaints made about Michelle Reed this current 2015-16 school year which have been made to the superintendent, LeeAndra Khan, Michelle Reed, Steve Cummins (HR Director), and/or any D97 school board members and any responses. This request includes complaints from parents, teachers, staff, administrators, school board members and anyone else. This request also includes responses to those who filed complaints as well as communications involving the superintendent, the school board members, Steve Cummins (HR Director), LeeAndra Khan and/or Michelle Reed addressing / discussing any complaints about LeeAndra Khan.”

On June 1, 2016, we emailed this individual to inform him/her that, as is permissible under FOIA, we were extending the time to respond to the request by five business days. Based on this extension, we issued our final response to the request on June 13, 2016.

2. On June 9, 2016, Mr. Roy McCampbell submitted the following FOIA request via email.

“A copy of all invoices for legal services for the period of January 1, 2014 through May 31, 2016. I am requesting these documents in electronic format. This request is for non-commercial purposes.”

We issued our response to Mr. McCampbell’s request on June 13, 2016.

On June 23, 2016, Mr. McCampbell emailed the following reply to our response.

“You have altered my request to ‘detailed billing records’ clearly in an effort to frustrate and delay.

This request is for the monthly invoices for legal services for the District. This did not include a request for the backup materials and supporting documentation to the invoices.

Continued denial of such a simple request that may not span more than 30 to 50 pages could result in the District being responsible for the requestor's legal expenses.

Please revisit your response and be compliant. At this point your response did not request an extension. Therefore, I am expecting that you will make every effort to provide a member of the public your invoices upon which you have paid the bills for legal services and which depict to the public what is spent each month on legal services including the general topics as well as the hourly rate charged by the firm as well as what firm is performing the work.”

We issued our response to Mr. McCampbell’s follow-up email on June 30, 2016.

3. On June 13, 2016, Ms. Susan Casterline submitted the following FOIA request via U.S. Mail.

- “Copies of all leases between Mann School and Free Church
- Copies of all leases where school property is being used for non school related purposes.”

We issued our response to Ms. Casterline’s request on June 27, 2016. We also provided her with additional information that was responsive to her request on June 29, 2016.

4. On June 29, 2016, Ms. Gabriella Lauricella, who is a data acquisition specialist for SmartProcure, submitted the following FOIA request via email.

“SmartProcure is submitting a commercial FOIA request to the Oak Park Elementary School District No. 97 for any and all electronic purchasing records from 2016-02-29 to current. The request is limited to readily available records without copying, scanning or printing.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity

5. Line item price
6. Vendor ID number, name, address, contact person and their email address
7. What is the beginning of your fiscal year?"

We issued our response to Ms. Lauricella's request on June 30, 2016.