

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: May 29, 2012

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) Brenda Schory, Kane County Chronicle, requested the following records: "We request all records, memos, reports, emails, notes or minutes which state how the district came to present student enrollment numbers for the 2007 referendum which were higher than those projected by Dr. Kasarda in his 2006 report ... Regarding the Geneva CUSD 304 April 2007 Referendum Q&A materials which were used in public forums in the spring of 2007, we request all records, memos, emails, notes or minutes which show who created and/or contributed to the creation of the materials and who signed off on them to be presented to the school board and to the public. In particular, the answer to question 9: 'These projections are calculated by District officials with various scenarios in the formulas and have been verified by the Kasarda consulting firm.' All records, notes, minutes, memos, emails, minutes or reports regarding the inclusion of the sentence specific to Dr. Kasarda's verification of the district's enrollment numbers. Any letters, memos, emails or other communications from Dr. Kasarda showing that he endorsed or verified the district's enrollment numbers as presented to the public outside of his 2006 report. All notes, minutes, memos, emails or reports of and from strategy discussions regarding talking points and how to present the 2007 referendum request to the public."

This FOIA was received May 8, 2012, and responded to on May 24, 2012 after receiving a legally agreed-upon extension. It took three District employees a total of 29 hours (\$1,034.69) to respond to this FOIA. District attorneys were contacted regarding this FOIA, but total attorney time and cost were not immediately available.

- 2) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the May 14, 2012 Board of Education meeting."

This FOIA was received May 23, 2012, and responded to on May 24, 2012. It took two District employees a total of one hour (\$21.54) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator