

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: July 23, 2012

Per the requirements of the statute, the Board is receiving notification that the following FOIA requests have been received and responded to by Superintendent Kent Mutchler.

- 1) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the June 11, 2012 Board of Education meeting."

This FOIA was received June 12, 2012, and responded to on June 18, 2012. It took three District employees a total of 1 hr. 25 min. (\$39.09) to respond to this FOIA.

- 2) Heidi Roed, 515 Peyton Street, Geneva, IL, requested the following records: "I would like the following questions answered on the Geneva School District funded program of paying for bottled water, sodas and possibly other refreshments to administrative staff for the Geneva School District throughout the school year on a daily basis. If you are unsure what I am writing in reference of, please ask Mark Grosso about the program that he and I spoke of privately over the phone during Fall 2011.

1) How much did this program cost District 304 for the following years? Please provide a total by year. 2009 to 2010 school year; 2010 to 2011 school year; 2011 to 2012 school year.

2) Who are the vendors as they are listed in the check register listed on the district's website that service this program?

3) How many Geneva School District administrative staff members benefit from this program compared to the total number of employees in the district?

4) Please provide total employee counts by salary range for the Geneva School District staff that benefit from this program. In other words, how are the staff members from question 3 categorized by salary range? Please provide total number of beneficiaries for each salary range below. \$200,000 and above; \$100,000 to \$199,999; \$70,000 to \$99,999; \$0 to \$69,999"

This FOIA was received June 19, 2012, and responded to on June 26, 2012. It took four District employees a total of 4 hrs. 5 min. (\$147.05) to respond to this FOIA.

- 3) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the June 25, 2012 Board of Education meeting."

This FOIA was received June 26, 2012, and responded to on July 2, 2012. It took two District employees a total of 1 hr. 45 min. (\$50.55) 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 July 9, 2012, 5:30 p.m. Finance Committee Meeting and 7:00 p.m. special Board Meeting."

This FOIA was received July 10, 2012, and responded to on July 17, 2012. It took two District employees a total of 3 hrs. 15 min. (\$76.26) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator