

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: SEPTEMBER 9, 2024  
RE: FOIA REQUESTS & BOARD CORRESPONDENCE

The following FOIA requests were received:

Justin Cunningham

justin@zipbuffalo.com

Requested: "I am submitting a request under the Wisconsin Public Records Law, Wis. Stat. §§ 19.31 to 19.39, for access to records held by your institution. We are looking for existing, already maintained electronic records (without copying, scanning, or printing) of the following data.

Vendors: A list of all vendors your institution has used from 2022-01-01 onward. For each vendor include

1. Vendor Name
2. Vendor Contact Name
3. Vendor Contact Email
4. Vendor Procurement Method

Purchase Orders: A list of all purchase orders dated 2022-01-01 onward. For each purchase order include

1. Purchase date
2. Vendor name
3. Line item details
4. Line item quantity
5. Line item price

Contacts: A list of all current employee / staff contact information. For each member include

1. First Name
2. Last Name

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

3. Position Title
4. Department
5. Employment Type ie: full-time, part-time, contractor
6. General Office Phone Number
7. Direct Office Phone Number
8. Email Address

Importantly, a similar request was recently made by SmartProcure or GovSpend in 2019 or even more recently and you might already have files referencing this information. We would prefer up to date information, but if the request will take a long time to complete, it would be great if you could send the SmartProcure data in the meantime.

If this request was misrouted, please forward to the correct contact person and reply to this communication with the appropriate contact information.

Should this request be denied wholly or partially, please provide a detailed justification for each decision, citing specific exemptions under the WI Freedom of Information Act. Additionally, I request that all segregable portions of otherwise exempt material be provided.”

This FOIA request was received 8/26/2024, and responded to on 9/3/2024. It took 2 District employees a total of 120 minutes (\$73.24) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

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 6/4/2024 to the current request date of 9/3/2024. 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.

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

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”

This FOIA request was received 9/3/2024, and responded to on 9/9/2024. It took 2 District employees a total of 90 minutes (\$59.22) to respond to this FOIA request. Total attorney time equaled 0 hours (\$0).

The Board received the following correspondence regarding:

Cell Phone & Smart Device Usage	Dr. Andy Barrett responded
Pulte/LaFox Proposed Development	Dr. Andy Barrett responded