



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE COMMUNICATIONS OFFICE**

**TO:** Kent Mutchler, Superintendent  
**CC:** Board of Education, Bonnie Johnson  
**FROM:** Kelley Munch, Communications Coordinator  
**DATE:** November 5, 2014  
**RE:** Freedom of Information Act Request(s) and Response(s)

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The following is a summary of Freedom of Information Act requests that have been received and responded to by District staff members.

- 1) Deniece Hopkins, IEA-NEA, requested the following records: “Names of all non-certified support staff employees and their hire dates; All support staff job titles; Work sites and corresponding addresses; The number of hours scheduled to work per week (or percentage appointment); The number of months scheduled to work per year; Bargaining unit status and, if they are in a bargaining unit, the name of the labor organization with which that unit is affiliated; and Copies of any contracts the district has with subcontractors currently engaged in district support staff work (e.g., transportation services, food services, custodial services, etc.).”

This FOIA request was received October 14, 2014, and responded to on November 3, 2014, after mutually agreeing upon an extension with the requestor. It took two District employees a total of 1 hour, 35 minutes (\$46.12) to respond to this FOIA request. Total attorney time equaled 1.8 hours (\$378).