



# Oak Park Elementary School District 97

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

**FROM: Chris Jasculca**

**RE: Update on FOIA Requests and Responses**

**DATE: October 13, 2016**

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

1. On September 8, 2016, Mr. Jared Rutecki, who is a digital journalist for the Better Government Association, submitted the following FOIA request via email.

“This is Jared Rutecki at the Better Government Association with a request for documents under the Illinois Freedom of Information Act.

Specifically, under FOIA, I am requesting copies of:

- 1.) **Collective Bargaining Agreements:** Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. If a union is currently operating under an expired contract, please include it.
- 2.) **Administrator Contracts:** Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.
- 3.) **Budget:** The approved operating and capital budgets for the 2016-17 school year.
- 4.) **Legal Settlements:** Any and all legal settlements entered into, signed, or otherwise adopted from August 1, 2015 to present.
- 5.) **Payroll:** Documents sufficient to show the **names and corresponding job titles and salaries of any and all district employees and board members** as of today (In other words, the current payroll records that include names, positions and pay for all employees, **not just teachers and administrators**).

If possible, please provide budget and payroll documents in a spreadsheet format, and a PDF for the collective bargaining agreements, administrator contracts and legal settlements.

I am making this request on behalf of the Better Government Association (BGA). The BGA is a registered non-profit organization in the State of Illinois.

The principal purpose of this request is to access and disseminate information concerning news and current or passing events for articles of opinion or features of interest to the public regarding the health, safety and welfare or the legal rights of the general public. The information sought will not be used for sale, resale, or solicitation or advertisement for sales or services.

This request is not made for commercial or personal purposes. More information about the BGA is available on the BGA website, [www.bettergov.org](http://www.bettergov.org), and on file with the Illinois Secretary of State. I ask that you waive fees as the law allows.

For any written correspondence, please send to:

223 W Jackson Blvd.  
Ste. 900.  
Chicago, IL 60606

**However, in the interest of saving money and paper, I ask that you send all responses to my email address.”**

We issued our response to Mr. Rutecki’s request on September 12, 2016.

2. On September 26, 2016, Katy Smyser, who is a producer for NBC 5 Chicago, submitted the following FOIA request via email.

“This is a request under the Illinois Freedom of Information Act. I am making this request of every public school district in the Chicago area.

I would like to know which schools in Oak Park Elementary School District 97 have a stock of undesigned epinephrine auto-injectors, and which do not. (Schools in Illinois are under no requirement to keep such a supply.)

To save you time in this response, I’m basically looking for a response in which you list each school in your district, with a “yes” or “no” as to whether the school keeps a stock of undesigned epinephrine auto-injectors.

However, if you prefer to produce actual FOIA documents, I ask that you provide me with the required written prescription or standing order, which each school must have if it opts to keep a supply of undesigned epinephrine auto-injectors – and also let me know which schools do not have such a prescription or order. **Again, I am happy to accept a yes-or-no answer about each school, in place of these prescriptions and orders, to save you time in answering this request.**

You can send your response to me at [katy.smyser@nbcuni.com](mailto:katy.smyser@nbcuni.com). Alternatively, you can send an answer to me at NBC5 Chicago; 454 North Columbus Drive; Chicago, Illinois 60611. And if there is any way in which I can help in getting this information, I would be happy to do so.

Because these records are in the public interest, I ask that you waive any reproduction fee. And if you deny this request, please tell me on what grounds, and to whom I should appeal.”

We issued our response to Ms. Smyser’s request on September 26, 2016.

3. On September 26, 2016, Ms. Mindy Ruckman from the Illinois Policy Institute submitted the following FOIA request via email.

“This is a request for information under the Illinois Freedom of Information Act (5 ILCS 140). The purpose of this FOIA is to learn the total cost of workers’ compensation on local governments, and any summary information or documentation that shows the total cost of workers' compensation each year compared to the total wages paid each year would be appreciated. We would like to learn this information in terms of dollar

amounts so we understand the entire tax liability to taxpayers. We have requested documents below, but you may also provide a summary of information, rather than actual documents, if that is less burdensome on your staff.

As you can see below, we have request information from fiscal years 2010-2016. If you do not have documentation encompassing all of these years, please let us know. We are interested in the years you have available.

I am seeking the following:

1. Please provide documents showing the end of year total payroll summary, including total covered wages and number of employees. Please provide this information from July 1, 2009 – June 31, 2016. Please provide this separated out by fiscal year.

2. Please provide documents showing the annual total costs of workers compensation to your unit. This should include the following, but is not limited to:

- Any settlement payments
- Indemnity payments
- Medical payments

3. Please provide documents showing how many workers compensation claims were filed each fiscal year against your unit from July 1, 2009 – June 31, 2016.

4. Is the unit of government self-insured? If the school district has a workers compensation insurer, please provide documents showing the total amount of premium payments made to the insurance company from July 1, 2009 – June 31, 2016 and separated by year as responsive to the document request made in item #2. Also, does the unit of government have excess insurance? If so, please provide documents showing those payments as well.

The purpose of this request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and, because it is on behalf of a not-for-profit organization, is not for the principal purpose of personal or commercial benefit. Therefore, I ask that you furnish any responsive documents without charge.

I will expect to receive your response within five business days, as required by the statute (5 ILCS 140/3(d)). However, please let us know if you would like an extension of time.”

On September 26, 2016, we emailed Ms. Ruckman to inform her that, as is permissible under FOIA, we were extending the time to respond to her request by five business days. We were in the process of drafting/compiling our response to Ms. Ruckman’s request at the time this information was submitted for inclusion in this evening’s board meeting packet.

4. On September 30, 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 purchasing records from 2016-06-02 to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

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?

The attached document may be helpful as a reference to fulfill this request if the Oak Park Elementary School District No. 97 stores the records using any of the pre-programmed software reports, but the records request is not limited to the reports listed.

Please email the information or use the following web link. There is no file size limitation:  
<http://upload.smartprocure.us/?st=IL&org=OakParkElementarySchoolDistrictNo97>

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

We issued our response to Ms. Lauricella’s request on September 30, 2016.