

# 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: January 14, 2013

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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. Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the November 30, 2012 Board of Education meeting (Retreat meeting)."

This FOIA was received December 3, 2012, and responded to on December 10, 2012. It took two District employees a total of one hour, 15 minutes (\$30.67) to respond to this FOIA.

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 December 10, 2012 Board of Education meeting and a copy (DVD) of the December 10, 2012 Finance Committee meeting."

This FOIA was received December 11, 2012, and responded to on December 14, 2012. It took two District employees a total of 2 hours, 5 minutes (\$49.08) to respond to this FOIA.

3. Brenda Schory, Kane County Chronicle, requested the following records: "The school district's response to the GEA's charge of unfair labor practice, expected to be filed with the Illinois Educational Labor Relations Board."

This FOIA was received December 12, 2012, and responded to on December 14, 2012. It took one District employee a total of 20 minutes (\$9.81) to respond to this FOIA. Total attorney time was less than five minutes.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator