

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: October 9, 2012

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 September 24, 2012 Board of Education meeting."

This FOIA was received September 25, 2012, and responded to on October 1, 2012. It took two District employees a total of 1 hour, 5 minutes (\$24.16) to respond to this FOIA.

- 2) Susan Sarkauskas, the Daily Herald, requested the following records: "Any and all documents and correspondence, written and electronic, between Geneva school district authorities and representatives of the Geneva Education Association, that set forth the parameters of the negotiations of the 2012 teachers contract, including any confidentiality agreement."

This FOIA was received and responded to on October 2, 2012. It took one District employee a total of 30 minutes (\$14.72) to respond to this FOIA. Total attorney time equaled 0.3 hours (\$57).

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator