



GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304
FROM THE COMMUNICATIONS OFFICE

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

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

- 1) Brent Johnson, Illinois resident, requested the following records: “I request that a copy of all public budgetary expenditures be provided to me for each separate high school in your district as outlined on the attached Excel Spreadsheet ... Additionally, in submitting these expenditure amounts, please use only the most recent completed academic year beginning with the fall semester of 2012, and ending with the spring semester of 2013 ... Please also send electronic copies of the school district budgets from FY12 - FY14 as part of this FOIA request. I request that a copy of the school district’s ISBE required report card also be sent electronically. List and briefly describe all student fees required by the school from the highest student fee to the lowest student fee (include all academic, athletic, and extracurricular fees in the same list. List the official total average cost to educate a student in the 2012-13 academic year that was listed in the school’s report card as required by ISBE. Give the median certified teacher salary including benefits for the 2012-13 academic year for the entire school. Give the mean certified teacher salary including benefits for the 2012-13 academic year for the entire school. What was the total “instructional budget” of the school for the 2012-13 academic year? What was the total “operational budget” of the school for the 2012-13 academic year? What was the total “overall budget” of the school for the 2012-13 academic year?”

This FOIA was received February 14, 2014, and responded to on February 27, 2014, after receiving a legal five-day extension. It took 12 District employees a total of 19 hours, 55 minutes (\$675.29) to respond to this FOIA.

- 2) Esther Castillejo of the Better Government Association requested the following records: “1) Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. 2) Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents. 3) The most recent approved operating and capital budgets. 4) Any and all confidentiality agreements adopted, approved or signed in calendar years 2011, 2012 and 2013. (These agreements would involve any agreements governed by a confidentiality or non-disclosure clause -- and often involve personnel matters, real estate transactions and the like.) 5) Documents sufficient to show the names and corresponding job titles and salaries of any and all employees and board members as of today. (In other words, the current payroll records that include names, positions and pay. Please provide in Excel or similar format.) To be clear, we are

NOT looking for a list of the highest-paid people, or just teachers and administrators. We are looking for a comprehensive list of all employees.”

This FOIA was received February 24, 2014, and responded to on February 27, 2014. It took three District employees a total of 3 hours, 40 minutes (\$85.24) to respond to this FOIA.

- 3) Brian Anderson, Lee’s Foodservice Parts & Repairs, Inc., Addison, requested the following records:
“1) Vendor/contractor information providing for the maintenance and repair of the cafeteria/foodservice equipment. 2) Vendor/contractor information providing the ware-washing, cleaning, and sanitizing products for the cafeteria/foodservice equipment. 3) If applicable, copies of the contract/s of the aforementioned services/products in items 1 & 2. 4) Person/Department whom purchases the aforementioned services/products in items 1 & 2.”

This FOIA, which was identified as a request for commercial purposes, was received February 24, 2014, and responded to on March 3, 2014. It took four District employees a total of 40 minutes (\$22.14) to respond to this FOIA.