

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: September 10, 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 August 27, 2012 Board of Education meeting."

This FOIA was received August 28, 2012, and responded to on August 31, 2012. It took two District employees a total of one hour, five minutes (\$24.16) to respond to this FOIA.

2) John Veirup, Associate Vice President of First Investors Corporation in Lombard, requested the following records: "1) A list of the current carriers admitted for establishing 403(b) salary reductions in the district (i.e. Valic, Fidelity, Oppenheimer Funds). 2) Name of current TPA (Third Party Administrator) if using one. 3) A copy of the hold harmless or service provider agreement to which your school district binds the 403(b) carriers (if none exists, then so state). 4) Any other legal documents requiring signature from 403(b) vendors and/or participants (i.e. salary reduction agreements). 5) Written notice of the district's requirements for carrier status (i.e. minimum number of clients, board/union approval). 6) A directory of employees in the district (if none exists, then a roster of personnel in each building would be sufficient). 7) Any guidelines the administration has set forth for carriers to speak with employees of the district (i.e. many districts allow vendors to provide lunch to staff members in the lounge area of the buildings)."

This FOIA was received August 10, 2012, and responded to on September 6, 2012 in accordance with the timeline for commercial requests laid out by the Freedom of Information Act. It took three District employees a total of 6 hours, 15 minutes (\$115.97) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator