

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: April 23, 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) Brian McSherry, Sheet Metal Workers' Local 265, Carol Stream, requested the following records: "...any and all information for Summer construction work planned for this year on any building owned or leased by the district which includes the following scope. If contracts awarded already please include the names of contractor or sub contractors awarded the work. HVAC (Heating, Air Conditioning, Ventilation), Exhaust Systems; HVAC Maintenance work and/or Maintenance agreements; Architectural Metals used for weatherproofing and/or ornamental purposes; Gutters and/or Downspouts; New installation and/or replacement of lockers; New installation and/or replacement of toilet partitions; Kitchen Renovations."

This FOIA was received April 5, 2012, and responded to on April 12, 2012. It took three District employees a total of 1 hour, 40 minutes (\$55.51) 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 April 9, 2012 Board of Education meeting."

This FOIA was received April 11, 2012, and responded to on April 18, 2012. It took two District employees a total of one hour (\$21.54) to respond to this FOIA.

- 3) Steve Mathis, 650 N. View Street, Hinkley, requested the following records: "I request the following information. You may simply attach your responses to this email below I do not require back up documentation at this time ... What is the name and address of your school district? What is the official title for the individual who is in charge of the maintenance and upkeep of the facilities? What was the 2011-12 annual O&M budget for the Buildings and Grounds Department? How many employees are in the Buildings and Grounds department? Are the custodians in house employees or outside contracted? How many? Are the maintenance employees in house or outside contracted? How many? Are the grounds keepers in house or outside contracted? How many? How many buildings is the above mentioned individual responsible for? What is the total square footage of all the buildings the above mentioned individual is responsible for? What is the total grounds acreage of the above listed buildings? How many students in the district? How many staff in the district? What is the annual wage for the Director of Buildings and Grounds or the person in charge of the maintenance and upkeep of the facilities? Is this person a district employee? What other benefits (vacation, sick, personal days...) does the above individual receive? Does the above mentioned individual get to take home a vehicle? Is the above mentioned individual able to receive overtime benefits? How many years has the above mentioned individual held this position?"

This FOIA was received April 16, 2012, and responded to on April 18, 2012. It took two District employees a total of 1 hour, 30 minutes (\$42.79) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator