
FOIA Request

1 message

Heather Heiden <membership@lcft.org>
To: Sydney Ryan <sryan@lcft.org>, Heather Heiden <membership@lcft.org>

Mon, Mar 31, 2025 at 4:54 PM

Dear FOIA Officer,

Pursuant to the Freedom of Information Act, I am requesting multiple items:

A. Substitute rates:

1. Daily substitute teacher rate
2. Long term substitute teacher rate
3. Daily substitute paraprofessional/teaching assistant rate

B. Copies of the performance evaluation tools used for the following job categories within your district:

1. Paraprofessionals/Teaching Assistants
2. Health Aides/Health Clerks
3. Administrative Hall Monitors (If separate tools or exist for 9/10-month and 12-month classifications, please provide both versions)
4. Library Assistants
5. Maintenance or Janitorial Staff
6. Additionally, if any of these evaluations contain a sub-component for input from supervisors or classroom teachers, please provide copies of those as well.

I request that the records be provided in electronic format, if available, and sent via email to this email address (membership@lcft.org). If electronic records are not available, please inform me of any copying fees before processing my request.

If any portion of this request is denied, please provide a written explanation citing the specific legal exemption relied upon. If any records can be released in part, please provide all segregable portions. This is not a commercial request.

I appreciate your time and assistance and look forward to your response within the timeframe required by law. If you require any clarification, please feel free to contact me using the information below my signature.

Sincerely,

Sydney Ryan | Field Service Director
Lake County Federation of Teachers Local 504
248 Ambrogio Drive, Gurnee, IL 60031
T: (847) 623-7725 | E: sryan@lcft.org

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