

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 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: "Clarification of who records the Board of Education meetings. Is this an employee of the Geneva CUSD 304, a representative of the School Board or simply an individual acting on their own? I would also like an electronic copy of the video and audio of the February 27, 2012 Board of Education meeting."

This FOIA was received March 5, 2012, and responded to on March 9, 2012. It took three District employees a total of 1 hour, 25 minutes (\$34.50) to respond to this FOIA. Total attorney time equaled 0.2 hours (\$38).

- 2) Wendy Murtha, Marketing Coordinator for Invo HealthCare Associates, Inc. of Jamison, PA, requested the following records: "A copy of the current contract and rates your district has with its providers of related services (Occupational Therapy, Physical Therapy, Speech and Language Pathology, School Psychology and Social Work) for your students."

This FOIA was received March 12, 2012, and responded to on March 14, 2012. It took two District employees a total of 55 minutes (\$38.84) to respond to this FOIA.

- 3) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the March 12, 2012 Board of Education meeting."

This FOIA was received March 13, 2012, and responded to on March 19, 2012. It took two District employees a total of one hour (\$21.54) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator