

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: January 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) Matt Armstrong of the Crossroads Kids Club, Streamwood, requested the following records: "... the application form for renting space in a school building along with any policies, procedures and rental schedules that would be used for such a rental."

This FOIA was received December 22, 2011, and responded to on December 28, 2011. It took three District employees a total of 1 hour, 20 minutes (\$39.44) to respond to this FOIA.

2) Jim Adams, requested the following records: "Copies of all, escrow account statements, provided monthly to the district by Escrow Agents, for escrow funds established for but not limited to the following purposes: the 2010 refunding bond; the 2007B refunding bond; the 2007A refunding bond, the 2002 refunding bond ... the period commencing on January 1, 2007 and continuing through the most recent statement you have received (presumably ending Nov. 30, 2011) is the period I am requesting for review."

This FOIA was received December 9, 2011, and responded to on December 27, 2011 after receiving a legal five-day extension. It took three District employees a total of 18 hours, 20 minutes (\$639.11) to respond to this FOIA.

If additional information is required, please notify me.

KM/pb

Cc: K. Munch, Communication Coordinator