



Oak Park Elementary School District 97

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**TO: Members, Board of Education
Dr. Carol Kelley, Superintendent**

FROM: Chris Jasculca

RE: Update on FOIA Requests and Responses

DATE: April 12, 2016

Below is a summary of the recent Freedom of Information Act (FOIA) requests that the district has received and/or processed.

1. On March 23, 2016, Mr. Brendan Bakala from the Illinois Policy Institute submitted the following FOIA request via email.

“This is a request for information under the Illinois Freedom of Information Act (5 ILCS 140).

I am seeking documents related to the number of and names of Oak Park Elementary School District 97 employees who are union members with the name of their affiliated union and residential zip codes.

As I am a researcher acting in the public interest, I ask that you waive any fees. Please notify me by email if you have any questions regarding my request. If possible, please forward the requested document(s) by e-mail.

I will expect to receive your response within five business days, as required by the statute (5 ILCS 140/3(d)).”

We issued our response to Mr. Bakala’s request on March 29, 2016.

2. On March 28, 2016, Mr. Nathan Mihelich, who is the director of membership and marketing for the Illinois Retired Teachers Association, submitted the following FOIA request via email.

“This is a request under the Illinois Freedom of Information Act. Today's date is March 28, 2016.

RECORDS REQUESTED: Please provide the name, title and email address of all employees who are retiring or leaving your district in 2016.

Please provide the requested records electronically. Simply reply to this email or send to nmihelich@irtaonline.org.

This is a non-commercial request by the Illinois Retired Teachers Association, a 501c4 Illinois organization.”

We issued our response to Mr. Mihelich’s request on March 30, 2016.

3. On April 3, 2106, Lauren Brown, who is a teacher from Brooks Middle School, submitted two FOIA requests via email.

Request #1

“In accordance with FOIA, I am requesting all documents and communications (including, without limitation, emails, texts, memoranda, and voice mail messages) concerning, regarding, involving, referring to and/or otherwise relating to **Lauren Brown (Lauren S. Brown)**, a teacher at Gwendolyn Brooks Middle School. The time period of this request is from July 1, 2015 until the time of the response to this request.

I am requesting that documents be provided in electronic format (DVD or CD) and I recognize that I will be billed the actual cost incurred, if any, for the purchase of the DVD / CD supplies to fulfill the request. In the unlikely event that the cost is anticipated to exceed \$100, please contact me at [personal/private information redacted] to discuss this.

Note: I am aware of policy and practice among certain employees in District 97 to use misspellings, code names or unconventional spacing or other designations or identifiers (collectively, “Alternative Designations”) in an improper and impermissible attempt to shield documents and communications from FOIA disclosure (for example, the name Lauren Brown might be written as “Laurn Brwn” or “LrnB RowN” or in countless other ways, but which are recognizable or identifiable as Lauren Brown to the sender/recipient. Any electronic search must be sufficient to obtain such Alternative Designations. Accordingly, it is incumbent upon Oak Park Elementary School District 97 to determine any such Alternative Designations used to designate Lauren Brown in addition to using conventional electronic search terms “Lauren” “Lauren Brown” and “Brown” to find responsive documents and communications. Particular attention should be paid with respect to Alternative Designations in documents and communications to and/or from Ms. LeeAndra Khan and Ms. Michelle Reed.

Note: To help you narrow the request, I note that this request does not seek any general communications sent to all teachers, all staff, and/or all employees at Gwendolyn Brooks Middle School (for example, emails to the email address brooksschool@op97.org are not sought in this request). In addition, this request also does not seek any electronic communications actually sent to Lauren Brown (at the email lbrown@op97.org) or authored by Lauren Brown (including those sent from the email address lbrown@op97.org). However, for the avoidance of doubt, if electronic communications originally authored by Lauren Brown were subsequently forwarded by others, the forwarded communications are within the scope of this request.

Should you have any questions regarding this request, please contact me. I look forward to receiving the requested documents and communications within five (5) days. Please acknowledge your receipt of this request.”

Request #2

“In accordance with FOIA, I am requesting all electronic communications (including, without limitation, emails, texts, memoranda, and voice mail messages), including any attachments, received and/or sent by:

- (a) LeeAndra Khan (Principal at Gwendolyn Brooks Middle School); and
- (b) Michelle Reed (Assistant Principal at Gwendolyn Brooks Middle School).

This request includes, without limitation, all emails (and attachments thereto) sent from or received at the email addresses LKhan@op97.org and MReed@op97.org and at any other email addresses assigned to Ms. Khan or Ms. Reed.

The time period of this request is from July 1, 2015 until the time of the response to this request.

I am requesting that documents be provided in electronic format (DVD or CD) and I recognize that I will be billed the actual cost incurred, if any, for the purchase of the DVD / CD supplies to fulfill the request. In the

unlikely event that the cost is anticipated to exceed \$100, please contact me at [personal/private information redacted] to discuss this.

Should you have any questions regarding this request, please contact me. I look forward to receiving the requested electronic communications within five (5) days. Please acknowledge your receipt of this request.”

We were in the process of drafting/compiling our responses to Ms. Brown’s requests at the time this information was submitted for inclusion in this evening’s board meeting packet.