



**GENEVA COMMUNITY UNIT SCHOOL DISTRICT 304**  
**FROM THE COMMUNICATIONS OFFICE**

**TO:** Kent Mutchler, Superintendent  
**CC:** Board of Education, Bonnie Johnson  
**FROM:** Kelley Munch, Communications Coordinator  
**DATE:** September 3, 2014  
**RE:** Freedom of Information Act Request(s) and Response(s)

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The following is a summary of Freedom of Information Act requests that have been received and responded to by District staff members.

- 1) Jake Griffin, Daily Herald Senior Writer, requested the following records: “1) A list, or documents sufficient to show, the age and grade level of students disciplined with suspension from team or group activities – along with the number of days suspended and what teams and/or school-sanctioned organized group activities students was suspended from – for violating the school district’s athletic department and/or districtwide student drug and alcohol abuse/use policies for the school years: 2013-14; 2012-13; and 2011-12. 2) The number of students enrolled at the district for the above listed school years.”

This FOIA request was received August 14, 2014, and responded to on August 21, 2014. It took three District employees a total of 2 hours, 40 minutes (\$132.53) to respond to this FOIA request.

- 2) Brian Dahl, Painters & Allied Trades District Council No. 30, requested the following records: “A list of all Geneva School District #304 schools that contracted any painting or drywall finishing that was performed over this summer 2014. Contractor(s) name, address, phone number and principal owner(s) of contractor(s) awarded painting and drywall finishing (taping) for any of the Geneva School District #304 schools. Copies of awarded Contractor(s) and Sub Contractor(s) Base Bids for the Geneva School District #304 schools painting and drywall finishing (taping) (including unit pricing). A list of all contractors who submitted bids for all painting and drywall finishing at any of the Geneva School District #304 schools where work was performed, including bid amounts. Copy of the minutes approving the contract for the painting and drywall finishing (taping) for the Geneva School District #304 schools. Awarded contractor(s) and sub contractor(s) written Substance Abuse Prevention Program per Section 15 of Public Act 095-0635; name of laboratory that is certified for Federal Workplace Drug Testing Programs by the Substance Abuse and Mental Health Service Administration of The U.S. Department of Health and Human Services; name of employees performing the work who have submitted to a pre-hire, random drug and alcohol testing; the procedure for notifying an employee who violates Section 10 of Public Act 095-0635.”

This FOIA request was received August 25, 2014, and responded to on August 26. It took two District employees a total of 40 minutes (\$25.85) to respond to this FOIA request.