

## RECORD DESCRIPTION

1. Records reflecting the number of formal complaints, investigations, or disciplinary actions involving Mrs. Duffy during her employment with Jacksonville School District 117, including dates and outcomes, excluding any student-identifying information.
2. Records reflecting the number of formal complaints, investigations, or disciplinary actions involving Assistant Principal Brockhouse during his employment with Jacksonville School District 117, including dates and outcomes, excluding any student-identifying information.
3. Any written directives, emails, memoranda, or administrative guidance issued by Assistant Principal Brockhouse to staff between November 1, 2024 and present regarding parent communication, response timelines, or handling of disciplinary or classroom incidents.