

# 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: August 12, 2013

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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) Dr. Margaret Pennington, 1015 Ray Street, Geneva, requested the following records: "Data for the full compensation and expenses paid to/or on behalf of ALL D304 administrators *including but not limited to* the administrators: Assignment/position, school/CO designation, base salary, bonus, pension contributions, retirement increases, dental & health, life insurance, vacation days, sick days, annuities, tuition, health reimbursement, mileage, all payments associated with workshop and conference attendance (e.g. airfare, train, mileage, taxis, tips, meals, etc.), credit card payments, etc.
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2006-2007
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2007-2008
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2008-2009
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2009-2010
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2011-2012
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2012-2013
  - Years of Service in education as reported by D304 to the state and/or public entities, Degree, and Administrator Compensation Report for: 2013-2014

Or, documents know (sic) by any other names that have served the same purpose/provide the same information as those identified above (e.g., Administrator Benefits Report, Administrator Salary Compensation Report, etc.)"

This FOIA was received July 23, 2013, and responded to on July 30. It took two District employees a total of 1 hour, 20 minutes (\$38.25) to respond to this FOIA. Total attorney time equaled 0.4 hours (\$97).

- 2) Patti Lopuszanski, 532 Carriage Way, South Elgin, requested the following records: "1. List of all Geneva CUSD 304 employees provided any form of a Procurement Card (P-Card) and/or credit card for use during the 2012-2013 school year and their individual credit card spending limits that was paid for by Geneva School District 304; 2. Copies of all monthly P-Card/credit card statements for all Geneva CUSD 304 employees for 2012-2013 along with a copy of the rebate or reward check given to the district based on spending for the school year; 3. Copy of NIA agreement for Occupational and Physical Therapy services for 2013-2014 school year. Number of Geneva CUSD 304 students identified to receive occupational therapy and/or physical therapy in 2013-2014. Cost of OT/PT services paid to Mid-Valley Special Education Cooperative for 2012-2013; and 4. Geneva CUSD 304 student enrollment for Mid-Valley Special Education Cooperative broken down by programs and tuition costs for each program for the 2013-2014 school year."

This FOIA was received July 24, 2013, and responded to on July 31, 2013. It took five District employees a total of 3 hours, 55 minutes (\$129.42) 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 July 22<sup>nd</sup>, 2013 Board of Education meeting and the Finance Committee meeting."

This FOIA was received July 30, 2013, and responded to on August 6, 2013. It took two District employees a total of 2 hours (\$38.27) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant