



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: January 23, 2018

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

1. On November 24, 2017, Mr. Rob Propst from Advanced Disposal submitted a commercial FOIA request via email seeking the “last winning RFP for garbage disposal services” and “the most recent month of invoices for garbage disposal services.”

We issued our response to Mr. Propst’s request on November 27, 2017.

2. On November 28, 2017, Mr. Tom Rupp from Beary Landscape Management submitted a commercial FOIA request via email seeking “the bid results and who was ultimately awarded the contract the last time the Landscape Services RFP for the district was offered and awarded.”

We issued our response to Mr. Rupp’s request on December 4, 2017.

3. On December 18, 2017, Mr. Greg Kolar, who is an Oak Park resident, submitted a FOIA request via email seeking the “Tax Year 2017 Estimated Limiting Rate Calculation.”

We issued our response to Mr. Kolar’s request on December 19, 2017.

4. On December 20, 2017, Ms. Kathleen Conklin, who is an Oak Park resident, submitted a FOIA request via email seeking the following information:

- “A listing of all payments made by D97 to the Collaboration for Early Childhood Development during the period 1/1/09 through 12/20/17. Listing to include date and amount of payment.
- A listing of all payments made by D97 to the Erickson Institute during the period 1/1/09 through 12/20/17. Listing to include date and amount of payment.
- A listing of all journal entries made between D97 and the Collaboration for Early Childhood Learning during the calendar year 2016.
- A listing of all payments made by D97 to Chapin Hall during the period 1/1/09 through 12/20/17. Listing to include date and amount of payment.
- A listing of all receipts and receivables by D97 from the Village of Oak Park specifically associated with the Collaboration for Early Childhood Development during the period 1/1/09 through 12/20/17. Listing to include date and amount of receipt.
- A listing of all receipts and receivables by D97 from the OPRF District 200 specifically associated with the Collaboration for Early Childhood Development during the period 1/1/09 through 12/20/17. Listing to include date and amount of receipt.

- Copies of the Executive Summary for both the 2015 and 2016 Annual Audits of the Collaboration for Early Childhood Development.
- A copy of the data sharing agreement between D97 and/or the Collaboration for Early Childhood Development and the State of Illinois.”

On December 27, 2017, she sent a follow-up email in which she asked that the following two items be added to her original request.

- “A list showing date and amount of all travel and entertainment expense reimbursements paid to any D97 board members during the period 2009-present.
- A copy of the May 19, 2016 minutes of the Collaboration for Early Childhood Development Council Minutes. As D97 provides around 1/3 of the Collaboration revenues, I am asking D97 for this document.”

On December 22, 2017, we emailed Ms. Conklin to inform her that, as is permissible under FOIA, we were extending the time to respond to her request. Based on this extension, we issued our response to her request on January 8, 2018. We also provided her with additional information that was responsive to her request on January 9, 2018.

5. On January 8, 2018, Ms. Kathleen Conklin, who is an Oak Park resident, submitted a FOIA request via email seeking the following information:

- “The minutes attached below don’t capture the date of the meeting; however the document name refers to 11/30/16. Please confirm the meeting date as 11/30/16.
- Within these minutes, there is reference to “Dr. Alicia Evans had prepared a memo about the distribution of funds and reimbursement and discussed this memo.” Please provide a copy of her memo referred to.
- Please provide copy of all prepared comments that Bob Spatz delivered to the World Forum Foundation in New Zealand, delivered on May 10, 2017 and referenced on page 3 of the agenda at the attached link (https://worldforumfoundation.org/wp-content/uploads/2015/12/WF-2017_Room-Plan-for-Sessions_for-Web3.pdf).”

We issued our response to Ms. Conklin’s request on January 9, 2018.

6. On January 15, 2018, Ms. Lisa Hendrix, who is an Oak Park resident and is currently serving as a long-term substitute teacher at Brooks Middle School, submitted a FOIA request via email seeking the “following emails (any and all) between a parent and Ms. Capuder concerning me, Lisa Hendrix. It was received by Ms. Capuder on Thursday, January 11, 2018 regarding my Language Arts class.”

That same day (January 15, 2018), she submitted an amended version of her request via email seeking “any emails sent from non-district emails to op97.org email addresses that include my name as it appears as Lisa Hendrix, L. Hendrix, Miss Hendrix, Mrs. Hendrix, Ms. Hendrix or any iteration thereof.”

On January 16, 2018, she provided a clarification of her request via email. In this clarification, she stated that she was seeking “emails that include the keywords I provided that were sent from a non-district email account to a district email account from Tuesday, January 9, 2018 through Tuesday, January 16, 2018.”

We were working on our response to Ms. Hendrix’s request at the time the board packet for this meeting was published.

7. On January 15, 2018, Mr. Stephen Chichelli from SmartProcure, Inc. submitted a FOIA request via email seeking the following information:

“Any and all purchasing records from 2017-10-11 (yyyy-mm-dd) to current. The request is limited to readily available records without physically copying, scanning or printing paper documents. Any editable electronic document is acceptable.

The specific information requested from your record keeping system is:

1. Purchase order number. If purchase orders are not used a comparable substitute is acceptable, i.e., invoice, encumbrance, or check number
2. Purchase date
3. Line item details (Detailed description of the purchase)
4. Line item quantity
5. Line item price
6. Vendor ID number, name, address, contact person and their email address”

We issued our response to Mr. Chichelli’s request on January 16, 2018.