

# 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: September 23, 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) Jake Griffin, Daily Herald, requested the following records: "Copies of any and all prepaid conference registration invoices and/or receipts for the annual Illinois Association of School Boards Joint Conference in 2013; Copies of any and all prepaid hotel registration invoices and/or receipts for the annual IASB Joint Conference in 2013; List of names and titles of district employees scheduled to attend IASB Joint Conference in 2013 whose conference and/or hotel registration costs have been prepaid."

This FOIA was received September 6, 2013, and responded to on September 10, 2013. It took three District employees a total of 1 hour, 45 minutes (\$57.79) to respond to this FOIA.

- 2) Sandra Ellis, 209 Peyton Street, Geneva, requested the following records: "I would like to request an electronic copy (DVD) of the video of the September 9th, 2013 Board of Education meeting and the Finance Committee meeting."

This FOIA was received September 12, 2013, and responded to on September 16, 2013. It took two District employees a total of 1 hour, 50 minutes (\$33.00) to respond to this FOIA.

/kcm

Cc: P. Burgeson, Administrative Assistant