



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: September 28, 2015

Below is an update on the Freedom of Information Act (FOIA) requests we have either received or processed since the Board of Education meeting on September 8, 2015.

1. As was reported during the September 8 board meeting, Todd Martin, who is an Oak Park resident, requested the following information via email on September 4, 2015:

I. full contact information for District 97's legal counsel, including name, firm name, mailing address, phone and fax, and email. If there is a designated firm or attorney for Brooks Middle School, please provide the above information for that individual and firm as well.

II. full contact information for companies providing the District 97's general liability and directors and officers liability policies, including company name, mailing address, phone and fax, email. If there is a designated underwriter for these policies for Brooks Middle School, please provide the above information for those individuals as well.

III. full copies of the policies for District 97's general liability and directors and officers liability insurance for District 97. If there are separate policies for Brooks Middle School, please provide those as well.

IV. copies of District 97 and Brooks Middle School:

a. policies for the current school year related to staff supervision of students on campus outdoors before school, during school hours, and at school-sponsored events after normal school hours

b. current training documents given to Principals and Assistant Principals, and faculty/staff who supervise students on campus outdoors before school, during school hours, and at school-sponsored events after normal school hours

c. current policies related to student conduct on campus outdoors before school, during school, and after school hours

V. a current organizational chart for District 97, including Board Members and their committee assignments, Superintendents and Assistant Superintendents, Brooks Principals and Assistant Principals, and Brooks staff/faculty committee assignments related to student safety, discipline, and conduct.

VI. the names of Brooks staff assigned to supervise students outside prior to school opening, during school hours, and at school-sponsored events after normal school hours. Disclosing information that relates to the public duties of public employees is not considered an invasion of personal privacy."

Per his original request, we sent Mr. Martin our response via U.S. Mail on September 14, 2015. Per a follow-up communication he sent, we emailed Mr. Martin our response on September 15, 2015.

2. On September 16, 2015, Patrick McCraney from the Better Government Association requested the following information via email:

“1.) Collective Bargaining Agreements: Any and all current collective bargaining agreements, including but not limited to union contracts with teachers. If a union is currently operating under an expired contract, please include it.

2.) Administrator Contracts: Any and all employment/personnel agreements and contracts with current administrators, including but not limited to superintendents and principals.

3.) Budget: The approved operating and capital budgets for the 2015-16 school year.

4.) Legal Settlements: Any and all legal settlements entered into, signed, or otherwise adopted from January 1, 2014 to present.

5.) Payroll: Documents sufficient to show the **names and corresponding job titles and salaries of any and all district employees and board members** as of today (In other words, the current payroll records that include names, positions and pay for all employees, **not just teachers and administrators**).”

On September 18, 2015, we emailed Mr. McCraney to inform him that, as is permissible under FOIA, we were extending the time to respond to his request by five business days. Based on this extension, our response is now due on September 30, 2015.