



TO: Dr. Charles Johns
FROM: Rosanne Williamson
RE: FOIA Requests

FOIA Response:

Please see the attached email response. Responsive documents can be found online at <http://il.glenbrook.schoolboard.net/board>. (Responsive documents will not be attached to the all documents pdf, but can be found under the FOIA agenda item.)

Background:

The Freedom of Information Act (FOIA - 5 ILCS 140/1 et seq.) is a state statute that provides the public the right to access government documents and records. A person can ask a public body for a copy of its records on a specific subject and the public body must provide those records, unless there is an exemption in the statute that protects those records from disclosure (for example: records containing information concerning student records or personal privacy).

A public body must respond to a FOIA request within 5 business days after the public body receives the request or 21 business days if the request is for commercial purpose. That time period may be extended for an additional 5 business days from the date of the original due date if:

- The requested information is stored at a different location;
- The request requires the collection of a substantial number of documents;
- The request requires an extensive search;
- The requested records have not been located and require additional effort to find;
- The requested records need to be reviewed by staff who can determine whether they are exempt from FOIA;
- The requested records cannot be produced without unduly burdening the public body or interfering with its operations; or
- The request requires the public body to consult with another public body who has substantial interest in the subject matter of the request.

If additional time is needed, the public body must notify the requester in writing within 5 business days after the receipt of the request of the statutory reasons for the extension and when the requested information will be produced.



Re: Access to Records

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>
To: FRANCA A GISINER <fgisiner@comcast.net>
Bcc: egeallis@glenbrook225.org

Wed, Aug 12, 2020 at 1:37 PM

Dear Ms. Gisiner,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 7/28/20 we received your request (please note that because your request was received after normal business hours, for FOIA response timelines the requests are treated as received on July 29), pursuant to the FOIA, we extended the time to respond to your requests by an additional five business days to you on or before, August 12, 2020. Please find below the response for the following information:

1. Results of the teachers' responses to all surveys given as it relates to the reopening of schools.

District Response: Document Attached.

2. All communication between the teachers and Matt Whipple pertaining to the reopening of the schools.

To clarify: All communication between the teachers and the administration, including Matt Whipple, pertaining to the reopening of the schools.

District Response:

Your request for "All communication between the teachers and the administration, including Matt Whipple, pertaining to the reopening of the schools." is denied as unduly burdensome. To comply with this request, the District would have to ask every teacher and every administrator to search for any record of communication between the two groups pertaining to the reopening of schools. Not only would every employee have to search their files for correspondence, but the District would have to search every email account for such communications. The District would then be required to make a subjective determination as to whether each communication "pertain[ed] to the reopening of schools." Each communication would also have to be reviewed for exempt information, such as student record information, or information that would constitute a clearly unwarranted invasion of personal privacy (e.g. an email from a teacher to an administrator detailing a medical concern, or a childcare issue.) The Act does not require a public body to undertake such an extensive search, nor are we required to subjectively determine what records might be responsive to your request. I invite you to narrow the breadth and depth of your request and we will make a new determination as to whether any revised request you submit can be complied with without unduly disrupting the District's operations. Finally, to the extent your request involves communications between GEA President Matt Whipple and his membership, the *Illinois Educational Labor Relations Act* prohibits a public school district from disclosing communications between a labor organization and its members. 115 ILCS 5/3(d)(6). I point this out because of your specific reference to Mr. Whipple in your request."

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
3801 West Lake Avenue
Glenview, IL 60026

On Thu, Aug 6, 2020 at 9:44 AM FRANCA A GISINER <fgisiner@comcast.net> wrote:

Thank you for getting back to me. I look forward to hearing back on or before 8/12.

Franca

Franca Gisiner
fgisiner@comcast.net
847-745-9536

On 08/05/2020 10:57 AM Rosanne Marie Williamson <rwilliamson@glenbrook225.org> wrote:

Ms. Franca Gisiner
fgisiner@comcast.net

Re: July 29, 2020 FOIA Requests

Dear Ms. Gisiner:

On July 28, Glenbrook High School District 225 received a request from you pursuant to the Freedom of Information Act ("FOIA") for the following records (please note that because your requests were received after normal business hours, for FOIA response timelines the requests are treated as received on July 29):

1. Results of the teachers' responses to all surveys given as it relates to the reopening of schools.
2. All communication between the teachers and the administration, including Matt Whipple, pertaining to the reopening of the schools.

Pursuant to the FOIA, School District 225 is extending the time to respond to your requests by an additional five business days because:

- The request requires the collection of a substantial number of specified records;
- The request is couched in categorical terms and requires an extensive search for the records responsive to it;
- The request for records cannot be complied with by the public body within the time limits prescribed by the Act without unduly burdening or interfering with the operations of the public body.

Accordingly, School District 225 will provide a response to you on or before, August 12, 2020.

Sincerely,

Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services

FOIA Officer
Glenbrook H.S. District 225
3801 West Lake Ave.
Glenview, IL 60026
847-486-4701

On Tue, Jul 28, 2020 at 6:07 PM FRANCA A GISINER
<fgisiner@comcast.net> wrote:

Dr. Williamson,

To Clarify #2 on my first email, I am requesting the following:

All communication between the teachers and the administration, including Matt Whipple, pertaining to the reopening of the schools.

Thank you,

Franca

Franca Gisiner
fgisiner@comcast.net
847-745-9536

On 07/28/2020 5:36 PM FRANCA A GISINER
<fgisiner@comcast.net> wrote:

Good Afternoon Dr. Williamson,

I am a parent of two students in D225. Regarding the reopening of school in the fall, I am requesting the following records:

1. Results of the teachers' responses to all surveys given as it relates to the reopening of schools.
2. All communication between the teachers and Matt Whipple pertaining to the reopening of the schools.


I am not using this for personal or commercial benefit. As such, I request waiver of any applicable fees.

I look forward to hearing from you. Thank you for your help and attention to this matter.

Best,

Franca

Franca Gisiner
fgisiner@comcast.net
847-745-9536

 **D225 Staff Survey_ June 2020 - Sheet1.pdf**
50K



Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA request

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>
To: Robert Propst <Robert.Propst@advanceddisposal.com>
Bcc: egeallis@glenbrook225.org

Wed, Aug 12, 2020 at 1:33 PM

Good afternoon,

The term of the agreement is three years.

Thank you

Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services
Glenbrook H.S. District 225
[3801 West Lake Ave.](#)
[Glenview, IL 60026](#)
847-486-4701

On Tue, Aug 11, 2020 at 12:57 PM Robert Propst <Robert.Propst@advanceddisposal.com> wrote:

Rosanne,

What is the term of agreement. I see it started 12-1-2018 but it has no term.

From: Rosanne Marie Williamson [mailto:rwilliamson@glenbrook225.org]
Sent: Tuesday, August 11, 2020 12:27 PM
To: Robert Propst <Robert.Propst@advanceddisposal.com>
Subject: Re: FOIA request

Dear Mr. Propst,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/3/20 we received your request for the following information:

1. Copy of the most recent service agreement or contract for waste and recycling services.

District Response: Document attached.

2. Copy of May and June Waste and recycling service invoices.

District Response: Document attached.

All May and June scavenger service invoices are combined into the PDF attached to this email. Waste Management is the vendor we utilize for these services.

The following table lists the page number each invoice can be found:

Building	Invoice Description	Pages
Glenbrook Administration	May 2020	1-2
Glenbrook Administration	June 2020	3-4
Glenbrook Off-Campus	May 2020	5-6
Glenbrook Off-Campus	June 2020	7-8
Glenbrook North High School	May 2020	9-10
Glenbrook North High School	May 2020	11-12
Glenbrook North High School	June 2020	13-14
Glenbrook North High School	June 2020	15
Glenbrook North High School	June 2020	16-17
Glenbrook South High School	May 2020	18
Glenbrook South High School	June 2020	19

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
3801 West Lake Avenue
Glenview, IL 60026

On Mon, Aug 3, 2020 at 12:31 PM Robert Propst <Robert.Propst@advanceddisposal.com> wrote:

Good Afternoon,

I'm requesting the following information. This is a commercial request.

- Copy of the most recent service agreement or contract for waste and recycling services.
- Copy of May and June Waste and recycling service invoices.

Thank you,

Rob Propst | Regional Major Account Executive



1660 Hubbard Avenue | Batavia | Illinois 60510

T: 708-240-2023 | **M:** 847-639-3508 | **E:** Robert.Propst@advanceddisposal.com

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Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA Request for Information

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Tue, Aug 18, 2020 at 12:49 PM

To: HELENE COTTON <hcotton@mac.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Cotton,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/11/20 we received your request for the following information:

- Any and all documents that discuss the district's plan for aid positions and how aids will be utilized during online learning, including but not limited their role, where they will be physically located during online learning and whether and what they will be getting paid during online learning.

District Response: Aids will be paid for services provided, please see attached salary schedule.

No document responsive to the district's plan for aid positions and how aids will be utilized during online learning, including but not limited their role, where they will be physically located during online learning.

- Any and all documents that discuss the district's plan for staff/non-teaching or aid positions and how these professionals will be utilized during online learning, including but not limited their role, where they will be physically located during online learning and whether and what they will be getting paid during online learning.

District Response: Please find attached.

- The contract and term of our Superintendent and Principals, including their salaries.

District Response:

Superintendent's Contract - Please see attached.

[Principals' salaries](#)

- Any and all documents which discuss or reference how students with 504 plans will be supported during eLearning and how accommodations will be tracked and implemented, and how the accountability for those plans will be measured.

District Response: Please see attached.

- Any and all documents that provide process and protocols for metrics to move between steps on the learning plan continuum and whom the school is working with to determine those protocols - beyond the advisory committee.

District Response: The metrics are under development, but there are no current responsive documents.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
Glenbrook High School District 225
3801 West Lake Avenue
Glenview, IL 60026

On Mon, Aug 10, 2020 at 9:21 PM 'HELENE COTTON' via FOIA <Foia@glenbrook225.org> wrote:

To whom it may concern:

I am requesting information pursuant to the Freedom of Information Act. Please provide the following documents to me.

Any and all documents that discuss the district's plan for aid positions and how aids will be utilized during online learning, including but not limited their role, where they will be physically located during online learning and whether and what they will be getting paid during online learning.

Any and all documents that discuss the district's plan for staff/non-teaching or aid positions and how these professionals will be utilized during online learning, including but not limited their role, where they will be physically located during online learning and whether and what they will be getting paid during online learning.

The contract and term of our Superintendent and Principals, including their salaries.

Any and all documents which discuss or reference how students with 504 plans will be supported during eLearning and how accommodations will be tracked and implemented, and how the accountability for those plans will be measured.

Any and all documents that provide process and protocols for metrics to move between steps on the learning plan continuum and whom the school is working with to determine those protocols - beyond the advisory committee.

Please note that the word documents includes any and all electronic communications (as well as hard copy documents), including but not in any way limited to emails, memos, summaries, notes, presentations, etc.

Please let me know if you need anything further from me.

Thanks for your assistance.

Helene Cotton
GBS Parent

Helene Cotton
Market Research Consultant
312-560-9146
hcotton@mac.com

5 attachments



504.pdf
108K



PARA_ Second Shift Schedule Dates.pdf
35K



Superintendent's Agreement 2019-2022.pdf
606K



Paraprofessional Salaries.pdf
64K



message to paraprofessionals.pdf
88K



Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA Request for Information

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Tue, Aug 18, 2020 at 12:49 PM

To: kathy kapsim <kkapsimalis@yahoo.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Kapsimalis,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/11/20 we received your request for the following information:

- Documents which in any way demonstrate efforts made by the district to attempt to secure substitute teachers and teacher aids for the upcoming 2020-2021 school year and any documents which reflect the percentage of those substitute teachers and teacher aids who are willing to work in-person this coming school year.

District Response: Please see attached.

- Any and all documents which reflect negotiations and/or discussions between the district and the teachers' union which in any way relate to COVID and the school year 2020-2021.

District Response: Please see attached.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
3801 West Lake Avenue
Glenview, IL 60026

On Mon, Aug 10, 2020 at 11:33 PM 'kathy kapsim' via FOIA <Foia@glenbrook225.org> wrote:

Dear Dr. Williamson,

I am requesting information pursuant to the Freedom of Information Act. Please provide the following documents to me.

Documents which in any way demonstrate efforts made by the district to attempt to secure substitute teachers and teacher aids for the upcoming 2020-2021 school year and any documents which reflect the percentage of those substitute teachers and teacher aids who are willing to work in-person this coming school year.

Any and all documents which reflect negotiations and/or discussions between the district and the teachers' union which in any way relate to COVID and the school year 2020-2021.

Please note that the word documents includes any and all electronic communications (as well as hard copy documents), including but not in any way limited to emails, memos, summaries, notes, presentations, etc.

Please let me know if you need anything further from me.

Thanks for your assistance,

Kathy Kapsimalis

GBS Parent

2 attachments

 **D225 Substitute Survey_ July 2020.pdf**
39K

 **Agendas.pdf**
265K



Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA Request

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Wed, Aug 12, 2020 at 1:32 PM

To: Doris Appel <dorisappel@comcast.net>

Bcc: egeallis@glenbrook225.org

Dear Ms. Appel,

We do not have what you refer to as a "transcript;" we sent you the minutes and the recording from the meeting as these are the only documents we have that are responsive to your request. The attached file is the verbatim recording.

The only items required under the Open Meetings Act are to maintain the approved minutes and now under the Governor's Executive Order, the audio recording of the meeting.

Thank you,

Rosanne Williamson Ed.D.
Assistant Superintendent for Educational Services
Glenbrook H.S. District 225
[3801 West Lake Ave.](#)
[Glenview, IL 60026](#)
847-486-4701

On Tue, Aug 11, 2020 at 12:48 PM Doris Appel <dorisappel@comcast.net> wrote:

Thank you for your prompt response, but I had asked for a transcript of the meeting and instead I only received the Minutes. Kindly advise.

Thank you,

Doris Appel

Sent from my iPhone

On Aug 11, 2020, at 12:28 PM, Rosanne Marie Williamson <rwilliamson@glenbrook225.org> wrote:

Dear Ms. Appel,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/11/20 we received your request for the following information:

- A copy of the transcript from the D225 Board of Education Meeting dated 7/27/2020

District Response: Please find attached.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
[3801 West Lake Avenue](#)
[Glenview, IL 60026](#)

On Mon, Aug 10, 2020 at 10:08 PM Doris Appel <dorisappel@comcast.net> wrote:

Dr. Roseanne Williamson,

Kindly provide a copy of the transcript from the D225 Board of Education Meeting dated 7/27/2020. I missed a large portion of the beginning of that very important meeting and I cannot find a recording available on the district's website.

Thank you very much,

Doris Appel

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 [GMT20200728-001007_Board-of-E_1976x1050.mp4](#)

<05.00.G.a. 07.27.20 Special Meeting Open.Minutes.doc.pdf>



Elaine Geallis <egeallis@glenbrook225.org>

Re: FOIA Request for Information

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Tue, Aug 18, 2020 at 12:50 PM

To: Levy Pauline <Pauline.Levy@us.mcd.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Levy,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/11/20 we received your request for the following information:

- Copies of any and all survey(s), including each question, provided to teachers at Glenbrook 225 which in any way relates to COVID.
District Response: Please see attached document.
- Any and all documents which demonstrate or in any way discuss or relate to the responses by Glenbrook 225 teachers to the survey(s) referenced above.
District Response: Please see attached document.
- Documents which relate in any way to teachers' requests for child care accommodations and the district's investigation into child care options for teachers, including the costs associated with those options and discussions regarding possible district funding of those options.
District Response: Please see attached document. No document responsive to the cost associated with those options and discussions regarding possible district funding of those options.
- Any documentation that may explain why the district is planning to make and the district's thinking behind making accommodations for teachers where such accommodations are not required by the ADA, such as accommodations related to family member health conditions and child care accommodations.
District Response: No responsive documents.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
[3801 West Lake Avenue](#)
[Glenview, IL 60026](#)

On Mon, Aug 10, 2020 at 9:07 PM Levy Pauline <Pauline.Levy@us.mcd.com> wrote:

To whom it may concern:

I am requesting information pursuant to the Freedom of Information Act. Please provide the following documents to me.

Copies of any and all survey(s), including each question, provided to teachers at Glenbrook 225 which in any way relates to COVID.

Any and all documents which demonstrate or in any way discuss or relate to the responses by Glenbrook 225 teachers to the survey(s) referenced above.

Documents which relate in any way to teachers' requests for child care accommodations and the district's investigation into child care options for teachers, including the costs associated with those options and discussions regarding possible district funding of those options.

Any documentation that may explain why the district is planning to make and the district's thinking behind making accommodations for teachers where such accommodations are not required by the ADA, such as accommodations related to family member health conditions and child care accommodations.

Please note that the word documents includes any and all electronic communications (as well as hard copy documents), including but not in any way limited to emails, memos, summaries, notes, presentations, etc.

Please let me know if you need anything further from me.

Thanks for your assistance.

Pauline Levy

GBS Parent

The information contained in this e-mail and any accompanying documents is confidential, may be privileged, and is intended solely for the person and/or entity to whom it is addressed (i.e. those identified in the "To" and "cc" box). They are the property of McDonald's Corporation. Unauthorized review, use, disclosure, or copying of this communication, or any part thereof, is strictly prohibited and may be unlawful. If you have received this e-mail in error, please return the e-mail and attachments to the sender and delete the e-mail and attachments and any copy from your system. McDonald's thanks you for your cooperation.

2 attachments

 **D225 Staff Survey_ June 2020.pdf**
50K

 **Accomodations.pdf**
97K



Elaine Geallis <egeallis@glenbrook225.org>

Re: Sorry - one last clarification! - CBS Chicago FOIA

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Tue, Aug 18, 2020 at 12:53 PM

To: "Youngerman, Michele A" <MAYoungerman@cbs.com>

Bcc: egeallis@glenbrook225.org

Dear Michelle Youngerman and Christopher Hacker,

Thank you for writing to Glenbrook High School District 225 with your request for information pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq.

On 8/12/20 we received your request for the following information:

- Statistical staffing information related to district employees either temporarily or permanently choosing to not return to school for any or all of the 2020-2021 school year. More specifically, please provide the number of employees, by category (i.e. teacher, assistant teach, substitute teacher, secretary etc...) along with their status/reason (i.e. opt out, resigned, retired, medical leave, furloughed etc...) for not returning during any or all of the 2020-2021 school year.

For example:

10 teachers on medical leave;
12 substitutes opt out;
2 secretaries resigned, etc.....

District Response: Please see attached.

- The total number of substitute teachers available and ready to work as you begin this school year.

NEW CLARIFICATION - apologies, but to be clear, this should also include the statistical breakdown of those employees who planned to opt out or not be at school, for any other reason, this coming year if school was going to have any in-person classes.

District Response: Please see attached.

Sincerely,

Rosanne Williamson, Ed.D.
Secretary, Board of Education
Assistant Superintendent for Educational Services
[Glenbrook High School District 225](#)
[3801 West Lake Avenue](#)
[Glenview, IL 60026](#)

On Thu, Aug 13, 2020 at 2:10 PM Youngerman, Michele A <MAYoungerman@cbs.com> wrote:

*** We are sending this to various school districts. One raised a question about our FOIA and I thought it best to send this to all.

We are looking at the number of teachers and staff who plan to not come back for in-person learning because of COVID-19. That may impact how you respond to the FOIA. For example, some teachers may have said they won't return, but now plan to teach via e-learning. So we are hoping you can provide the statistics that reflect those who are saying they won't do in-person teaching, or other work sucked as nurses, during COVID-19.

Sorry if there's any confusion. I will be on vacation until August 25th. If you have any further questions, please email Chris Hacker. Thanks.

Dear FOIA Officer,

Pursuant to the Illinois Freedom of Information Act, I am requesting statistical staffing information related to district employees either temporarily or permanently choosing to not return to school for any or all of the 2020-2021 school year. More specifically, please provide the number of employees, by category (i.e. teacher, assistant teach, substitute teacher, secretary etc...) along with their status/reason (i.e. opt out, resigned, retired, medical leave, furloughed etc...) for not returning during any or all of the 2020-2021 school year.

For example:

10 teachers on medical leave;

12 substitutes opt out;

2 secretaries resigned, etc.....

Please also provide the total number of substitute teachers available and ready to work as you begin this school year.

If there are any fees involved with this request, please notify me in advance. As a member of the media, I am requesting a fee waiver.

****Please provide your response to me and Chris Hacker who is cc'd on this e-mail.

NEW CLARIFICATION - apologies, but to be clear, this should also include the statistical breakdown of those employees who planned to opt out or not be at school, for any other reason, this coming year if school was going to have any in-person classes.

Best,

Michele



Michele Youngerman

WBBM-TV CHICAGO

Investigative Producer

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2 attachments

 **D225 Accommodations Requests Summary Demo Info.pdf**
45K

 **D225 Substitute Survey_ July 2020.pdf**
39K