



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.



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## 10.16.20 Kamensky FOIA Re: 09.30.20 FOIA REQUEST Kamensky

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Oct 20, 2020 at 2:29 PM

To: Rob <misc@netmkt.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, James Petrunaro <jpetrunaro@edlawyer.com>, Brad Swanson <bswanson@glenbrook225.org>, Charles Johns <cjohns@glenbrook225.org>

Dear Mr. Kamensky,

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. (Act).

On 10/16/20 we received your request for the following information:

- Copies of the blank form of the three accommodation request forms (employee medical, consideration of Family Members, and Child Care Need).

**District Response:** Please see attached.

- Copies of Child Care Need accommodation request forms made on or after July 15, 2020.
- Copies of Consideration of Family Members accommodation request forms made on or after July 15, 2020.

**District Response:** Please see attached. Per our phone conversation on Monday, October 19, 2020, you indicated information presented in spreadsheet form was acceptable rather than the District having to redact all private information on individual educator accommodation request forms.

- Copies of employee medical accommodation request forms made on or after July 15, 2020. Please redact protected health information.

**District Response:** Please see attached. Per our phone conversation on Monday, October 19, 2020, you indicated information presented in spreadsheet form was acceptable rather than the District having to redact all private information on individual educator accommodation request forms.

**Please note:** "Family" refers to Family Medical and "Employee" refers to Employee Medical on the attached spreadsheet.

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, Oct 15, 2020 at 6:30 PM Rob <[misc@netmkt.com](mailto:misc@netmkt.com)> wrote:

Ms. Williamson,

In connection with my FOIA request dated 9-30-2020, it appears that there are documents that should be provided, but were not. To clarify the request, please provide:

- copies of the blank form of the three accommodation request forms (employee medical, consideration of Family Members and Child Care Need).
- copies of Child Care Need accommodation request forms made on or after July 15, 2020.
- copies of Consideration of Family Members accommodation request forms made on or after July 15, 2020.
- copies of employee medical accommodation request forms made on or after July 15, 2020. Please redact protected health information.

Thank you once again.

Robert Kamensky

On Thu, Oct 15, 2020 at 3:31 PM Rosanne Marie Williamson <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)> wrote:

Dear Mr. Kamensky,

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. (Act).

On 9/30/20 we received your request for the following information. On 10/7/20 we stated that we needed an extension of 5 business days and that because our offices were closed October 12, 2020, for Columbus Day, a state holiday, we stated we would respond by October 15, 2020.

You have requested records according to the following bulleted inquiries:

- Requesting information regarding educator's requests for special accommodations from the district to avoid being physically present to teach classes. This request should be construed broadly to include all relevant communications and documents regarding the foregoing.

1. Please provide (by school) a list of the number of educators who have:

- requested accommodation;

**District Response:** Please see this [documentation](#). Note that some teachers are listed twice because they teach in two different departments.

- the number of accommodations granted including reason or general category for request for accommodation; and

**District Response:** Please see attached the Summary Data of Accommodations document.

- the number of accommodations denied including reason or general category for request for accommodation and reason for rejection.

**District Response:** No responsive documents are possessed by the School District.

Note that FOIA does not require the disclosure of “information,” explanations or responses to interrogatories. Rather, the FOIA requires only that reasonably identified public records be disclosed unless an applicable exemption allows the record to be withheld. Though you have not identified specific public records to be disclosed, we have reasonably attempted to comply with your request by disclosing records apparently responsive to your inquiries.

2. Please provide a list of all educators who have requested a special or other accommodation to avoid being physically present to teach classes within the District's two schools.

Without limiting the foregoing, the response should include the educator's name, school primarily taught at, the general specialty area of such educator, the general category/type of accommodation requested, whether the accommodation was granted or denied and the date of the request and date of grant/denial.

**District Response:** Please see [documentation](#) (which is based on the assumption that your request is in response to the COVID pandemic in March 2019) and note that any records not provided is because there are no responsive documents. Note that some teachers are listed twice because they teach in two different departments.

3. Please provide all communications\* between the District (and its employees, agents and representatives) and the Glenbrook Education Association regarding educator accommodations.

\* including Public Records

**District Response:** No responsive documents are possessed by the District insofar your request seeks correspondence between the Administration and the Association's representatives. To the extent you are seeking correspondence between Association members (e.g., educators) and the Association, those records are prohibited from disclosure pursuant to Section 7(1)(a) of the FOIA and Section 3(d) of the Illinois Educational Labor Relations Act

4. Please provide all communications\* between the District (and its employees, agents and representatives) and any educator regarding educator accommodations.

\* including Public Records

**District Response:** Please see attached Accommodation Request Process document. If you are seeking records other than those disclosed with this correspondence, this request is categorical in nature, and responding to this broad request would be unduly burdensome to the School District. As disclosed to you, over 200 educators requested accommodations. Reviewing each request and determining whether it is exempt (or partially exempt and subject to redaction) would unduly disrupt the operations of the District. Many of the accommodations requests, particularly those involving medical conditions, require the redaction of confidential and personal information. We believe that the records disclosed to you with this correspondence may already provide all of the information you are seeking. To the extent you are seeking communications for individual educators, please identify with particularity the educators for whom you seek records and consider narrowing the scope of your request to avoid the burden on the District.

You have a right to have any denial of your request reviewed by the Public Access Counselor (PAC) at the Office of the Illinois Attorney General. 5 ILCS 140/9.5(a). You can file your Request for Review with the PAC by writing to:

Public Access Counselor Office of the Attorney General  
500 South 2nd Street Springfield, Illinois 62706  
Phone: 1-877-299-FOIA  
E-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us)

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

----- Forwarded message -----

From: **Rosanne Marie Williamson** <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>

Date: Wed, Oct 7, 2020 at 10:39 AM

Subject: 09.30.20 FOIA REQUEST Kamensky

To: Rob <[misc@netmkt.com](mailto:misc@netmkt.com)>

Dear Mr. Kamensky,

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 9/30/20 we received your request for the following information:

- Requesting information regarding educator's requests for special accommodations from the district to avoid being physically present to teach classes. This request should be construed broadly to include all relevant communications and documents regarding the foregoing.

1. Please provide (by school) a list of the number of educators who have:

- requested an accommodation;
- the number of accommodations granted including reason or general category for request for accommodation; and
- the number of accommodations denied including reason or general category for request for accommodation and reason for rejection.

2. Please provide a list of all educators who have requested a special or other accommodation to avoid being physically present to teach classes within the District's two schools. Without limiting the foregoing, the response should include the educator's name, school primarily taught at, the general specialty area of such educator, the general category/type of accommodation requested, whether the accommodation was granted or denied and the date of the request and date of grant/denial.

3. Please provide all communications\* between the District (and its employees, agents and representatives) and the Glenbrook Education Association regarding educator accommodations.

\* including Public Records

4. Please provide all communications\* between the District (and its employees, agents and representatives) and any educator regarding educator accommodations.

\* including Public Records

**District Response:**

Under the Freedom of Information Act, a public body may extend the time to respond to a FOIA request by up to 5 business days for a limited number of reasons. 5 ILCS 140/3(e). We are extending the time to respond to your request by 5 business day for the following reason(s) :

- Responding to the request requires that we collect a (possible) substantial number of specified records.
- We cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations.

We will respond to your request by October 15, 2020. Monday, October 12, is Columbus Day, a state holiday, and our offices are officially closed.

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 Wed, Sep 30, 2020 at 12:13 AM Rob <[misc@netmkt.com](mailto:misc@netmkt.com)> wrote:  
September 29, 2020

FOIA Officer – Dr. Rosanne Williamson  
Glenbrook High Schools District 225  
3801 W. Lake Ave., Suite 203  
Glenview, IL 60026-5806

Dear FOIA Officer:

Pursuant to the Illinois Freedom of Information Act, 5 ILCS 140/1 et seq., we hereby request Glenbrook High Schools District 225 produce copies of any and all public records in its possession relating to the following.

We are requesting information regarding educator's requests for special accommodations from the district to avoid being physically present to teach classes. This request should be construed broadly to include all relevant communications and documents regarding the foregoing.

1. Please provide (by school) a list of the number of educators who have:

- requested an accommodation;
- the number of accommodations granted including reason or general category for request for accommodation; and
- the number of accommodations denied including reason or general category for request for accommodation and reason for rejection.

2. Please provide a list of all educators who have requested a special or other accommodation to avoid being physically present to teach classes within the District's two schools.

Without limiting the foregoing, the response should include the educator's name, school primarily taught at, the general specialty area of such educator, the general category/type of accommodation requested, whether the accommodation was granted or denied and the date of the request and date of grant/denial.

3. Please provide all communications\* between the District (and its employees, agents and representatives) and the Glenbrook Education Association regarding educator accommodations.

\* including Public Records

4. Please provide all communications\* between the District (and its employees, agents and representatives) and any educator regarding educator accommodations.

\* including Public Records

Pursuant to 5 ILCS 140/6(c), we are requesting the documents be furnished without charge in the public interest. The specific purpose for the request is to access and disseminate information regarding the health, safety and welfare or the legal rights of the general public and is not for the principal purpose of personal or commercial benefit. This request is not for commercial purposes.

We request that the records responsive to our request be provided in electronic format. If electronic format is available, please transmit the records to [misc@netmkt.com](mailto:misc@netmkt.com). If the documents are not available electronically, please advise us at [misc@netmkt.com](mailto:misc@netmkt.com).

We understand that in accordance with the FOIA, we will receive an initial response from Glenbrook High Schools District 225 within five business days beginning the day after Glenbrook High Schools District 225 receives the present request.

Thank you in advance.

R. Kamensky  
[misc@netmkt.com](mailto:misc@netmkt.com)

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## 2 attachments



**MOST RECENT (10\_13)\_ Master Accommodation List - Teacher Accommodations for FOIA (10\_19).pdf**

83K



**Forms.pdf**

490K



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: FOIA - Document requesting accommodations for teachers

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Fri, Oct 23, 2020 at 3:16 PM

To: Kati Spaniak <kati@spaniakteam.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Brad Swanson <bswanson@glenbrook225.org>

Dear Ms. Spaniek,

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 ("Act").

On 10/16/20 we received your request for the following information:

- Please provide me with the communication/'document the school sent to teachers in order to allow them to receive accommodations. This would mean the document that was used for them to request either medical or childcare accommodations.

**District Response:** 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 Fri, Oct 16, 2020 at 12:59 PM Kati Spaniak <kati@spaniakteam.com> wrote:

Please provide me with the communication/'document the school sent to teachers in order to allow them to receive accommodations.

This would mean the document that was used for them to request either medical or childcare accommodations. Thank you.

Kati

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2 attachments

 Forms.pdf



490K



**03.01 Glenbrook High School District 225 Mail - Fwd\_ Accommodation Request Process\_ 2020-21.pdf**

69K



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## 10.19.20 FOIA Levy Fwd: FOIA Request for Information

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Mon, Oct 26, 2020 at 2:39 PM

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

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Charles Johns <cjohns@glenbrook225.org>, "R.J. Gravel" <rgravel@glenbrook225.org>, Brad Swanson <bswanson@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 ("Act").

On 10/19/20 we received your request for the following information (Please note, we have five business days to respond, weekend dates do not apply):

- All documents that reflect the amount the district is paying toward instructional assistants each week, especially any estimates regarding the weekly cost for instructional assistants when the district moves to the full hybrid model.

*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.*

**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

----- Forwarded message -----

From: **Levy Pauline** <Pauline.Levy@us.mcd.com>

Date: Sun, Oct 18, 2020 at 3:10 PM

Subject: RE: FOIA Request for Information

To: Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Hi Rosanne – I am hoping you can help me with another Freedom of Information Act request. Can you please provide me with the following documents:

*All documents that reflect the amount the district is paying toward instructional assistants each week, especially any estimates regarding the weekly cost for instructional assistants when the district moves to the full hybrid model.*

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

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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.

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

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#### 6 attachments

-  **Instructional Assistant - Short-Term Assignment Financial Projection - Sheet1.pdf**  
28K
-  **2020\_09\_29\_Progress Updates re\_ Learning and Operational Plan for the 2020-21 School Year.pdf**  
505K
-  **2020\_09\_21\_Progress Updates re\_ Learning and Operational Plan for the 2020-21 School Year.pdf**  
804K
-  **2020\_10\_13\_Progress Updates re\_ Learning and Operational Plan for the 2020-21 School Year.pdf**  
606K
-  **2020\_10\_05\_Progress Updates re\_ Learning and Operational Plan for the 2020-21 School Year.pdf**  
726K
-  **Online Employment Application \_ Open Positions.pdf**  
173K



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## 10.20.20. FOIA Kapsim request for information

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>

Tue, Oct 27, 2020 at 11:44 AM

To: kathy kapsim <kkapsimalis@yahoo.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Brad Swanson <bswanson@glenbrook225.org>, Charles Johns <cjohns@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 ("Act").

On 10/20/20 we received your request for the following information:

- Documents which relate in any way to teachers' requests for childcare accommodations.  
**District Response:** Please see attached.
- Documents which relate in any way to teachers' requests for medical condition accommodations.  
**District Response:** Please see attached.
- Documents which relate in any way to teachers' requests for age-related concern and/or health issue of a relative accommodations.  
**District Response:** Please see attached.
- Any and all blank forms and surveys that teachers are required to fill out to request one of these accommodations: childcare, medical conditions, age-related concerns and/or health issues of a relative.  
**District Response:** Please see attached.
- Any and all documents relating to any changes that have been made to the teachers' CBA since March 13, 2020.  
**District Response:** The District possesses no documents responsive to 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

----- Forwarded message -----

From: 'kathy kapsim' via FOIA <Foia@glenbrook225.org>

Date: Mon, Oct 19, 2020 at 10:36 PM

Subject: FOIA request for information

To: foia@glenbrook225.org <foia@glenbrook225.org>

Dear Dr. Williamson,

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

Documents which relate in any way to teachers' requests for childcare accommodations.

Documents which relate in any way to teachers' requests for medical condition accommodations.

Documents which relate in any way to teachers' requests for age-related concern and/or health issue of a relative accommodations.

Any and all blank forms and surveys that teachers are required to fill out to request one of these accommodations: childcare, medical conditions, age-related concerns and/or health issues of a relative.

Any and all documents relating to any changes that have been made to the teachers' CBA since March 13, 2020.

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.

Thank you for your assistance,

Kathy Kapsimalis

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**2 attachments**



**Forms.pdf**  
490K



**Glenbrook High School District 225 Mail - Fwd\_ Accommodation Request Process\_ 2020-21.pdf**  
69K