



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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## Re: Glenbrook High School District 225 - Directory Information Request

1 message

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

Thu, Nov 19, 2020 at 10:32 AM

To: Timothy Oliver <tim@sycamorelearning.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>

Dear Mr. Oliver,

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 11/10/20 we received your request for the following information:

- Directory information, for commercial purposes, for all students attending high school in the Glenbrook High School District 225.
  - Students Name
  - Students Grade Level
  - Students Name of School
  - Email Addresses

**District Response:** See the responsive document attached. Please note, this data only includes information on students whose families have agreed to publish their directory information and the district does not consider emails as directory information per our [Procedures for Policy 8280](#).

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 Tue, Nov 10, 2020 at 1:24 PM Timothy Oliver <tim@sycamorelearning.com> wrote:

Good Afternoon Dr. Williamson -

Sycamore Learning Company is requesting directory information, for commercial purposes, for all students attending high school in the Glenbrook High School District 225.

Directory Information Requested:

Students Name  
Students Grade Level  
Students Name of School  
Email Addresses

Thank you for your consideration.

Sincerely,

--

Timothy Oliver (USMC)  
Sycamore Learning Company  
[www.PrepareForTheFuture.com](http://www.PrepareForTheFuture.com)  
678 777 6031

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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



**Directory Information.pdf**  
1858K



Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

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## Re: Balon. FOIA Request 11.13.20

1 message

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

Fri, Nov 20, 2020 at 4:14 PM

To: Gregg Balon <gregg.balon@gmail.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, Brad Swanson <bswanson@glenbrook225.org>, "R.J. Gravel" <rgravel@glenbrook225.org>

Dear Mr. Balon,

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 11/13/20 we received your request for the following information:

- Copies of responsibilities, stipend amount, and stipend recipients for school years 2018-2019, 2019-2020, 2020-2021 for the following positions:
  - Glenbrook Aquatics Program Director
  - Glenbrook Aquatics Swim America Director
  - Glenbrook Aquatics Liaison

**District Response:** Please see attached. No responsive documents for 2018-2019.

- A list of full-time support staff who fall under Glenbrook Aquatics department with their job titles, compensation, and steps for school years 2018-2019, 2019-2020, 2020-2021
  - Spreadsheet format if possible

**District Response:** Please see attached. No responsive documents for 2018-2019.

- A list of Support Staff-Hourly members who fall under the aquatic community programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) with their hourly rates and steps for 2018-2019, 2019-2020, 2020-2021
  - Spreadsheet format if possible

**District Response:** Please see this [link](#)

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$72,311.19 listed under Glenbrook Aquatics FY21 Final budget (highlighted in attached file named Image 1)

**District Response:** Please see attached.

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$34,037.24 listed under Swim America in the FY21 Final budget (highlighted in attached file named Image 2)

**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 Fri, Nov 13, 2020 at 1:11 PM Gregg Balon <[gregg.balon@gmail.com](mailto:gregg.balon@gmail.com)> wrote:

To whom it may concern-

I am requesting the following information pursuant to the Freedom of Information Act.

- Copies of responsibilities, stipend amount, and stipend recipients for school years 2018-2019, 2019-2020, 2020-2021 for the following positions:
  - Glenbrook Aquatics Program Director
  - Glenbrook Aquatics Swim America Director
  - Glenbrook Aquatics Liaison
- A list of full time support staff who fall under Glenbrook Aquatics department with their job titles, compensation, and steps for school years 2018-2019, 2019-2020, 2020-2021
  - Spreadsheet format if possible
- A list of Support Staff-Hourly members who fall under the aquatic community programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) with their hourly rates and steps for 2018-2019, 2019-2020, 2020-2021
  - Spreadsheet format if possible
- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$72,311.19 listed under Glenbrook Aquatics FY21 Final budget (highlighted in attached file named Image 1)
- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$34,037.24 listed under Swim America in the FY21 Final budget (highlighted in attached file named Image 2)

Please let me know if you have any questions regarding my requests.

Thanks,  
G. Balon

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## 2 attachments

 **2019\_12\_09\_Consent - Misc Stipends.pdf**  
436K

 **2020\_09\_29\_Consent - Misc Stipends.pdf**  
369K



**Re: Balon. FOIA Reqest 11.13.20**

1 message

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

Thu, Dec 3, 2020 at 12:14 PM

To: Gregg Balon <gregg.balon@gmail.com>

Bcc: Elaine Geallis <egeallis@glenbrook225.org>, "R.J. Gravel" <rgravel@glenbrook225.org>, Brad Swanson <bswanson@glenbrook225.org>

Dear Mr. Balon,

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 11/23/20 we received your follow up request for the following information:

Items needing more information as described below (in blue):

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$72,311.19 listed under **Glenbrook Aquatics** FY21 Final budget (highlighted in the attached file (Image 1.pdf)
  - The attachment you provided shows the stipend amounts for the 2019-2020 school year add up to \$40,138 rather than \$72,311.19 as listed in the prior year activity of the FY21 Final Budget. I am looking for all the details that make up the PY \$72,311.19 under the **Glenbrook Aquatic(5505)**.

**District Response:** For the 2019-20 fiscal year, Charles Patrick's salary was inadvertently charged to the wrong account (FY20 GBQ Director detail report attached). The correct amount for this account should have been \$15,132, as was budgeted:

- Below are the three stipends which had Glenbrook Aquatics as the funding source for 2019-2020 but these totals do not add up to the 72,311,19 total.

Glenbrook Aquatic Program Director	\$15,132
Glenbrook Aquatics Swim America Liaison	\$10,171
Glenbrook Aquatics Swim America Director	\$14,835
Total	\$40,138

**District Response:** Only the Glenbrook Aquatic Program Director was budgeted to program 005505 (Glenbrook Aquatics) in FY20, the other two Stipends were budgeted to program 005510 (Swim America) along with two additional stipends for Swim America Assistants. (FY20 Swim America Director detail report attached)

- Is the listed stipend amounts in the PDF per fiscal year or per semester?

**District Response:** The amounts listed are per fiscal year

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$34,037.24 listed under Swim America in the FY21 Final budget highlighted in the attached file (Image 2.pdf)
  - I am looking for all the details that make up the amount of \$34,037.24 listed under **Swim America(5510)** for prior year activity in the FY21 Final Budget. The attachment did not

provide any details. Would the stipends listed with Glenbrook Aquatic as the funding source be also included under **Swim America(5510)?**

**District Response:** Refer to the attached FY20 Swim America Director detail report

As a follow up to my original request:

- The aquatic staffing Excel file you provided had a stipend amount being paid to Matthew Purdy with the assignment of Swim America Director. This position was not on the 2020-2021 Miscellaneous Stipends PDF. Please provide information when this stipend was created.

**District Response:** There are no documents responsive to a date when the stipend was first created. Our current financial system, Skyward, shows the first year to be 2014-15.

In addition to the above follow-ups, I am also requesting:

- A list of both full time and hourly Support Staff who fall under the aquatic community programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) with their numbers of hours worked 2018-2019, 2019-2020, 2020-2021.
  - Please provide in Excel format (This could just be added on as a separate column to my original request you provided)

**District Response:** Please refer to the attached excel reports titled:

- FY2018-19 GBQ Payroll Detail
- FY2019-20 GBQ Payroll Detail
- FYTD2020-21 GBQ Payroll Detail

- Pay schedules for all assignments that fall under the Aquatic Community Programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) for 2018-2019, 2019-2020, 2020-2021.
  - Aquatics Admin Assistant
  - Aquatics Head Coach
  - Head Age Group Coach
  - Head Coach
  - Head Development Coach
  - Program Director
  - Swim America - Student Worker
  - Swim America Asst Coach
  - Swim America Head Coach
  - Swim Club Asst Coach - Full Time
  - Swim Club Asst Coach – Hourly

**District Response:** Please see [link](#).

- Definitions of each step in the pay schedules for the Aquatic Community Programs. Are these steps related to tenure/experience length? Are the pay scale step definitions applied universally across District 225?

**District Response:** There are no documents responsive to definitions of each step in the pay schedules for the Aquatic Community Programs.

In the next segment of this request, you do not seem to be seeking the disclosure of a public record. If you are seeking the disclosure of a public record, please identify the record with specificity. The Supreme Court has squarely held that the FOIA does not require agencies to "create explanatory material." In good faith, we do not have a document that answers these questions except to provide the pay schedules for the program.

Sincerely,

Rosanne Williamson, Ed.D.  
Secretary, Board of Education  
Assistant Superintendent for Educational Services  
Glenbrook High School District 225

On Mon, Nov 23, 2020 at 11:56 AM Gregg Balon <gregg.balon@gmail.com> wrote:

Hi-

Thank you for your response.

In regards to my last 2 original requests there are still some outstanding items needing more information as described below (in blue):

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$72,311.19 listed under **Glenbrook Aquatics** FY21 Final budget (highlighted in the attached file (Image 1.pdf)
  - The attachment you provided shows the stipend amounts for the 2019-2020 school year add up to \$40,138 rather than \$72,311.19 as listed in the prior year activity of the FY21 Final Budget. I am looking for all the details that make up the PY \$72,311.19 under the **Glenbrook Aquatic(5505)**.
  - Below are the three stipends which had Glenbrook Aquatics as the funding source for 2019-2020 but these totals do not add up to the 72,311,19 total.

Glenbrook Aquatic Program Director	\$15,132
Glenbrook Aquatics Swim America Liaison	\$10,171
Glenbrook Aquatics Swim America Director	\$14,835
Total	\$40,138

- Is the listed stipend amounts in the PDF per fiscal year or per semester?
- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$34,037.24 listed under Swim America in the FY21 Final budget highlighted in the attached file (Image 2.pdf)
  - I am looking for all the details that make up the amount of \$34,037.24 listed under **Swim America(5510)** for prior year activity in the FY21 Final Budget. The attachment did not provide any details. Would the stipends listed with Glenbrook Aquatic as the funding source be also included under **Swim America(5510)**?

As a follow up to my original request:

- The aquatic staffing Excel file you provided had a stipend amount being paid to Matthew Purdy with the assignment of Swim America Director. This position was not on the 2020-2021 Miscellaneous Stipends PDF. Please provide information when this stipend was created.

In addition to the above follow ups, I am also requesting:

- A list of both full time and hourly Support Staff who fall under the aquatic community programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) with their numbers of hours worked 2018-2019, 2019-2020, 2020-2021.
  - Please provide in Excel format (This could just be added on as a separate column to my original request you provided)
- Pay schedules for all assignments that fall under the Aquatic Community Programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) for 2018-2019, 2019-2020, 2020-2021.
  - Aquatics Admin Assistant
  - Aquatics Head Coach
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  - Swim America - Student Worker
  - Swim America Asst Coach
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  - Swim Club Asst Coach - Full Time
  - Swim Club Asst Coach – Hourly



- Definitions of each step in the pay schedules for the Aquatic Community Programs. Are these steps related to tenure/experience length? Are the pay scale step definitions applied universally across District 225?

Thanks,  
G. Balon

On Fri, Nov 20, 2020 at 4:15 PM Rosanne Marie Williamson <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)> wrote:

Dear Mr. Balon,

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**District Response:** Please see attached. No responsive documents for 2018-2019.

- A list of full-time support staff who fall under Glenbrook Aquatics department with their job titles, compensation, and steps for school years 2018-2019, 2019-2020, 2020-2021
  - Spreadsheet format if possible

**District Response:** Please see attached. No responsive documents for 2018-2019.

- A list of Support Staff-Hourly members who fall under the aquatic community programs (Glenbrook Aquatics, Swim America, Glenbrook Aquatics Diving, and Aquatics Waterpolo) with their hourly rates and steps for 2018-2019, 2019-2020, 2020-2021
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**District Response:** Please see this [link](#)

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**District Response:** Please see attached.

- Details (items contributing to these amounts) behind the Program Director Stipend PY activity of \$34,037.24 listed under Swim America in the FY21 Final budget (highlighted in attached file named Image 2)

**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 Fri, Nov 13, 2020 at 1:11 PM Gregg Balon <[gregg.balon@gmail.com](mailto:gregg.balon@gmail.com)> wrote:

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- Glenbrook Aquatics Liaison
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Please let me know if you have any questions regarding my requests.

Thanks,  
G. Balon

--  
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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#### 7 attachments

-  **2020\_09\_29\_Consent - Misc Stipends.pdf**  
369K
-  **FY20 GBQ Director Acct Activity.pdf**  
1450K
-  **2019\_12\_09\_Consent - Misc Stipends.pdf**  
436K
-  **FY20 Swim America Director Acct Activity.PDF**  
109K
-  **FY2018-19 GBQ Payroll Detail.xlsx**  
57K
-  **FY2019-20 GBQ Payroll Detail.xlsx**  
56K
-  **FYTD2020-21 GBQ Payroll Detail.xlsx**  
22K