

TO: Dr. Mike Riggle
 FROM: Rosanne Williamson
 RE: FOIA Requests
 DATE: February 22, 2012

Attached you will find a FOIA request received by the district and our response.

Received From	Request	Received Request	Date Replied	Responded within required deadline	How response was sent
Yee, Christopher	<ul style="list-style-type: none"> •Copies of any contracts related to graduation and photography services for the past 5 school years and which company provided each service. •Any and all remuneration (financial and non-financial) provided by those graduation and photography service providers and •The number of class rings sold within all high school(s) within District for the past 5 school years 	01.13.12	02.10.12	Yes - commercial request	email
Please find our response attached. The documents above have been made available online. These items were not copied for the Board packet.					
Armstrong, Matthew	<ul style="list-style-type: none"> •Board and administrative policies and procedures related to the use of school facilities by community organizations. •Building rental fee schedule; •Building rental application form(s) and/or procedures. •Rental group categories or classifications and details of any criteria used to determine which groups and organizations, if any, are granted a waiver of fees. 	02.14.12	02.22.12	Yes	email
Please find our response attached. The documents above have been made available online. These items were not copied for the Board packet.					

Geallis, Elaine

From: Williamson, Rosanne Marie
Sent: Friday, February 10, 2012 12:48 PM
To: 'chris.yee@ygcommemorative.com'
Subject: FOIA.Yee.01.13.12
Attachments: GBN Agreement 1-25.pdf; GBN.SR Photo.pdf; GBN.SR School Info Sheet.pdf; Glenbrook South HS Photographic Services Partnership.pdf; RosemontContract2008.pdf; RosemontContract2009.pdf; RosemontContract2010.pdf; RosemontContract2011.pdf

Dear Mr. Yee,

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 01/13/12 you requested the following documents:

- Copies of any contracts related to graduation and photography services used within District 225, at the high school levels, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011). For photography services, please also name which photography company provided each photography service. [For example: Yearbook photography was provided by Life Touch for the following school year(s) within High School; Sports photography, Prom photography, Graduation photography, etc.);
- Any and all remuneration (financial and non-financial) provided by those graduation and photography service providers within District 225, at the high school level, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011); and
- The number of class rings sold within all high school(s) within District 225 for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011) – No documents are available.

Because your request was for commercial purposes, we had 21 days to respond to the request.

We have attached the documents that you requested.

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

From: Williamson, Rosanne Marie
Sent: Friday, January 13, 2012 4:28 PM
To: 'chris.yee@ygcommemorative.com'
Subject: RE: Obtaining information on how to bid for 2012-2013 contract/permissions within District 225 and FOIA request

I am confirming receipt of your FOIA request, specifically:

Open records request

On behalf of YG Commemorative, I would like put in an open records request for the following information:

- 1) Copies of any contracts related to graduation and photography services used within District 225, at the high school levels, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011). For photography services, please also name which photography company provided each photography service. [For example: Yearbook photography was provided by Life Touch for the following school year(s) within High School; Sports photography, Prom photography, Graduation photography, etc.);
- 2) Any and all remuneration (financial and non-financial) provided by those graduation and photography service providers within District 225, at the high school level, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011); and
- 3) The number of class rings sold within all high school(s) within District 225 for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011)

Because this request is for commercial purposes, we have 21 days to respond to the request. If this is not the case, please explain.

Thank you,

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

From: chris.yee@ygcommemorative.com [<mailto:chris.yee@ygcommemorative.com>]

Sent: Friday, January 13, 2012 3:12 PM

To: Williamson, Rosanne Marie

Subject: Re: Obtaining information on how to bid for 2012-2013 contract/permissions within District 225 and FOIA request

Good afternoon Assistant Superintendent Rosanne Williamson,

My name is Christopher Yee with YG Commemorative. YG Commemorative is a local keepsake company based in the northern suburbs of Chicago, Illinois.

I am writing to you today regarding four separate issues which are outlined below: obtaining permission to showcase our keepsakes within high schools in District 225, cap & gown contracts within District 225, set aside contracts within District 225 for small businesses and an open records request. I hope you are the person that can help us with our requests or direct us to the proper people within District 225 to speak to regarding our requests.

Obtaining permission to showcase our keepsakes within District 225

For the past few years, we have been trying to make available our keepsakes within high schools in District 225. We were informed that high schools within District 225 are under an exclusive contract. As District 225 is a public institution, YG Commemorative would like to bid on the \$0 permission contract. In attempting to track down how to go about receiving the same permissions, whom to speak with, or obtaining information on bidding on the \$0 permission contract, we ultimately kept going in circles to no avail.

For the beginning of the 2012-2013 school year, YG Commemorative would like to make available our different type of graduation related keepsakes. Our keepsakes are completely different than class rings or other products which the current graduation supplier offers. Over the past few years, we have talked to many students, parents and other high school faculty. Most agree that the \$400 price for the lowest priced class rings were more than what they would like to spend on a high school graduation keepsake.

I do want to point out that YG Commemorative is not looking to replace the class ring company within the high schools in District 225. YG Commemorative is not looking to replace the class ring company within the high schools in District 225. Similar to the many photography companies that receive similar permissions, but offer differentiated services (i.e. – Yearbook, Prom, sports, graduation photography), YG Commemorative would like to obtain permission to make available our graduation related keepsakes and offer our differentiated services. We feel this would best serve the senior students, parents and District 225 by offering a couple additional choices of graduation keepsakes at a lower to mid price range. Students and parents would be under no obligation to purchase any of our items.

YG Commemorative is looking to start off by offering two personalized graduation keepsakes that would serve the low and mid price range; our keepsakes currently retail for \$32.95 and \$169.95 respectively. To better serve the more flexible financial demands of senior students and ultimately their parents who purchase the optional graduation keepsakes, YG Commemorative would provide senior students and their parents additional choices in the graduation services found within the high schools in District 225.

Over the past few years and after contacting various people within District 225, we were informed that the photography services are offered through multiple photography companies. Although a single photography company might prefer to have total control over the entire school's photography services, many photography companies are provided permissions to offer their own differentiated services. To name a few, this includes separation for: yearbook, sports and graduation photography services. We have come to notice that within the graduation services, there are no other companies that receive separate permissions for their own differentiated services. All of YG Commemorative's previous inquiries on how to go about obtaining these permissions have been ignored and never addressed.

To best serve District 225 and their tax payers (the parents), YG Commemorative would also like to return 10% of all sales from each of its own district at the end of each school year. Funds may be used at the discretion of the administration where they best see fit.

Cap & gown contracts within District 225

Are offering cap & gowns required to obtain the same permissions to present additional graduation keepsakes within District 225? It seems that we have received differing information in our inquiries over the past few years on this point.

Set aside contract/permissions inquiry within District 225

Within District 225, are there any set-aside contract/permissions solely for local small businesses? If so, please provide me with the details.

Open records request

On behalf of YG Commemorative, I would like put in an open records request for the following information:

- 1) Copies of any contracts related to graduation and photography services used within District 225, at the high school levels, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011). For photography services, please also name which photography company provided each photography service. [For example: Yearbook photography was provided by Life Touch for the following school year(s) within High School; Sports photography, Prom photography, Graduation photography, etc.);
- 2) Any and all remuneration (financial and non-financial) provided by those graduation and photography service providers within District 225, at the high school level, for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011); and
- 3) The number of class rings sold within all high school(s) within District 225 for the past 5 school years (2007-2008, 2008-2009, 2009-2010, 2010-2011)

Please acknowledge receipt of this open records (FOIA) request at your earliest convenience via email at: chris.yee@ygcommemorative.com. If our request totals 50 pages or less, please send a physical hard copy of all completed information to the address below. If this request exceeds 50 pages, please email me first at: chris.yee@ygcommemorative.com on how we would like to proceed.

Name: Chris Yee

Email address: chris.yee@ygcommemorative.com

Phone #: 224-636-8270

Address: P.O. Box 998

City: Morton Grove

State: IL

Zip Code: 60053

Date of request: Friday, January 13, 2012

Thank you in advanced for your time and assistance. I look forward to hearing from you soon.

With regards,
Chris Yee

Christopher Yee
General Manager

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*YG Commemorative*® - *Your Graduation Commemorative*™  
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Main: (224) 636 - 8270

Website: www.ygcommemorative.com

Email: chris.yee@ygcommemorative.com

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Geallis, Elaine

From: Williamson, Rosanne Marie
To: mattarmstrong0326@gmail.com
Subject: FW: FOIA.Armstrong.02.14.12
Attachments: Rental Rates 2011-12 (no changes by Board).docx

Dear Mr. Armstrong,

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 2/14/12 you requested the following documents:

- Board and administrative policies and procedures related to the use of school facilities by community organizations.
- Building rental fee schedule;
- Building rental application form(s) and/or procedures.
- Rental group categories or classifications and details of any criteria used to determine which groups and organizations, if any, are granted a waiver of fees.

Please see the web links below as well as the attached document that you requested.

<http://www.glenbrook225.org/board/policies/Documents/5030.pdf>
<http://www.glenbrook225.org/board/policies/Documents/5030PRO.pdf>

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

From: Matthew Armstrong <mattarmstrong0326@gmail.com>
Date: February 14, 2012 1:44:11 PM CST
To: <foia@glenbrook225.org>
Subject: FOIA Request

Dear Freedom of Information Act Officer:

I hereby request that your office produce the following public records pursuant to the provisions of the Illinois Freedom of Information Act, 5 Ill. Comp. Stat. Ann. 140/1 et seq.:

- Board and administrative policies and procedures related to the use of school facilities by community organizations.
- Building rental fee schedule;

- Building rental application form(s) and/or procedures.
- Rental group categories or classifications and details of any criteria used to determine which groups and organizations, if any, are granted a waiver of fees.

Please produce the requested records via e-mail at mattarmstrong0326@gmail.com (as either attachments or web links) or via U.S. Mail at:

Matt Armstrong
1 E. Bode Road
Streamwood, IL 60107

within five (5) working days of your receipt of this request (Ill. Comp Stat. Ann. 140/3(c)). If the requested records cannot be produced within five (5) working days, please notify me in writing of the reason(s) for the delay and the date by which the requested records will be available.

If you do not understand this request, or any portion thereof, or if you feel you require clarification of this request, or any portion thereof, please contact me at mattarmstrong0326@gmail.com.

Thank you for your attention to this matter.

Sincerely,
Matt Armstrong