

TO: Dr. Mike Riggle  
 FROM: Rosanne Williamson  
 RE: FOIA Requests  
 DATE: October 17, 2012

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

<b>Received From</b>	<b>Request</b>	<b>Received Request</b>	<b>Date Replied</b>	<b>Responded within required deadline</b>	<b>How response was sent</b>
Charles A. Porretta Cooney & Conway	Any and all documents and/or records regarding or relating to the construction and renovations to Glenbrook North High School and Glenbrook South High School. This includes architectural drawings, blue prints, specifications, "spec books," bid books, invoices, contracts, bills of lading, maintenance logs and other such documents relating to the constructions, renovations and maintenance of Glenbrook North High School and Glenbrook South High School from its contemplation until 1980.	09.18.12	10.02.12	Yes	email
Please find our response attached. The documents are available at 3801 W. Lake Avenue, Glenview, IL, Suite 203. These items were not copied for the Board packet.					
Scott McWilliams	Copies of Superintendent Dr. Michael Riggle's expense report for FY2011 (all Quarters) and FY2012 (quarters 1 and 2).	09.24.12	10.01.12	Yes	email
Please find our response attached. The documents above have been made available online. These items were not copied for the Board packet.					

LAW OFFICES

# COONEY & CONWAY

30TH FLOOR

ROBERT J. COONEY (1924-1995)

KEVIN J. CONWAY

ROBERT J. COONEY, JR.

JOHN D. COONEY

WILLIAM R. FAHEY

120 NORTH LASALLE STREET

CHICAGO, ILLINOIS 60602

(312) 236-6166

FAX (312) 236-3029

MAINDESK@COONEYCONWAY.COM

JAMES T. NEWMAN

TIMOTHY R. OCASEK

DANIEL T. STANTON

JAMES E. OCASEK

JAMES R. HOPKINSON

KATHY BYRNE

MICHAEL D. MULVIHILL

MICHAEL J. LUBECK

MICHAEL T. EGAN

LAWRENCE R. WEISLER

TIMOTHY G. MARTIN

DANIEL T. RYAN

CHARLES A. PORRETTA

DAVID O. BARRETT

MATTHEW J. ADAIR

## VIA U.S. MAIL

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

September 13, 2012

Dear Sir/Madam:

This is a request made under the Freedom of Information Act, as amended, 5 U.S.C. 552 et seq, on behalf of Cooney & Conway.

Cooney & Conway requests access to or copies of any and all documents and/or records regarding or relating to the construction and renovations to Glenbrook North High School and Glenbrook South High School. This includes architectural drawings, blue prints, specifications, "spec books," bid books, invoices, contracts, bills of lading, maintenance logs and other such documents relating to the constructions, renovations and maintenance of Glenbrook North High School and Glenbrook South High School from its contemplation until 1980.

If any document is denied, in whole or in part, please specify which exemption(s) is (are) claimed for each document or portion denied and provide a complete itemized inventory and a detailed factual justification of the total or partial denial of each document. Specify the number of pages in each document and the total number of pages pertaining to this request.

In excising material, please "black out" the material rather than "white out" or "cut out." We expect, as provided by *FOIA*, that the remaining non-exempt portions of all documents will be released.

We intend to appeal all denials; therefore, please specify the office and address to which an appeal should be directed.

We believe that this request qualifies for a waiver of fees since the release of the requested information will primarily benefit the general public and will be in the public interest.

It is anticipated that the records involved in this request will shed a great deal of light on those involved in this controversy and as such, they are clearly in the public interest. Upon information and belief, these records are not presently in the public domain.

If a fee waiver is not granted, please consult us before proceeding if the fee is in excess of \$100. We expect a response to this request within ten (10) working days as provided in the Freedom of Information Act. If you have any questions, I can be reached at (312) 236-6166.

A handwritten signature in black ink, appearing to read 'C. Porretta', written over a horizontal line.

Charles A. Porretta

Charles A. Porretta  
COONEY & CONWAY  
Attorneys for the Plaintiff  
120 N. LaSalle St.  
30th Floor  
Chicago, IL 60602  
(312) 236-6166



Elaine Geallis <egeallis@glenbrook225.org>

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## CooneyConway FOIA Response

1 message

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**Rosanne Marie Williamson** <rwilliamson@glenbrook225.org>  
To: cporretta@cooneyconway.com, maindesk@cooneyconway.com  
Bcc: egeallis@glenbrook225.org

Tue, Oct 2, 2012 at 10:24 AM

Dear Mr. Porretta,

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.

In your letter dated September 13, 2012 you requested the following documents:

- Any and all documents and/or records regarding or relating to the construction and renovations to Glenbrook North High School and Glenbrook South High School. This includes architectural drawings, blue prints, specifications, "spec books," bid books, invoices, contracts, bills of lading, maintenance logs and other such documents relating to the constructions, renovations and maintenance of Glenbrook North High School and Glenbrook South High School from its contemplation until 1980.

The District was unable to fill your request within five (5) business days, and an additional five (5) business days was required to respond for the following reasons:

1. the requested records are stored in whole or in part at other locations than the office having charge of the requested records;
2. the request requires the collection of a substantial number of specified records;

The request is being denied in part with regard to architectural drawings, blue prints and specifications based upon EXEMPTION 7(1) (k) of the freedom of information act. Section 7(1)(k) exempts architect's plans, engineer's technical submissions, and other construction related technical documents for projects constructed or developed with public funds, including all government owned, operated or occupied buildings, to the extent that disclosure would compromise security.

Disclosure of construction blueprints, plans, specifications, microfilms, photographs, architectural designs, proposed architectural designs, plans and materials lists for school buildings would compromise security.

You have the right to seek review of the denial by the Public Access Counselor (PAC) in the Attorney General's office and/or the right to judicial review under Section 11 of this Act. The Public Access Counselor is a part of the Public Access Bureau in the Attorney General's Office. Here is her contact information:

Sarah Pratt

Acting Public Access Counselor

Office of the Attorney General

500 S. 2<sup>nd</sup> Street

Springfield, Illinois 62706

Phone: 1-877-299-FOIA

Fax: [217-782-1396](tel:217-782-1396)

Please be advised that existing documents and/or records you are requesting are now available to access at:

Northfield Township High School District 225

3801 W. Lake Avenue, Suite 203

Glenview, IL 60026

Please contact [egeallis@glenbrook225.org](mailto:egeallis@glenbrook225.org) to schedule an appointment to review the 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



Elaine Geallis &lt;egeallis@glenbrook225.org&gt;

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## FOIA Request

1 message

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**Scott McWilliams** <scott@foiavault.com>

Mon, Sep 24, 2012 at 12:46 PM

To: foia@glenbrook225.org

Pursuant to the state open records law, 5 Ill. Comp. Stat. 140/1 to 140/11.5, I am seeking copies of Superintendent Dr. Michael Riggle's expense report for FY2011 (all quarters) and FY2012 (quarters 1 and 2). If your office does not maintain these public records, please let me know who does and include the proper custodian's name and contact information.

As provided by the open records law, I will expect your response within five (5) working days. See 5 Ill. Comp. Stat. 140/3(d).

If you choose to deny this request, please provide a written explanation for the denial including a reference to the specific statutory exemption(s) upon which you rely. Also, please provide all segregable portions of otherwise exempt material.

Please be advised that I am prepared to pursue whatever legal remedy necessary to obtain access to the requested records. I would note that willful violation of the open records law can result in the award of reasonable attorneys fees. See 5 Ill. Comp. Stat. 140/11(i).

Contents of my request can be delivered electronically in PDF format. If electronic delivery is not possible, please contact me. Additionally, if there are going to be any fees associated with this request, please contact me first with an estimation or quote. This request is not being made for a commercial purpose.

I would appreciate your communicating with me by telephone or email, rather than by postal mail, if you have questions regarding this request.

Thank you for your assistance.

--

Yours very truly,

--

Scott McWilliams  
411 Walnut Street #5561  
Green Cove Springs, FL 32043  
telephone: (305) 982-7233  
fax: (305) 433-5092



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## McWilliams FOIA Response

1 message

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

Mon, Oct 1, 2012 at 1:03 PM

To: scott@foiavault.com

Bcc: egeallis@glenbrook225.org

Dear Mr. McWilliams,

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 9/24/12 you requested the following documents:

- Copies of Superintendent Dr. Michael Riggle's expense report for FY200 (all Quarters) and FY2012 (quarters 1 and 2).

Please find the information requested 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



**ResponseAttachments.pdf**

1459K

GLENBROOK HIGH SCHOOL DISTRICT 225  
ACCOUNTS PAYABLE / REQUEST FOR PAYMENT

CHECK PAYABLE TO: Michael Riggle

EMPLOYEE OR STUDENT ID#: 4188 EMPLOYEE:  Y  N RETIREE

MAIL:  VIA US MAIL - CURRENT ADDRESS IN ACCOUNTING SYSTEM  
 VIA US MAIL - NEW ADDRESS: \_\_\_\_\_

DELIVER TO \_\_\_\_\_ AT:  GBN  GBS  ADM  O/C

SPECIAL INSTRUCTIONS:  SEND ATTACHED PAPERWORK ALONG WITH CHECK  
 DATE CHECK NEEDED: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

RECEIVED JUL 18 2011

DESCRIPTION OF PAYMENT: Reimbursement for parking, Train fare, Cab fare for meeting with Justin Petvarca, Esq at 180 N. Stetson, Chicago

*Please attach original receipts/invoices to the gray copy of this form for reimbursement.*

CHECK AMOUNT: \$ 36.00 ACCOUNT#: 101332

EXTENSION #: 4700 ACCOUNT #: \_\_\_\_\_

REQUESTED BY: Mike Riggle DATE: 7/14/11

APPROVED BY: [Signature] DATE: 7-18-11

APPROVED BY: [Signature] DATE: \_\_\_\_\_





## Milwaukee District / North Line (MD-N)

Chicago to Fox Lake

### Your Train Schedule

Train #	2102	2104	2106	2108	2112	2116	2120	2124	2126	2128	2130	2132	2134	2136	2138	2140	2142	2144	2146
	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	AM	PM	PM	PM	PM	PM	PM	PM
<b>Glenview</b>	05:40	06:08	06:34	06:57	07:19	07:43	08:01	08:22	08:40	09:40	10:39	11:39	12:39	01:39	02:39	03:40	04:39	04:46	05:0
<b>Union Station</b>	06:19	06:51	07:16	07:32	07:54	08:18	08:36	08:55	09:21	10:22	11:18	12:18	01:18	02:18	03:18	04:22	05:10	05:28	05:5
<b>Bikes Per Train</b>									15	15	15	15	15	15	15	15	15	15	15

f - Flag Stop - Stops to discharge passengers on notice to conductor and to pick up passengers on station platforms visible to engineers.  
c - Train will ONLY stop at Grayland for home Cubs games.

Sunday schedules are in effect on major holidays

Schedule Finder **DOES NOT** display trains for trips which require a transfer. There may be additional options for your trip. Please view the full schedule for complete information.

### Ticket Prices

#### Fare Zones D to A, Line MD-N

One Way Ticket	\$4.00	
Reduced One Way Ticket	\$2.00	
10-Ride Ticket	\$32.30	Save 20%
Reduced 10-Ride Ticket	\$19.00	
Monthly Pass	\$102.60	Save over 40%
Reduced Monthly Pass	\$71.25	

Round trip train fare  
from Glenview to Union  
Station for  
Michael Riggle and  
Board member Joel  
Taubon 7/14/2011,  
\$16.00

parking

WELCOME TO GLENVIEW  
SPACE No. 706  
EXPIRATION TIME

**JUL 15** 2011  
**10:26** AM PAID \$ 2.00

ENTRY: 07/14/11 at 10:26 AM  
23494 ID: GLV-05

*cab from 180 N. STETSON TO Union Station*



For Cab Service  
Call (773) 338-9502  
Thank you for your patronage.

We accept AmEx, Visa, MC, Discover, Diners Club

\$ 8.50 Date 7/14/11 Time \_\_\_\_\_

Received from \_\_\_\_\_

Cab fare from \_\_\_\_\_ To \_\_\_\_\_

Driver \_\_\_\_\_ Cab no. \_\_\_\_\_

Receipt Advertising: ChicagoDispatcher.com

**TELSOURCE** (888) 835-7687  
Inspire your network! www.telsource.com

**Visit us at NXTcomm  
Booth # 6944**

Nationwide installation,  
maintenance, monitoring,  
security, cabling and more for  
voice and data networks!

**McCormick Place, June 19-21**

*cab from Union Station TO 180 N. STETSON / CHICAGO*

**SUN TAXI Assoc., Inc.**

4626 W. Cornelia Ave., Chicago, IL 60641 ☎ (773) 736-3399

**CAB Receipt**

Lost & Found (773) 736-2990  
OFFICE (773) 736-3883  
Fax (773) 736-6215

**ANGELO**  
Towing Service



**24Hrs. Service**  
(773) 655-3964 (C)  
(773) 267-0279 (H)

Date 7/14/11 / 20 \_\_\_\_\_ Time \_\_\_\_\_  A.M.  P.M.

From \_\_\_\_\_ To \_\_\_\_\_

Driver \_\_\_\_\_ CAB No. \_\_\_\_\_

Passenger  Fare \$9.50

\* Verify CAB number before signing receipt.

GLENBROOK HIGH SCHOOL DISTRICT 225  
ACCOUNTS PAYABLE / REQUEST FOR PAYMENT

CHECK PAYABLE TO: Michael D. Riggle

EMPLOYEE OR STUDENT ID#: 4188 EMPLOYEE:  Y  N RETIREE

MAIL:  VIA US MAIL - CURRENT ADDRESS IN ACCOUNTING SYSTEM

VIA US MAIL - NEW ADDRESS: \_\_\_\_\_

DELIVER TO \_\_\_\_\_ AT:  GBN  GBS  ADM  O/C

SPECIAL INSTRUCTIONS:  SEND ATTACHED PAPERWORK ALONG WITH CHECK  
 DATE CHECK NEEDED: \_\_\_\_\_  
 OTHER: \_\_\_\_\_

DESCRIPTION OF PAYMENT: Reimbursement for transportation charges associated with attendance at Midwest Suburban Supts. 2011 Symposium on July 29, 2011 in downtown Chicago.  
Please attach original receipts/invoices to the gray copy of this form for reimbursement.

CHECK AMOUNT: \$ 29.00 ✓ ACCOUNT#: 101332

EXTENSION #: 4700 ACCOUNT #: \_\_\_\_\_

REQUESTED BY: Mike Riggle DATE: 8/4/11

APPROVED BY: [Signature] DATE: 8-8-11

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

RECEIVED AUG 15 2011

Thank you for riding with us!

\$10.00 7/29/11  
 Time Date  
 Received from: Michael Riggle  
 Cab fare from: 120 E. Delaware Ave  
 To: Union Station  
 Driver:  
 Cab#:   
 Account #:

Lost & Found: ChicagoDispatcher.com

To 120 E. Delaware St  
 Chicago, IL  
 Cab No. \_\_\_\_\_ Driver \_\_\_\_\_  
 Cab Fare \$10.00  
 Date 7/29/11 Time \_\_\_\_\_  
 From Union Station

# TAXI RECEIPT



210 S Canal St.  
Chicago, Illinois - 60606

7/29/11 4:53 PM  
 Trans.: 4825 Store: 10031  
 Reg.: 831 Till: 88100  
 Agent: 4825 Agent Account: CUS-D

SALE



100318814825

One Way Full Zone A to E	4.50
00950001052757	
Total	4.50
Cash	5.00
Total Tender	5.00
Change Due	(0.50)

Customer Copy

Thank you for riding  
 METRA  
 The Way To Really Fly

www.metrarail.com



312-829-4222  
yellowcabchicago.com



312-243-2537  
checkertaxichicago.com



312-226-8880  
bluediamondtaxi.com



773-248-7600  
americanunitedtaxiaffiliation.com

Receipt Advertising: ChicagoDispatcher.com

SEVERE PERSONAL INJURIES &  
 MEDICAL MALPRACTICE CASES  
 No Fee Until You Win  
**Winning For Over 40 Years**  
 HARVEY I.  
**WALNER**  
 & ASSOCIATES, LTD.  
 A Passion for Justice  
 33 N. LaSalle Street • Suite 2700  
 Chicago, IL 60602  
 Tel: 312.782.4332 • www.WalnerLaw.com

ANY PERSON IN POSSESSION OF A COUNTERFEIT TICKET WILL BE PROSECUTED.  
 TICKET NOT VALID UNLESS STRIP CHANGES COLORS OR DISAPPEARS.

**Metra**

ZONE A TO

**E**

DATE OF SALE

JUL 28 2011

ONE WAY TICKET

VALID FOR 1 YEAR FROM DATE OF SALE

00590001052757

ANY PERSON IN POSSESSION OF A COUNTERFEIT TICKET WILL BE PROSECUTED.  
 TICKET NOT VALID UNLESS STRIP CHANGES COLORS OR DISAPPEARS.

**Metra**

ZONE A TO

**E**

METRA 054

DATE OF SALE

JUL 28 2011

ONE WAY TICKET

MN NORTHBROOK

VALID FOR 1 YEAR FROM DATE OF SALE

00590001038931

GLENBROOK HIGH SCHOOL DISTRICT 225  
ACCOUNTS PAYABLE / REQUEST FOR PAYMENT

CHECK PAYABLE TO: Michael D. Riggle

EMPLOYEE OR STUDENT ID#: 4188 EMPLOYEE: Y  N  RETIREE

MAIL:  VIA US MAIL - CURRENT ADDRESS IN ACCOUNTING SYSTEM.

VIA US MAIL - ADDRESS: \_\_\_\_\_

DELIVER TO \_\_\_\_\_ AT:  GBN  GBS  ADM  O/C

SPECIAL INSTRUCTIONS:  SEND ATTACHED PAPERWORK ALONG WITH CHECK

CHECK MUST BE POST MARKED BY: \_\_\_\_\_

OTHER: \_\_\_\_\_

DESCRIPTION OF PAYMENT: Reimbursement for Round Trip  
Metra transportation to Chicago to ATTEND  
meeting with Board Attorney - 4.00 each way  
*Please attach original receipts/invoices to the gray copy of this form for reimbursement.*

ACCOUNT #: 101332 CHECK AMOUNT: \$ 8.00

If needed:  
2nd ACCOUNT #: \_\_\_\_\_ EXTENSION #: 4700

REQUESTED BY: Mike Riggle DATE: 1/31/12

APPROVED BY: [Signature] DATE: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

GRAY COPY: Business Office    YELLOW COPY: Principal's Office    PINK COPY: Requestor    GOLD COPY: Extra



Train #	2102	2104	2106	2110	2114	2118	2122	2126	2128	2130	2132	2134	2136	2138	2140	2142	2146	2148	2150	2152	2154	2156	2158	2160
<b>Glen of North Glenview</b>	AM 05:37	AM 06:05	AM 06:31	AM 07:05	AM 07:29	AM 07:50	AM 08:09	AM 08:37	AM 09:37	AM 10:36	AM 11:36	PM 12:36	PM 01:36	PM 02:36	PM 03:37	PM 04:36	PM 05:05	PM 05:27	PM 06:00	PM 06:30	PM 07:09	PM 08:15	PM 08:51	PM 11:03
<b>Union Station</b>	06:19	06:51	07:16	07:48	08:12	08:29	08:47	09:22	10:22	11:22	12:22	01:22	02:22	03:22	04:22	05:10	05:52	06:11	06:44	07:14	07:53	08:59	09:34	11:45
<b>Bikes Per Train</b>								15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15

f - Flag Stop - Stops to discharge passengers on notice to conductor and to pick up passengers on station platforms visible to engineers.  
 c - Train will ONLY stop at Grayland for home Cubs games.

Sunday schedules are in effect on major holidays

Schedule Finder **DOES NOT** display trains for additional options for your trip. Please view th

**Fare Zones D to A, Line MD-N**

One Way Ticket	\$4.00	
Reduced One Way Ticket	\$2.00	
10-Ride Ticket	\$32.30	
Reduced 10-Ride Ticket	\$19.00	
Monthly Pass	\$135.25	Effective 2/1/2012
Reduced Monthly Pass	\$78.75	



210 S Canal St.  
 Chicago, Illinois - 60606

1/30/12 11:23 AM  
 Trans.: 5932 Store: 10031  
 Reg.: 882 Till: 88200  
 Agent: 8630 Agent Account: CUS-N

SALE



100318825932

One Way Full, Zone A to D 00580001073773	4.00
Total	4.00
Cash	5.00
Total Tender	5.00
Change Due	(1.00)

Customer Copy

Thank you for riding  
 METRA  
 The Way To Really Fly

www.metrotrain.com

ANY PERSON IN POSSESSION OF A COUNTERFEIT CASH FARE WILL BE PROSECUTED.

**Metra**

**The Way To Really Fly**

THIS AREA CHANGES FROM PINK TO COLORLESS

PLEASE RETAIN THIS RECEIPT AS YOUR PROOF OF PAYMENT

FROM	TO	\$	DIME
A	A	1	1
B	B	2	2
C	C	3	3
D	D	4	4
E	E	5	5
F	F	6	6
G	G	7	7
H	H	8	8
I	I	9	9
J	J	.05	
K	K	.50	
M	M	1.00	

**REDUCED INCREMENTAL**

**\$10 \$3**

**IO**

00950008297306

**PASSENGER RECEIPT** - UNDER TRANSPORTATION, THIS RECEIPT IS ONLY GOOD FOR THE FARE AND DATE ON WHICH IT WAS PURCHASED. COUNTERFEIT TICKETS MUST BE RETURNED TO THE METRA OFFICE WITHIN 30 DAYS OF PURCHASE. NOTE: EXTRA FARE IS CHARGED WHEN CASH FARE IS PAID ON TRAIN EXCEPT FOR FULL FARE. THIS RECEIPT IS NOT VALID FOR ANY OTHER PURPOSES. (VOID IF BRUSHED OR ALTERED) ONE RIGHT OR NO RETURNING MACHINE IS AVAILABLE. NO REFUND ALLOWED.

DATE	0	1	2	3	4	5	6	7	8	9
SEP										
OCT										
NOV										
DEC										

**GLENBROOK HIGH SCHOOLS**

**STATEMENT OF ACTUAL EXPENSES PAID BY EMPLOYEE**

Attachments: Please attach receipts, stubs, paid hotel bill, etc.  
Reimbursement: If the advance is less than the actual expenses, the employee will be reimbursed.  
Advance Payment: If an advance was issued, show it in the appropriate space below. If the advance exceeds the actual expenses, a personal check for the difference must accompany this report.  
When: Complete and submit this report to the Principal's office within five days.

Name (Please Print) Michael D. Riggle School District Phone Ext. No. 4700  
Soc. Sec. No. #4188 Department Superintendent  
Or Position \_\_\_\_\_

Educational Conference (Complete Title) IASA/IASBO Communicating and Lobbying with Legislators: How to make your views known and Affect  
Dates of Leave (including travel time) / Location Change March 21, 2012 - Springfield, IL

**Expenses Actually Paid by Employee:**

	<u>Expenses paid by employee</u>	<u>Expenses prepaid by district</u>
<b>Travel</b>		
Airfare	\$ _____	\$ _____
Rental Vehicle <u>55.5</u>	\$ _____	\$ _____
Car <u>425.92</u> Miles @ <del>37.5</del> Cents/Mile	\$ <u>236.38</u>	\$ _____
<b>Hotel</b>	\$ _____	\$ <u>122.64</u>
<b>Meal Allowance</b>		
Breakfast _____ days @ \$4	\$ _____	\$ _____
Lunch _____ days @ \$8	\$ _____	\$ _____
Dinner _____ days @ \$20	\$ _____	\$ _____
<b>Registration fee</b>	\$ _____	\$ <u>155.00</u>
<b>Other (specify) <u>Parking</u></b>	\$ <u>7.00</u>	\$ _____
<b>Total</b>	\$ <u>243.38</u>	\$ <u>277.64</u>
Advance payment to employee	(\$ _____ 0)	
Amount due to employee (less advance & district paid expenses)		\$ <u>243.38</u>
Amount due to district		\$ _____

RECEIVED APR 09 2012

REIMBURSEMENT REQUESTED BY: Mike Riggle Date 3/23/12  
SIGNATURE

ACCOUNT TO BE CHARGED 101332

APPROVED: X [Signature] Date RECEIVED APR 02 2012  
SUPERVISOR

PRINCIPAL OR AUTHORIZED ADMINISTRATOR  
BUSINESS OFFICE

HOME

RESERVATIONS  
&  
CONTACT

GUEST  
ROOMS

SERVICES

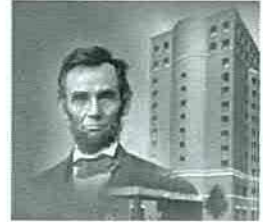
MEETINGS  
& CONVENTIONS

WEDDINGS

CONTACT



# PRESIDENT ABRAHAM LINCOLN HOTEL & CONFERENCE CENTER



701 East Adams Street Springfield, Illinois 62701  
Phone: 1-217-544-8800  
Reservations: 1-866-788-1860

## 02 We're Everything You Need Us To Be... When You Want.



[About the Hotel](#)

[Restaurants & Lounges](#)

[Recreation & Fitness](#)

### Property Information

- 12 floors, 316 rooms
- 13000 sq ft of total meeting space
- 15 meeting rooms

### Check-In and Checkout

- Check-In: 3:00 PM; Checkout: 12:00 PM
- Express Check-In and Express Checkout
- Video Review Billing, Video Checkout

### Parking

- On-site parking, fee: \$0.75 hourly, \$7.00 daily
- Valet parking, fee: \$8.00 daily

### Pet Policy

- Pets not allowed





Trip to:

**401 S Spring St**

Springfield, IL 62704

212.96 miles / 3 hours 47 minutes

Notes



**A 1838 Kiest Ave, Northbrook, IL 60062-3639**

**0.06 Mi**  
*0.06 Mi Total*

1. Start out going east on **Kiest Ave** toward **Angle Ave**. [Map](#)

**0.1 Mi**  
*0.2 Mi Total*

2. Turn **right** onto **Angle Ave**. [Map](#)

**2.0 Mi**  
*2.2 Mi Total*

3. Turn **right** onto **Shermer Rd**. [Map](#)

**2.0 Mi**  
*4.2 Mi Total*

4. Turn **right** onto **Willow Rd**. [Map](#)

*Willow Rd is 0.2 miles past Valencia Dr*

*Pnc Bank is on the right*

*If you reach Harvard Ct you've gone a little too far*

**24.8 Mi**  
*29.0 Mi Total*

5. Merge onto **I-294 S** via the ramp on the **left** (Portions toll). [Map](#)  
*If you reach Nielsen Plz you've gone about 0.2 miles too far*



**180.2 Mi**  
*209.2 Mi Total*

6. Merge onto **I-55 S** toward **Stevenson Expy / St Louis**. [Map](#)



**2.6 Mi**  
*211.9 Mi Total*

7. Merge onto **E Clear Lake Ave** via **EXIT 98B** toward **IL-97 W**. [Map](#)



**0.7 Mi**  
*212.6 Mi Total*

8. **E Clear Lake Ave** becomes **E Jefferson St**. [Map](#)



**0.2 Mi**

9. Turn **left** onto **N 1st St**. [Map](#)



212.8 Mi Total

N 1st St is just past N 2nd St  
Enterprise Rent-A-Car is on the right  
If you are on W Jefferson St and reach College St you've gone about 0.1 miles too far


0.05 Mi  
212.8 Mi Total

10. Turn right onto W Adams St. [Map](#)  
W Adams St is just past W Washington St  
If you reach W Monroe St you've gone a little too far

0.2 Mi  
213.0 Mi Total

11. Take the 1st left onto S Spring St. [Map](#)  
If you reach S College St you've gone a little too far

12. 401 S SPRING ST is on the right. [Map](#)  
Your destination is just past W Monroe St  
If you reach the end of S Spring St you've gone a little too far

 401 S Spring St, Springfield, IL 62704

**Total Travel Estimate: 212.96 miles - about 3 hours 47 minutes**



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THIS SERVES AS YOUR INVOICE and/or CONFIRMATION

# Communicating and Lobbying with Legislators: How To Make Your Views Known and Affect Change - Administrators' Academy Credit #781

**Wednesday, March 21, 2012**

**Illinois State Capitol - Stratton Building**

401 S. Spring Street  
Springfield, IL 62706

**Registration:** 8:00 am - 8:30 am // **Program:** 8:30 am - 4:30 pm // **Lunch:** 12:00 pm - 12:30 pm *(Lunch is provided)*

**Registered Events:**

Event	Price	Qty	Amount	Sub-Total
<b>Event : REGISTRATION: Administrator Academy</b>				
Registration: Administrator Academy	\$155.00	1	\$155.00	\$155.00
<b>Total Amount Due =</b>				<b>\$155.00</b>
<b>Amount Paid =</b>				<b>\$155.00</b>
<b>Amount Due =</b>				<b>\$0.00</b>

You have successfully registered for Communicating and Lobbying with Legislators - AAC 781 - (03-21-2012)

Order Date: 03/05/2012

Invoice Number: 59536

Order Number: 31567

ID: 37862

Name: Dr. Michael Riggle

Badge Name: Mike Riggle  
Title: Superintendent  
Company: Glenbrook High Schools  
Address: 3801 W. Lake Ave.  
Glenview, IL 60026  
United States  
Phone: 847.486.4700  
Fax: 847.486.4733  
Email: mriggle@glenbrook225.org

Payment Method: Mastercard  
Card: MC \*\*\*\*\*7904  
Name: Superintendent Off Adm  
Your payment was processed successfully.  
Tracking Info: '4222018065'  
OrderTotal: \$155.00

**If mailing payment, send to:**  
*Illinois Association of School Business Officials (Illinois ASBO)*  
*Northern Illinois University, IA-103*  
*108 Carroll Ave.*  
*DeKalb, IL 60115*  
Tel: 815.753.9305  
Fax: 815.516.0184

**CANCELLATION POLICY:** If registered and need to cancel, you must call 72 hours in advance. If you are a "No Show," Active II, Active IV and Student Premiers will be invoiced for the full Illinois ASBO Member Fee. Others will not be refunded and/or will still be invoiced and responsible for the charges.

**DISCLAIMER:** Registration fees for all Illinois ASBO related events including, but not limited to seminar, workshops, Administrator Academy seminars, day conference, and Annual Conferences are final and will not be reimbursable due to unforeseen events which may cause the event to be cancelled. Unforeseen events include but are not limited to, weather related cancellations.



Booking complete. Booking confirmations have been emailed to: [mriggle@glenbrook225.org](mailto:mriggle@glenbrook225.org)

#### Booking Details

KAYAK itinerary number: 80304562  
KAYAK service code: 3

Booking Created: Wed Mar 7 2012  
Hotel confirmation number: 18742082683

Need further assistance? +1 877-723-2050 (toll free) or +1 949-930-9536



Check-in: Tuesday, March 20, 2012  
Check-out: Wednesday, March 21, 2012  
Duration: 1 night

**President Abraham Lincoln Hotel and Conference Center**  
701 East Adams Street  
Springfield, IL 62701  
[See details](#)

#### Room

1 room, 1 adult (1 night @ \$109.99 avg. per night)	\$109.99
→ Standard room	
Tax Recovery Charge & Service Fees	\$12.65
<b>Total Cost</b>	<b>\$122.64 USD</b>

- 1 king

Pillowtop mattress with premium bedding including cotton linens, triple sheeting, and down duvet. Desk, iPod docking station, 37-inch flat-panel television with premium satellite channels. Complimentary wireless Internet access. Complimentary weekday newspapers. En-suite bathroom with shower/tub combination. Bath amenities include hair dryer, designer toiletries, and makeup/shaving mirror. Blackout drapes/curtains, clock radio, and hypo-allergenic bedding. Air conditioning, Refrigerator and turndown service available on request. Non-Smoking. Free Wireless Internet.

#### Guest

Michael Riggle  
847-486-4700  
[mriggle@glenbrook225.org](mailto:mriggle@glenbrook225.org)

#### Billing

MC \*\*\*\*\*7904 (11/2014)  
Michael Riggle  
3801 W. Lake Avenue  
Suite 200 - Glenview, IL US 60026  
[mriggle@glenbrook225.org](mailto:mriggle@glenbrook225.org)

#### Cancellation Policy

We understand that sometimes your travel plans change. We do not charge a change or cancel fee. However, this property (President Abraham Lincoln Hotel) imposes the following penalty to its customers that we are required to pass on: Cancellations or changes made after 4:00 PM ((GMT-06:00) Central Time (US & Canada)) on Mar 19, 2012 are subject to a 1 Night Room & Tax penalty. The property makes no refunds for no shows or early checkouts.

#### Terms & Conditions

- \$122.64 USD will be charged to your credit card to secure this rate.
- Hotel rates are based on double occupancy unless otherwise noted.

##### Notifications and Fees:

The following fees and deposits are charged by the property at time of service, check-in, or check-out.

- Self parking fee: USD 7 per day
- Valet parking fee: USD 13 per day (in/out privileges)
- Fee for in-room high-speed Internet (wired): USD 9.95 per day (rates may vary)
- Rollaway beds are available for an additional fee

The above list may not be comprehensive. Fees and deposits may not include tax and are subject to change.

Bed types, smoking preference, and in-room amenities are subject to hotel availability. Any incidental charges will be assessed to you by the hotel upon check-out, including parking fees, phone calls and room service.

- Government photo ID required. Guest must be at least 18 to 21 years of age at time of check-in (depending on hotel policy), unless accompanied by parent or guardian. Changes to the guest name on a reservation are not permitted after booking is completed.

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**GLENBROOK HIGH SCHOOLS**

**STATEMENT OF ACTUAL EXPENSES PAID BY EMPLOYEE**

**Attachments:** Please attach receipts, stubs, paid hotel bill, etc.  
**Reimbursement:** If the advance is less than the actual expenses, the employee will be reimbursed.  
**Advance Payment:** If an advance was issued, show it in the appropriate space below. If the advance exceeds the actual expenses, a personal check for the difference must accompany this report.  
**When:** Complete and submit this report to the Principal's office within five days.

Name (Please Print) Dr. Michael Riggle School District Phone Ext. No. 4700  
 Employee ID # 4188 Department Or Position Superintendent  
 Sec. Sec. No. \_\_\_\_\_  
 Educational Conference (Complete Title) 59th Annual National School Public Relations Assn. Seminar  
 Dates of Leave (including travel time) / Location July 9, 2012

**Expenses Actually Paid by Employee:**

RECEIVED JUL 12 2012

	Expenses paid by employee	Expenses prepaid by district
<b>Travel</b>		
Airfare	\$ _____	\$ _____
Rental Vehicle	\$ _____	\$ _____
Car _____ Miles @ 31.5 Cents/Mile	\$ _____	\$ _____
<b>Hotel</b>		
Hotel	\$ _____	\$ _____
<b>Meal Allowance</b>		
Breakfast _____ days @ \$4	\$ _____	\$ _____
Lunch _____ days @ \$8	\$ _____	\$ _____
Dinner _____ days @ \$20	\$ _____	\$ _____
Registration fee	\$ _____	\$ <u>239.00</u>
Other (specify) <u>Train fare</u>	\$ <u>10.50</u>	\$ _____
<u>Cab fare</u>	<u>18.00</u>	
<b>Total</b>	\$ <u>28.50</u>	\$ <u>239.00</u>
Advance payment to employee	(\$ <u>0</u> )	
Amount due to employee (less advance & district paid expenses)		\$ <u>28.50</u>
Amount due to district		\$ _____

REIMBURSEMENT REQUESTED BY: Mike Riggle Date 7/12/12  
 SIGNATURE

ACCOUNT TO BE CHARGED 101332

APPROVED: [Signature] Date 7-12-12  
 SUPERVISOR

RECEIVED  
 7-12-12  
 JUL 12 2012

PRINCIPAL OR AUTHORIZED ADMINISTRATOR  
 BUSINESS OFFICE

HUMAN RESOURCES  
 GLENBROOK #225

Thank you for riding with us!

\$ 11.00 Time 3:15 AM Date 7/9/12

Received from: Marriott Hotel Mike Riggle

Cab fare from: Union Station Marriott Hotel

To: Chicago Union Station

Driver:

Cab#:

Account #:



312-829-4222  
yellowcabchicago.com



312-243-2537  
checkertaxichicago.com



AMERICAN UNITED TAXI  
773-248-7600

773-248-7600  
americanunitedtaxiaffiliation.com

312-226-8880  
bluediamondtaxi.com

Thank you for riding with us!

\$ 7.00 Time 7:35 AM Date 7/9/12

Received from: Mike Riggle

Cab fare from: Renaissance Hotel

To: Marriott Hotel

Driver:

Cab#:

Account #:



312-829-4222  
yellowcabchicago.com



312-243-2537  
checkertaxichicago.com



AMERICAN UNITED TAXI  
773-248-7600

773-248-7600  
americanunitedtaxiaffiliation.com

312-226-8880  
bluediamondtaxi.com

# Metra®

1401 Shermer Ave.  
Northbrook, Illinois - 60062

7/9/12  
Trans.: 4052  
Reg.: 321  
Agent: 6892

6:11 AM  
Store: 10061  
Till: 32100

Agent Account: MILW-N-E

SALE



100613214052

One Way Full, Zone A to E 00590001846442	5.25
One Way Full, Zone A to E 00590001846443	5.25
Total	10.50
Cash	20.00
Total Tender	20.00
Change Due	(9.50)

Customer Copy

Thank you for riding

METRA  
The Way To Really Fly

www.metrarail.com

PRINCIPAL OR AUTHORIZED BUSINESS OFFICER

SUPERVISOR

APPROVED:

ACCOUNT TO BE CHARGED

REIMBURSEMENT REQUESTED BY

Amount due to district