

OFFICE OF THE ASSISTANT SUPERINTENDENT  
FOR EDUCATIONAL SERVICES

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA

DATE: December 8, 2010

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

Please note that the request from Mr. Moynihan was in person, so there is not a written request.

We responded within the 5 business day requirement for both.

## Geallis, Elaine

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**From:** Williamson, Rosanne Marie  
**Sent:** Tuesday, November 16, 2010 1:27 PM  
**To:** johnfmoynihn@yahoo.com  
**Cc:** Geallis, Elaine  
**Subject:** Glenbrook Aquatics Request for Information

Dear Mr. Moynihan,

In response to your request for information, specifically:

1. A roster of participants in the Glenbrook Aquatics Swim Club.

Response: Per our Assistant Superintendent of Business Affairs, Mrs. Siena, you have withdrawn this request via your phone conversation with Julie Bezanis, District 225 Director of Business Affairs, on Wednesday, November 10, 2010.

2. A copy of the charter for the Glenbrook Aquatics Swim Club.

Response: No documents are available.

3. A copy of the bylaws of the Glenbrook Aquatics Spartan Swim Club.

Response: Per our Assistant Superintendent of Business Affairs, Mrs. Siena, you have withdrawn this request via your phone conversation with Julie Bezanis, District 225 Director of Business Affairs, on Wednesday, November 10, 2010

As the district's Freedom of Information Act (FOIA) Officer, I am responding to your request. Please "reply all" to this e-mail to confirm receipt of this correspondence. I have copied my assistant, Elaine Geallis, as she helps track responses to requests.

Thank you,

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

## Geallis, Elaine

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**From:** Williamson, Rosanne Marie  
**Sent:** Tuesday, November 23, 2010 11:34 AM  
**To:** johnfmoynihan@yahoo.com  
**Cc:** Geallis, Elaine  
**Subject:** FOIA for earlier versions of by-laws  
**Attachments:** ByLawsRevised04.28.03.pdf; ByLawsRevised07.09.03.pdf

Dear Mr. Moynihan,

In response to your request for additional information, specifically:

Earlier versions of the by-laws:

Response: Please find attached copies of the bylaws revised on 04/28/03 (this is the copy approved by the District 225 School Board on May 12, 2003) and 07/09/03. [No additional documents are available.](#)

Please "reply all" to this e-mail to confirm receipt of this correspondence. I have copied my assistant, Elaine Geallis, as she helps track responses to requests.

Thank you,

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

---

**From:** John F. Moynihan [<mailto:johnfmoynihan@yahoo.com>]  
**Sent:** Tuesday, November 16, 2010 4:09 PM  
**To:** Williamson, Rosanne Marie  
**Cc:** Geallis, Elaine  
**Subject:** Re: Glenbrook Aquatics Request for Information

Thank you!

--  
John F. Moynihan  
Sent from Mobile Device

On Nov 16, 2010, at 2:18 PM, "Williamson, Rosanne Marie" <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)> wrote:

Dear Mr. Moynihan,

I will search our files to determine if those documents are available.

Rosanne Williamson, Ed. D.

Assistant Superintendent for Educational Services

Glenbrook High School District 225

3801 West Lake Avenue

Glenview, IL 60026

847-486-4701

Rosanne

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**From:** John F. Moynihan [<mailto:johnfmoynihan@yahoo.com>]

**Sent:** Tuesday, November 16, 2010 2:05 PM

**To:** Williamson, Rosanne Marie

**Cc:** Geallis, Elaine

**Subject:** Re: Glenbrook Aquatics Request for Information

Dear Ms. Williamson. Thanks for this. You were correct about my phone message on the rooster and by-laws. Since there is no charter would you also send me copies of the earlier versions of the by-laws? Thanks again. John

--

John F. Moynihan

Sent from Mobile Device

On Nov 16, 2010, at 1:27 PM, "Williamson, Rosanne Marie" <[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)> wrote:

Dear Mr. Moynihan,

In response to your request for information, specifically:

1. A roster of participants in the Glenbrook Aquatics Swim Club.

Response: Per our Assistant Superintendent of Business Affairs, Mrs. Siena, you have withdrawn this request via your phone conversation with Julie Bezanes, District 225 Director of Business Affairs, on Wednesday, November 10, 2010.

2. A copy of the charter for the Glenbrook Aquatics Swim Club.

Response: No documents are available.

3. A copy of the bylaws of the Glenbrook Aquatics Spartan Swim Club.

Response: Per our Assistant Superintendent of Business Affairs, Mrs. Siena, you have withdrawn this request via your phone conversation with Julie Bezanes, District 225 Director of Business Affairs, on Wednesday, November 10, 2010

As the district's Freedom of Information Act (FOIA) Officer, I am responding to your request. Please "reply all" to this e-mail to confirm receipt of this correspondence. I have copied my assistant, Elaine Geallis, as she helps track responses to requests.

Thank you,

Rosanne Williamson, Ed. D.

Assistant Superintendent for Educational Services

Glenbrook High School District 225

3801 West Lake Avenue

Glenview, IL 60026

847-486-4701

**NORTHBROOK SPARTAN SWIM CLUB  
BY-LAWS & REGULATIONS  
MAY 2003**

REVISED 4/28/03

**I. PURPOSES**

- A. To implement a collaborative relationship between Glenbrook North High School (District 225) and the Spartan Swim Club.
- B. Provide training and instruction for competitive swimming and diving of all ages.
- C. Maximize the use of the facilities year round.
- D. Realize revenue for District 225 from the use of the facility when not in use by high school programs.

**II. PHILOSOPHY**

- A. To promote the involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.
- B. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation.
- C. To develop each swimmer's potential to the fullest by teaching stroke techniques, building endurance and skills for racing, and motivating each swimmer to achieve his or her best.
- D. To promote skill development in aquatic activities (swimming, diving) through a comprehensive aquatic program that fosters sportsmanship, self-discipline, and character.

**III. NAME**

- A. The name of the organization will be the "Northbrook Spartan Swim Club", hereinafter referred to as the "NSSC".
- B. The mailing address of the NSSC shall be:  
P.O. Box???  
Northbrook, IL 60062
- C. The fiscal year of the NSSC shall commence on the first day of July each year and terminate on the 30<sup>th</sup> day of June the following year.

IV.

**MEMBERSHIP**

- A. The membership will be limited to any resident of Northbrook, with the exception of diving and the masters program, provided that if the designated capacity for club membership has not been achieved, any Illinois resident from outside Northbrook may be considered for membership.
- B. The membership shall be determined by the payment of such periodic registration fees and membership dues as the School Administration may from time to time determine, and compliance with all policies and procedures as may be adopted from time to time.

V.

**OFFICERS & DIRECTORS**

The board of advisors of the Northbrook Spartan Swim Club shall consist of a Director of Swimming Operations, a President, Vice-President, Secretary, Treasurer, the former President (as an ex-officio member), the high school athletic director, and the additional directors outlined here. They shall constitute the board of advisors who shall assist the coaching staff and school administration where applicable. The directors' responsibilities are outlined as follows:

- A. Director of Swimming Operations (Voting Member)
  - 1. Will handle the day to day operations of the Swim Club.
  - 2. Will answer directly to the high school athletic director only.
  - 3. Will schedule pool time for the club.
  - 4. Will handle scheduling pool time outside of the high school.
  - 5. Will schedule all meets for the club.
  - 6. Will work with the other board members to schedule meetings of the membership.
  - 7. Shall work closely with the high school coaches to determine schedules and time lines.
  - 8. Is responsible for all details necessary to host meets, reserving the facility, submitting applications, and mailing information to participating clubs.
  - 9. Serves as the clubs' official voting member of the Illinois Swimming House of Delegates, and reports to the club any pertinent news and information that is revealed at those meetings.
  - 10. Will be responsible for budget maintenance.

- B. President (Voting Member)
1. Provides overall direction to each board member to ensure that the board is fulfilling its objectives to the club.
  2. Acts as presiding officer at all meetings.
  3. Acts as a representative of the advisory board in meetings and discussions with the coaching staff, District 225, the GBN Sports Booster Club, or any outside group or association.
  4. Can create sub-committees comprised both of board members and non-board members, which may be necessary to fulfill specific responsibilities of the advisory board.
  5. Submits for approval (by a majority of the advisory board) a replacement member if any position is vacated.
  6. Will handle election of new board members.
- C. Vice-President (Voting Member)
1. May act as the presiding officer at a meeting in which the president is not in attendance.
  2. Works with the treasurer and maintains records of escrow accounts and funds paid for use in entering swim meets.
  3. Provides periodic statements of account activity and balance to all parents of registered swimmers, and provides any information regarding these accounts to the board of advisors.
- D. Past-President (Voting Member)
1. Ensures a smooth transition to the new president.
  2. Acts as a consultant to the new board.
  3. Offers experience and a working knowledge of managing the NSSC.
  4. Attendance at board meetings is optional.
- E. Treasurer (Voting Member)
1. Arranges and supervises checking accounts for deposits of funds of the club escrow and activity fees.
  2. Deposits revenues into the NSSC Internal Account, as requested by the school's administrator.
  3. Maintains financial records of all meets hosted by the club.
  4. Provides a monthly statement of account transactions and balance to the board of advisors at each meeting.
  5. Has the authority to co-sign checks along with the signature of the athletic director.
  6. With the exception of entering swim meets, must have any expenditures over the amount of \$500.00 approved by the board of advisors.



7. Must have a written record of all expenditures for bookkeeping purposes.
8. Shall maintain a bank account in the name of the NSSC.
9. Submit an annual budget report to the board for athletic directors review.

F. Secretary (Voting Member)

1. Keeps a record of attendance and minutes at each meeting.
2. Prepares and submits for approval the minutes and attendance of the previous meeting.
3. Prepares and dispatches official letters of congratulations, sympathy, etc. on behalf of the club.
4. Works with the web-site coordinator to post all minutes of the previous meeting.
5. Shall have custody and care of the corporate records of the NSSC.
6. Shall file and take charge of all papers belonging to the NSSC.
7. Make sure that the Director of Swimming Operations receives a copy of all related information.

G. Director of Membership and/or Head Coach

1. Maintains a roster of swimmers and members of the club, to ensure that each is currently registered with USA Swimming and Illinois Swimming.
2. Cross checks with the coaches to see that all athletes are sufficiently registered with the club.
3. Prepares and submits a report on the current membership status at each meeting.
4. Is responsible for contacting any families who are not completely registered, and for finalizing their registration.
5. Shall maintain deposit records and process payments associated with registration.

H. Director of Concessions

1. Is responsible for coordinating and supervising the sales of concessions at all home meets or other appropriate functions.
2. Coordinates set-up of concessions for meets with the high school booster club president and school maintenance personnel.
3. Organizes a post-season team banquet at the conclusion of each season.

I. Director of Communications

1. Obtains maximum possible media coverage of team events in coordination with coaching staff.
2. In conjunction with coaching staff, produces promotional material emphasizing the merits and accomplishments of our athletes (qualifying for championship meets, setting records, etc).
3. Arranges for the taking of team photos and the purchase by individual members.
4. Shall be responsible for the production of the club newsletter in cooperation with the director of swimming operations.
5. Works with the web-site coordinator to update all records and communication.
6. Supervises the updating of all club and pool records.
7. Is responsible for coordinating, with the coaching staff, the registration and informational meeting, for both new and returning members.

J. Director of Meets and Officials

1. Maintains current membership in USA swimming.
2. Encourages and assists individuals to become certified officials and to maintain and improve their skill levels.
3. Is responsible for reserving facilities for events that the NSSC wishes to host for meets and or officials clinics.
4. Is responsible for contacting clubs to join the meets that the NSSC wishes to host.
5. Is responsible for securing officials for the meets that are hosted by the NSSC.
6. Acts as the volunteer coordinator.

K. Head Coach & Coaching Staff

1. Must maintain membership in USA Swimming.
2. Fulfills job requirements as required by the high school athletic director.
3. Head Coach shall recruit, recommend for hire, train and supervise all assistant coaches.
4. Head Coach shall conduct staff meetings on a regular basis.

- L. School Administrator (Athletic Director) (Voting Member)
  - 1. Shall interview and handle all coaching hires and dismissals.
  - 2. Shall work closely with the Director of Swimming Operations to make sure the program objectives are being met.
  - 3. Responsible for evaluation of coaches.

**VI. ELECTION OF OFFICERS**

- A. Election of new officers, with the exception of management board and President, will be held in February, prior to the completion of the winter season.
- B. Terms of office will be two years. Members may serve successive terms.
- C. Any open position may be filled by nomination. No one may nominate himself, nor be nominated by a spouse or family member.
- D. All club members are entitled one vote per family.
- E. The candidate with the most votes wins.
- F. Ties will be broken by vote of the board.
- G. Duties will begin at the April meeting.

**VII. BOARD OF DIRECTORS MEETINGS**

- A. All meetings will be held on a monthly basis at Glenbrook North High School. Times and dates will be determined by the President and Director of Swimming Operations.
- B. When feasible, time and location will be published on the web-site and posted by the pool at GBN.

**VIII. VOTING AND ATTENDANCE**

- A. A quorum shall consist of a majority of the voting members.
- B. Voting will be determined by a majority of the voting members present. Ties will be broken by the President.
- C. Board members must be in attendance (in person) in order to exercise their vote. Participation through any means of communications equipment or expression of intent through writing will not be permitted.
- D. Voting by proxy is not permitted.
- E. All positions carry one vote.
- F. A vote can not be held to release any swim staff personnel.

IX.

**AMENDMENTS**

- A. These by-laws may be amended at any board of director's meeting.
- B. The amendment to be made must have the change agreed upon by the conclusion of the meeting and submitted to the athletic director for review.
- C. Any amendment that is agreed upon must be voted on at the next meeting.
- D. The amendment must have 100% voting approval to pass.

X.

**REMOVAL OF DIRECTOR**

- A. A director (other than Swimming Operations) may only be removed with a 100% vote of all members.
- B. Voting for removal must follow the procedure for amending the by-laws.

**APPOINTING A NEW DIRECTOR**

- A. If a position is vacated, the board may approve a replacement, nominated by any member of the board.
- B. The replacement must have a 90% approval vote.

XI.

**FEES**

- A. Fees will be set by the high school administration and the Director of swimming operations.
- B. Every member must be a registered member of the United States Swimming, Inc.
- C. To be entitled to a membership in the club, payment of: (1) fees to the NSSC for each participant per competitive season, (2) a nominal activity fee per family to the club is required, (3) each swimmer will incur a surcharge for each USS meet in which they sign up to participate. This fee will be paid to the association through escrow.

**The NSSC shall, at all times, be operated on a non for-profit basis for the mutual benefit of its members.**

**NORTHBROOK SPARTAN SWIM CLUB  
BY-LAWS & REGULATIONS  
MAY 2003**

REVISED 7/9/03

**I. PURPOSES**

- A. To implement a collaborative relationship between Glenbrook North High School (District 225) and the Spartan Swim Club.
- B. Provide training and instruction for competitive swimming and diving of all ages.
- C. Maximize the use of the facilities year round.
- D. Realize revenue for District 225 from the use of the facility when not in use by high school programs.

**II. PHILOSOPHY**

- A. To promote the involvement in age-group programs and provide an opportunity for members to compete in organized swimming competitions.
- B. To provide opportunities for social, emotional, and educational development and to encourage peer and family participation.
- C. To develop each swimmer's potential to the fullest by teaching stroke techniques, building endurance and skills for racing, and motivating each swimmer to achieve his or her best.
- D. To promote skill development in aquatic activities (swimming, diving) through a comprehensive aquatic program that fosters sportsmanship, self-discipline, and character.
- E. The team will abide by all USA Swimming/ISI Rules and Regulations during practices and while representing the USA Swimming/ISI club.

**III. NAME**

- A. The name of the organization will be the "Northbrook Spartan Swim Club", hereinafter referred to as the "NSSC".
- B. The mailing address of the NSSC shall be:  
2300 Shermer Road  
Northbrook, IL 60062
- C. The fiscal year of the NSSC shall commence on the first day of July each year and terminate on the 30<sup>th</sup> day of June the following year.

**IV. MEMBERSHIP**

- A. The membership will be limited to any resident of Northbrook, with the exception of diving and the masters program, provided that if the designated capacity for club membership has not been achieved, any Illinois resident from outside Northbrook may be considered for membership.
- B. The membership shall be determined by the payment of such periodic registration fees and membership dues as the School Administration may from time to time determine, and compliance with all policies and procedures as may be adopted from time to time.

**V. OFFICERS & DIRECTORS**

The board of advisors of the Northbrook Spartan Swim Club shall consist of a Director of Swimming Operations, a President, Vice-President, Secretary, Treasurer, the former President (as an ex-officio member), the high school athletic director, and the additional directors outlined here. They shall constitute the board of advisors who shall assist the coaching staff and school administration where applicable. The directors' responsibilities are outlined as follows:

- A. Director of Swimming Operations/Head Coach (Voting Member)
  - 1. Will handle the day-to-day operations of the Swim Club.
  - 2. Will answer directly to the high school athletic director only.
  - 3. Will schedule pool time for the club.
  - 4. Will handle scheduling pool time outside of the high school.
  - 5. Will schedule all meets for the club.
  - 6. Will work with the other board members to schedule meetings of the membership.
  - 7. Shall work closely with the high school coaches to determine schedules and time lines.
  - 8. Is responsible for all details necessary to host meets, reserving the facility, submitting applications, and mailing information to participating clubs.
  - 9. Serves as the clubs' official voting member of the Illinois Swimming House of Delegates, and reports to the club any pertinent news and information that is revealed at those meetings.
  - 10. Will be responsible for budget maintenance.

- B. President (Voting Member)
1. Provides overall direction to each board member to ensure that the board is fulfilling its objectives to the club.
  2. Acts as presiding officer at all meetings.
  3. Acts as a representative of the advisory board in meetings and discussions with the coaching staff, District 225, the GBN Sports Booster Club, or any outside group or association.
  4. Can create sub-committees comprised both of board members and non-board members, which may be necessary to fulfill specific responsibilities of the advisory board.
  5. Submits for approval (by a majority of the advisory board) a replacement member if any position is vacated.
  6. Will handle election of new board members.
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1. May act as the presiding officer at a meeting in which the president is not in attendance.
  2. Works with the treasurer and maintains records of escrow accounts and funds paid for use in entering swim meets.
  3. Provides periodic statements of account activity and balance to all parents of registered swimmers, and provides any information regarding these accounts to the board of advisors.
- D. Past-President (Voting Member)
1. Ensures a smooth transition to the new president.
  2. Acts as a consultant to the new board.
  3. Offers experience and a working knowledge of managing the NSSC.
  4. Attendance at board meetings is optional.
- E. Treasurer (Voting Member)
1. Arranges and supervises checking accounts for deposits of funds of the club escrow and activity fees.
  2. Deposits revenues into the NSSC Internal Account, as requested by the school's administrator.
  3. Maintains financial records of all meets hosted by the club.
  4. Works with the high school Athletic Director to provide a monthly statement of account transactions and balances to the board of advisors at each meeting.
  5. Has the authority to request a check to be cut along with the signature of the athletic director.
  6. With the exception of entering swim meets, must have any expenditures over the amount of \$500.00 approved by the board of advisors.

7. Must have a written record of all expenditures for bookkeeping purposes.
8. Shall maintain a bank account in the name of the NSSC through the high school accounts.
9. Submit an annual budget report to the board for athletic directors review.
10. Shall work with the athletic director to generate P.O.'s for all orders made by the NSSC.

F. Secretary (Voting Member)

1. Keeps a record of attendance and minutes at each meeting.
2. Prepares and submits for approval the minutes and attendance of the previous meeting.
3. Prepares and dispatches official letters of congratulations, sympathy, etc. on behalf of the club.
4. Works with the web-site coordinator to post all minutes of the previous meeting.
5. Shall have custody and care of the records of the NSSC.
6. Shall file and take charge of all papers belonging to the NSSC.
7. Make sure that the Director of Swimming Operations receives a copy of all related information.

G. Director of Membership and/or Head Coach

1. Maintains a roster of swimmers and members of the club, to ensure that each is currently registered with USA Swimming and Illinois Swimming.
2. Cross checks with the coaches to see that all athletes are sufficiently registered with the club.
3. Prepares and submits a report on the current membership status at each meeting.
4. Is responsible for contacting any families who are not completely registered, and for finalizing their registration.
5. Shall maintain deposit records and process payments associated with registration.

H. Director of Concessions

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3. Organizes a post-season team banquet at the conclusion of each season.



I. Director of Communications

1. Obtains maximum possible media coverage of team events in coordination with coaching staff.
2. In conjunction with coaching staff, produces promotional material emphasizing the merits and accomplishments of our athletes (qualifying for championship meets, setting records, etc).
3. Arranges for the taking of team photos and the purchase by individual members.
4. Shall be responsible for the production of the club newsletter in cooperation with the director of swimming operations.
5. Works with the web-site coordinator to update all records and communication.
6. Supervises the updating of all club and pool records.
7. Is responsible for coordinating, with the coaching staff, the registration and informational meeting, for both new and returning members.

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2. Encourages and assists individuals to become certified officials and to maintain and improve their skill levels.
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5. Is responsible for securing officials for the meets that are hosted by the NSSC.
6. Acts as the volunteer coordinator.

K. Head Coach & Coaching Staff

1. Must maintain membership in USA Swimming.
2. Fulfills job requirements as required by the high school athletic director.
3. Head Coach shall recruit, recommend for hire, train and supervise all assistant coaches.
4. Head Coach shall conduct staff meetings on a regular basis.
5. All coaches and assistant coaches coaching during the practices or a USA Swimming/ISI meets must be current USA Swimming Non-Athlete members.

- L. School Administrator (Athletic Director) (Voting Member)
  - 1. Shall interview and handle all coaching hires and dismissals.
  - 2. Shall work closely with the Director of Swimming Operations to make sure the program objectives are being met.
  - 3. Responsible for evaluation of coaches.
  - 4. Final say on selection of President position.

**VI. ELECTION OF OFFICERS**

- A. Election of new officers, with the exception of management board and President, will be held in February, prior to the completion of the winter season.
- B. Terms of office will be two years. (With the exception of the Inaugural season). Members may serve successive terms. The Athletic Director and Head Coach appoint the offices of President and Management Board.
- C. Any open position may be filled by nomination. No one may nominate himself, nor be nominated by a spouse or family member.
- D. All club members are entitled one vote per family.
- E. The candidate with the most votes wins.
- F. Ties will be broken by vote of the board.
- G. Duties will begin on May 1.

**VII. N.S.S.C. BOARD MEETINGS**

- A. All meetings will be held on a monthly basis at Glenbrook North High School. Times and dates will be determined by the President and Director of Swimming Operations.
- B. When feasible, time and location will be published on the web-site and posted by the pool at GBN.

**VIII. VOTING AND ATTENDANCE**

- A. A quorum shall consist of a majority of the voting members.
- B. Voting will be determined by a majority of the voting members present. Ties will be broken by the President.
- C. Board members must be in attendance (in person) in order to exercise their vote. Participation through any means of communications equipment or expression of intent through writing will not be permitted.
- D. Voting by proxy is not permitted.
- E. All positions carry one vote.

- F. A vote cannot be held to release any swim staff personnel.

**IX. AMENDMENTS**

- A. These by-laws may be amended at any board of director's meeting.
- B. The amendment to be made must have the change agreed upon by the conclusion of the meeting and submitted to the athletic director for review.
- C. Any amendment that is agreed upon must be voted on at the next meeting.
- D. The amendment must have 75% voting approval to pass.

**X. REMOVAL OF DIRECTOR**

- A. A director (other than Swimming Operations/Head Coach) may only be removed with a 90% vote of all members.
- B. Voting for removal must follow the procedure for amending the by-laws.

**APPOINTING A NEW DIRECTOR**

- A. If a position is vacated, the board may approve a replacement, nominated by any member of the board.
- B. The replacement must have a 90% approval vote.

**XI. FEES**

- A. Fees will be set by the high school administration and the Director of swimming operations.
- B. All athletes participating in the water during the practices are current USA swimming members.
- C. To be entitled to a membership in the club, payment of: (1) fees to the NSSC for each participant per competitive season, (2) a nominal activity fee per family to the club is required, (3) each swimmer will incur a surcharge for each USS meet in which they sign up to participate. This fee will be paid to the association through escrow.

**The NSSC shall, at all times, be operated on a non for-profit basis for the mutual benefit of its members.**

## Geallis, Elaine

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**From:** Williamson, Rosanne Marie  
**Sent:** Thursday, November 18, 2010 11:02 AM  
**To:** Geallis, Elaine  
**Subject:** FW: FOIA from Neopost re: Pitney Bowes

---

**From:** Bob Buck [<mailto:B.Buck@neopost.com>]  
**Sent:** Thursday, November 18, 2010 11:01 AM  
**To:** Williamson, Rosanne Marie  
**Subject:** RE: FOIA from Neopost re: Pitney Bowes

Rosanne,  
Thank you for the e-mail and information.

Bob

---

**From:** Williamson, Rosanne Marie [<mailto:rwilliamson@glenbrook225.org>]  
**Sent:** Thursday, November 18, 2010 10:56 AM  
**To:** Bob Buck  
**Cc:** Geallis, Elaine  
**Subject:** FOIA from Neopost re: Pitney Bowes

Dear Mr. Buck,

I am responding to the request for information received November 17, 2010, pursuant to the Illinois Freedom of Information Act. Attached please find the documents/answers to requested items including:

1. Copy of the original purchase order or warrant issued to purchase, lease or rent the mail equipment from the school district to vendor Pitney Bowes.

**Response:** Document not available.

2. Copy of the vendor agreement issued to purchase, lease or rent the mail equipment from the vendor Pitney Bowes to the school district.

**Response:** Document not available.

If you have further questions, do not hesitate to contact me. Please "reply all" to this e-mail to confirm that you have received the information requested. I have copied my executive assistant, Elaine Geallis, as she helps track completed FOIA requests.

If you have further questions, please do not hesitate to contact me.

Sincerely,

Dr. Rosanne Williamson  
Secretary, Board of Education  
Assistant Superintendent for Educational Services

**From:** Clark, Beth

**Sent:** Tuesday, November 16, 2010 4:08 PM

**To:** Geallis, Elaine

**Cc:** Ptak, Kimberly

**Subject:** FOIA from Neopost re: Pitney Bowes

Hi, Elaine –

In response to the FOIA request – we do not have any purchase orders, warrants or vendor agreements with Pitney Bowes.

Beth



November 11, 2010

Business Manager  
Northfield TWP HSD 225  
1835 Landwehr Rd  
Glenview, IL 60026-1241

**RE: Request for information under the Illinois Freedom of Information.**

Neopost Inc. requests the following information be provided to Neopost under provisions of the Illinois Freedom of Information. We are asking for information about the school district's mail machine/postage equipment from vendor Pitney Bowes, Pitney Bowes Credit Corporation or Pitney Bowes Global Financial Services. We are asking for the following information.

1. A copy of the original purchase order or warrant issued to purchase, lease or rent the mail equipment from the school district to vendor Pitney Bowes.

Or

2. A copy of the vendor agreement issued to purchase, lease or rent the mail equipment from the vendor Pitney Bowes to the school district.

Your prompt attention and timely response to this request for information will be appreciated. If possible we like the data sent to us through e-mail format to [B.Buck@neopost.com](mailto:B.Buck@neopost.com). If not please fax the data to 972-692-5637.

If there are any applicable fees, please invoice us.

Please forward your response to my attention at:

Neopost  
Attn: Bob Buck  
1335 Valwood Parkway # 111  
Carrollton, TX 75006

Please contact me at 800-259-2782 ext-67152 should you have any questions on this request.

Thank you.

Sincerely,

A handwritten signature in black ink, appearing to be the initials "BB" written in a stylized, cursive-like font.

Bob Buck  
1335 Valwood Parkway # 111  
Carrollton, TX 75006  
**Phone 800-259-2782 Ext-67152**  
**Fax 972-692-5637**  
**e-mail [B.Buck@neopost.com](mailto:B.Buck@neopost.com)**