

TO: Dr. Mike Riggle

FROM: Rosanne Williamson

RE: FOIA Requests

FOIA Response:

Please see the attached email response. Responsive documents can found online at <http://il.glenbrook.schoolboard.net/board>.

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.



Elaine Geallis <egeallis@glenbrook225.org>

05.15.2017 Kukulka FOIA

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Mon, May 22, 2017 at 1:12 PM

To: akukulka@chicagotribune.com

Bcc: egeallis@glenbrook225.org

Dear Ms. Kukulka,

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 5/15/17 we received your request for the following information:

1) Any all records showing any formal disciplinary actions taken against Michael Asquini by District 225 or any of its officials since January 1, 2014 to the present date.

District Response:

See: [website links for board meeting minutes].

Mike Asquini – 5 day suspension

Link to Board of Education Minutes for 12/12/16

<https://www.glenbrook225.org/district/Board-of-Education/documents/12-12-16-Open-Minutes.aspx>

Mike Asquini – Trespass Letter

Link to Consent Agenda Minutes for 05-08-17, pending Board approval 05-22-17

<http://il.glenbrook.schoolboard.net/sites/il.glenbrook.schoolboard.net/files/06.07%20Minutes%20May%208%202017%20Regular%20Board%20Meeting.pdf>

2) Any and all records in Asquini's personnel file;

District Response:

This portion of your request is categorical in nature and if not narrowed, would unduly burden the School District in responding to your request. An employee's "personnel file" as that term is commonly understood is a collective of various sub-categories of files, which may include but is not limited to: application records; background checks; identification records; tax forms; payroll records; discipline records; evaluation and other performance records; directives; and other various records. Personnel files often exceed 100 pages and can sometimes span several hundreds of pages. Many records or portions of records are exempt from disclosure under the *FOIA* as private information, personal information, evaluation records and other records which are prohibited from disclosure by law. The review, culling and redaction of personnel files and the assertion of the various exemptions would require hours of work and would be unduly burdensome.

Accordingly, you are invited to narrow your request to lessen the burden on the School District.

3) If not included in the above, all records related to internal and external complaints made against Asquini, including but not limited to allegations of misconduct;

District Response:

See formal disciplinary actions provided in response above. Other records responsive to this request are exempt pursuant to: Section 7(1)(f) (documents in which opinions are expressed, recommendations are made or actions are formulated); Section 7(1)(n) (records related to the school board's adjudication of employee grievances or disciplinary cases).

4) If not included in the above, all records related to disciplinary action taken against Asquini;

District Response:

See formal disciplinary actions provided in response above. See also enclosed records. Disciplinary records older than 4 years are exempt pursuant to Section 7(1)(a) of the FOIA and the Personnel Records Review Act.

5) If not included in the above, all records of internal investigations of Asquini.

District Response:

See formal disciplinary actions provided in response above. Other records responsive to this request are exempt pursuant to: Section 7(1)(f) (documents in which opinions are expressed, recommendations are made or actions are formulated); Section 7(1)(n) (records related to the school board's adjudication of employee grievances or disciplinary cases).

Should you believe that this response is an unlawful denial of your request, you may file a request for review with the Public Access Counselor ("PAC") pursuant to §9.5 of *FOIA*. You can file your Request for Review with the PAC at the Office of the Attorney General, 500 South 2nd Street, Springfield, IL 62706 or by calling 1-877-299-FOIA. You also have the right to seek judicial review of your denial by filing a lawsuit in the Circuit Court pursuant to §11 of *FOIA*.

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

2 attachments**Mike Asquini - 5 day suspension (1).pdf**

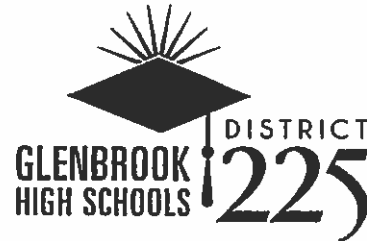
44K

**Michael Asquini Trespass LetterRedacted.pdf**

34K

Human Resources Office

Brad Swanson, Assistant Superintendent for Human Resources
Alice Rañores, Director of Human Resources
Debbie Tinpe, Human Resources Specialist, Certified
Jeanne Davito, Human Resources Specialist, Non-certified
Alice Kus, Human Resources Assistant



To: Mike Asquini
From: Brad Swanson, Assistant Superintendent for Human Resources
Date: December 12, 2016
Re: Suspension Recommendation and Final Warning

Cc: Dr. Michael Riggle, Superintendent
Lauren Fagel, Principal
Gary Freund, Associate Principal for Administrative Services
Personnel File

This correspondence is to inform you of the results of our investigation into allegations of misconduct on your part, and to inform you of the recommended consequences for your actions. You were provided an opportunity to address these issues in meetings held on November 7 and 14, 2016, and attended by Gary Freund, Lauren Fagel, you and me. Specifically, I find that you engaged in the following misconduct:

Theft of Supervisor's Evaluation

You admitted taking a draft version of your supervisor's performance evaluation off his desk and reading it. Beyond reading the evaluation, you made a copy of the draft evaluation and shared the copy of the draft evaluation with a colleague. Your actions were insubordinate, unprofessional and represent a serious lapse in professional judgment. Moreover, you were not content to contain your misconduct to yourself. You further undermined your supervisor by sharing your unprofessional and inappropriate conduct with a colleague. Evaluation documents are confidential and are meant to remain between the employee and his/her supervisors.

Unprofessional Conduct with Co-Workers

You have demonstrated a pattern of unprofessional interactions with your co-workers. This includes unprofessional verbal communication in the form of excessive and unnecessary disagreements with co-workers. Unnecessary verbal altercations have occurred with various department members. Further evidence of your unprofessional conduct is found through your interactions with ~~_____~~. You have acted as her supervisor by pointing out mistakes by the staff on her shift and excessively offering your opinion on her capacity within her position. You have also failed to coordinate the execution of work orders with the

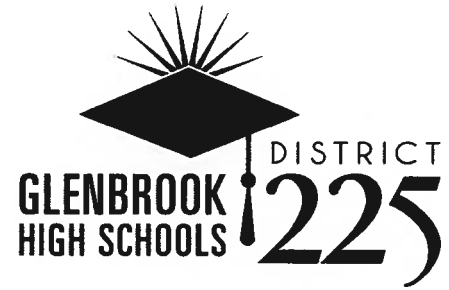
_____ resulting in significant frustration and, at times, confusion for her and second shift staff members.

For the conduct outlined above, I am recommending a five (5) day suspension without pay. If you wish to appeal this recommendation, you may address the Board of Education in closed session on December 12, 2016. Should you wish to address the Board, please know the Board of Education will make the final decision on your suspension, which may be more or less severe than my recommendation.

It is our expectation going forward that you will refrain from similar or other misconduct. This is your final warning that if you engage in similar or other material misconduct, you will be recommended to the Board of Education for termination. It is my hope that you will take this last opportunity to reform your behavior and meet the District's performance expectations, including, but not limited to, respecting the nature of confidential documents and maintaining appropriate, professional working relationships with your co-workers and supervisors. If you have any questions about this matter or our expectations going forward, please make an appointment to meet with me.

NOTICE OF TRESPASS

May 10, 2017



Michael Asquini

Dear Mr. Asquini:

You are hereby formally notified that, effective immediately, you may not be present on Northfield Township High School District No. 225 ("School District") property, including but not limited to: the School District Administrative Office located at 3801 West Lake Ave., Glenview, Illinois; Glenbrook South High School, located at 4000 West Lake Ave., Glenview, Illinois; Glenbrook North High School, located at 2300 Shermer Rd., Northbrook, Illinois; and the Glenbrook Off-Campus facility located at 1835 Landwehr Rd., Glenview, Illinois.

This exclusion applies to all buildings and/or grounds (including parking lots) of the aforementioned school facilities. In addition, you may not be present on any associated properties that the School District may use to conduct band and/or other music/fine arts related activities, athletic activities, or any other student activities. Should you attempt to enter School District property, the Glenview and/or Northbrook police will be asked to remove you.

This notice will remain in effect until revoked in writing by the Superintendent.

Exceptions to this total ban will be considered by the Superintendent on a case by case basis and only if presented in writing to the Superintendent far enough in advance to permit consideration.

This notice will be filed with both the Glenview and the Northbrook Chiefs of Police.

THE LAW PROVIDES:

Penalty for Trespass (105 Illinois Combined Statutes 5/15-5)

Every trespasser upon common school lands is guilty of a petty offense and shall be fined 3 times the amount of the injury occasioned by the trespass.

Person Entering Public School Building (105 Illinois Combined Statutes 5/24-25)

Teachers and other employees may request any person entering a public school building or the grounds, which are owned or leased by the board and used for school purposes and activities to identify himself and the purpose of his entry. A person who refuses to provide such information

is guilty of a Class A misdemeanor and shall be fined not to exceed \$1000.00 or imprisonment in an institution other than the penitentiary for any term less than one year.

Criminal Trespass to Land (720 Illinois Combined Statutes 5/213a)

Whoever enters upon the land or building, other than a residence, or any part thereof of another, after receiving, immediately prior to such entry, notice from the owner or occupant that such entry is forbidden or remains upon the land or in a building, other than a residence, of another after receiving notice from the owner or occupant to depart, shall be fined not to exceed \$500.00 or imprisoned in a penal institution for not more than 30 days.

Criminal Trespass to State Supported Land (720 Illinois Combined Statutes 5/21-5)

Whoever enters upon land supported in whole or in part with State funds, or Federal funds administered or granted through State agencies or any building on such land, after receiving, prior to such entry, notice from the State or its representatives that such entry is forbidden, or remains upon such land or in such building after receiving notice from the State or its representative to depart, and who thereby interferes with another person's lawful use or enjoyment of such building or land, shall be fined not to exceed \$1000.00 or imprisoned in an institution other than the penitentiary for any term less than one year.

Sincerely,

Michael D. Riggle
Superintendent

- c: William Fitzpatrick, Chief of Police, Glenview, Illinois
- Charles J. Wernick, Chief of Police, Northbrook, Illinois
- Members, Board of Education
- Lauren Fagel, Principal, Glenbrook South
- John Finan, Principal, Glenbrook North
- Doug Strong, Program Director, Glenbrook Off-Campus facility
- Justino D. Petrarca, Esq.



Elaine Geallis <egeallis@glenbrook225.org>

Re: Foia Request

1 message

Rosanne Marie Williamson <rwilliamson@glenbrook225.org>

Mon, May 22, 2017 at 8:07 AM

To: Sarah Haider <s.haider@22ndcenturymedia.com>

Bcc: egeallis@glenbrook225.org

Dear Ms. Haider ,

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 5/16/17 we received your request for the following information:

- Report and related material to student expelled from GBN in connection with grade changing scheme

District Response:

Your request is denied for the following reasons:

Per The Freedom of Information Act (5 ILCS 120/1, as amended by Public Act 96-542, effective Jan. 1, 2010) (5 ILCS 140/7.5) Sec. 7.5. Statutory Exemptions. To the extent provided for by the statutes referenced below, the following shall be exempt from inspection and copying: (r) Information prohibited from being disclosed by the Illinois School Student Records Act.

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

Public Access Counselor Office of the Attorney General

500 South 2nd Street Springfield, Illinois 62706

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

E-mail: publicaccess@atg.state.il.us

You also have the right to seek judicial review of your denial by filing a lawsuit in the State circuit court. 5 ILCS 140/11.

If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

Sincerely,

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

On Tue, May 16, 2017 at 10:48 AM, Sarah Haider <s.haider@22ndcenturymedia.com> wrote:

Hello,

I have attached a Foia request requesting a report and any related information to the student that was expelled from Glenbrook North in the past weeks due to his actions in a grade-changing scheme.

Thank you,
Sarah

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Sarah Haider
Assistant Editor | The Northbrook Tower, The Glenview Lantern

O. [847.272.4565](tel:847.272.4565) ext. 26 | F. [708.326.9179](tel:708.326.9179)

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