

TO: Dr. Mike Riggle  
 FROM: Rosanne Williamson  
 RE: FOIA Requests  
 DATE: February 8, 2012

Attached you will find a FOIA request 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>
Sara Jesser	Per the requester's letter we contacted her by telephone before sending anything. Per that telephone conversation on January 13, 2012 the requester informed Dr. Ptak and I that she only wanted information on steam traps.	1/11/12	1/19/12	Yes	email
<p style="text-align: center;">Please find our response attached.            The documents above have been made available online.            These items were not copied for the Board packet.</p>					

## Geallis, Elaine

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**From:** Williamson, Rosanne Marie  
**Sent:** Thursday, January 19, 2012 2:08 PM  
**To:** sjesser@hinshawlaw.com  
**Cc:** Ptak, Kimberly  
**Subject:** RE: FOIA REQUEST  
**Attachments:** Part1.pdf; Part2.pdf

Dear Ms. Jesser,

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 January 11, 2012 you requested the following documents:

- Any and all records, documents and writings pertaining to Pumps and Steam Traps that were used, installed and/or present at Glenbrook North High School located in Northbrook, Illinois from the year it was built (1053) until 2002, including but not limited to the following related records and documents; original school construction blueprints, plans and specifications, micro films, photographs, correspondence, architectural designs, proposed architectural designs, contracts and/or sub contracts, construction bids, contractor lists, vendor lists, plans and materials lists, pump and steam trap contractor employee lists, pump and steam trap repair, inspection, maintenance and safety compliance records, custodian/janitorial employee lists and any and all records reflecting compliance with the Asbestos Hazard Emergency Response ACT (AHERA) for pumps and steam traps that are in the possession and/or control of the Glenbrook High Schools District 225 for the Glenbrook North High School located at 2300 Shermer Rd. Northbrook, IL 60062.

Per your letter we contacted you by telephone before sending anything to you by mail, fax or e-mail. In our telephone conversation on January 13, 2012 you informed Dr. Ptak and I that you only wanted information on steam traps.

Your request is granted.

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:** sjesser@hinshawlaw.com [mailto:sjesser@hinshawlaw.com]  
**Sent:** Thursday, January 19, 2012 12:56 PM  
**To:** Williamson, Rosanne Marie  
**Subject:** RE: FOIA REQUEST

Please go ahead and send me the steam trap records. Thanks very much for your assistance with this matter.

Sara B. Jesser  
Paralegal  
Hinshaw & Culbertson LLP  
222 N. LaSalle St.  
Chicago, IL 60601  
312-704-3015

"Williamson, Rosanne Marie"  
<[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)>

To "[sjesser@hinshawlaw.com](mailto:sjesser@hinshawlaw.com)" <[sjesser@hinshawlaw.com](mailto:sjesser@hinshawlaw.com)>  
cc "Ptak, Kimberly" <[kptak@glenbrook225.org](mailto:kptak@glenbrook225.org)>

01/13/2012 11:18 AM

Subject RE: FOIA REQUEST

Yes, 4:00 will work for me. I will also have our Director of Operations, Dr. Ptak, join the call if she is available.

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:** [sjesser@hinshawlaw.com](mailto:sjesser@hinshawlaw.com) [<mailto:sjesser@hinshawlaw.com>]  
**Sent:** Friday, January 13, 2012 11:07 AM  
**To:** Williamson, Rosanne Marie  
**Subject:** Re: FOIA REQUEST

I can call you at 4pm. Would that work?

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**From:** "Williamson, Rosanne Marie" [[rwilliamson@glenbrook225.org](mailto:rwilliamson@glenbrook225.org)]  
**Sent:** 01/13/2012 04:46 PM GMT  
**To:** Sara Jesser  
**Subject:** RE: FOIA REQUEST

Sara,

I left you a voice message a short time ago and would like to find some time today that we could touch base regarding the FOIA request.

I will be in a meeting from 11:30-12:30 and again from 1:00-3:30 p.m. Can you let me know if/when you would be available? We are not in the office on Monday, January 16.

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:** [sjesser@hinshawlaw.com](mailto:sjesser@hinshawlaw.com) [<mailto:sjesser@hinshawlaw.com>]  
**Sent:** Wednesday, January 11, 2012 1:58 PM  
**To:** FOIA  
**Cc:** [clijjestrاند@hinshawlaw.com](mailto:clijjestrاند@hinshawlaw.com)  
**Subject:** FOIA REQUEST

Please see attached FOIA request and contact me by telephone or e-mail at your earliest convenience.

Thank you.

Sara B. Jesser  
Paralegal  
Hinshaw & Culbertson LLP  
222 N. LaSalle St.  
Chicago, IL 60601  
312-704-3015

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