



Prospect Heights School District 23 Board of Education Information Item

Date: September 18, 2026

Subject: Freedom of Information Act (FOIA) Report

Contact: Amy McPartlin, Assistant Superintendent for Finance & Operations

In accordance with the Open Meetings Act and the Freedom of Information Act, we have the following FOIA requests to report. All requests were responded to by the FOIA Officer within the required timeframe.

Date of Request	Name of Requestor	Request	Date Reported to BOE
8/10/2026	Sheri Reid SmartProcure	General purchasing records from 1/2/2026 to the current request date of 6/30/2026	09/18/2026
8/21/2026	Bethany Kilpatrick FOIA Professional Services	Current FSMC Contract •The complete current agreement between the District and its current FSMC (Food Service Management Contract), including the original executed contract and all exhibits, schedules, addenda, amendments, modifications, extensions, or other documents incorporated into or modifying the agreement. •Renewal Documents •All documents relating to each renewal or extension of the current FSMC's contract, from the initial contract award through the present. •This request includes, but is not limited to: renewal agreements or contract extensions; amendments or addenda; annual pricing or meal-rate adjustments; financial guarantees or other changes to financial terms; renewal proposals or submissions from the FSMC; District recommendations or approvals relating to renewal; and Board resolutions, agenda materials, or other documents approving or authorizing each renewal. Original FSMC Proposal •The complete proposal submitted by the current FSMC in	09/18/2026

		response to the District's RFP, solicitation, or procurement process that resulted in the current FSMC relationship. •Please include the proposal in its entirety, including pricing, financial projections, management or technical proposals, exhibits, attachments, clarifications, supplemental submissions, and any best-and-final offer or revised proposal submitted prior to award. FSMC Invoices •Copies of all invoices issued by the current FSMC to the District, from the commencement of the current FSMC relationship through the present. •Please include any attachments, supporting schedules, billing detail, credit memoranda, adjustments, or other documentation provided with or relating to those invoices. •Communications between the District (board, staff, etc.) and the FSMC's internal or external legal counsel	
9/4/2026	CT Mills Public Info Access LLC	Copies of any existing records showing district-issued direct work telephone numbers, direct dial lines, or work extensions for employees currently serving in the district's Central Office / District Administration Office.	09/18/2026

9/4/2026	"Inquiring Minds"	January 1, 2025 through the date of this request: Facility Use Agreements & Authorizations: Any and all facility use agreements, leases, licenses, space reservation permits, facility use requests (including digital requests routed through Incident IQ Events or similar platforms), contracts, memoranda of understanding, or other records concerning the use of 700 N. Schoenbeck Road, Prospect Heights, IL. 60070, or any other District 23 property by the political action committee registered as the Prospect Heights Education Association PAC, committee #40619 and its representatives. This request includes records concerning any authorization for use of office, meeting, storage or other space. Authorization for Use of District Address: Any records establishing, authorizing, approving, or otherwise documenting the basis upon which Prospect Heights Education Association PAC #40619 is permitted to use: 700 N. Schoenbeck Road, Prospect Heights, IL. 60070 as its mailing or organizational address. This includes any agreements, administrative approvals, Board approvals, policies, memoranda, correspondence, or other records identifying the terms or conditions under which the address may be used. Fees and Financial Records: Any invoices, fee assessments, receipts, payment records, ledgers, or other financial records reflecting any fees paid by Prospect Heights Education Association PAC #40619 to District 23 in connection with: •facility or room use; •office or storage space; •utilities; •administrative services; or •any other District provided services or resources. If no fees were charged, please provide any record establishing that the use was provided without charge. District Resources or Services: Any policies, agreements, administrative records, or other records identifying District	09/18/2026
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		resources or services provided to Prospect Heights Education Association PAC #40619, including but not limited to facility space, utilities, mail/address services, administrative services, or other District resources. Communications and Approvals: Any emails, memoranda, correspondence, or other written communications between District 23 administrative personnel and representatives of Prospect Heights Education Association PAC #40619 concerning: use of District property; use of 700 N. Schoenbeck Road, Prospect Heights, IL. 60070 as the PAC's mailing or organizational address; facility or office space; fees or fee waivers; or authorization or approval of any of the above.	
09/09/2026	Justin Wenig Starbridge FOIA Hub	Existing electronic records maintained by Prospect Heights School District 23 reflecting payment records for all vendor entities (companies, organizations, contractors, and other non-person payees) from January 1, 2026 to current date, including at minimum: •Purchase date •Vendor name •Line-item description •Line-item amount	09/18.2026