

BOARD MEMO – INFORMATION ITEM



To: Board of Education

From: Cody Martzluf, Superintendent

Date: Tuesday, July 21, 2026

RE: FOIA Requests

PUTNAM COUNTY COMMUNITY UNIT SCHOOL DISTRICT #535

*Providing Foundations Together,
Cultivating Individual Growth*

The Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from federal agencies. The Illinois Freedom of Information Act (FOIA) is a law that provides the public the right to request access to public records from state and local agencies, including school districts. FOIA is a critical tool to promote transparency, accountability, and trust in public entities.

The District's FOIA Officer shall: (1) provide the Board with sufficient information and data to permit the Board to monitor the District's compliance with FOIA and this policy, and (2) report any FOIA requests during the Board's regular meetings along with the status of the District's response.

Date Received	Due Date	Extension Due Date	Requestor/Company	Topic/Summary	Date Responded
6/25/26	7/2/2026		Reagan Fletcher Databranchusa.com	All purchasing records from vendors (if existing): Verkada, Triton Sensors, Soter Tech, Motorola, IPVideo Corporation, Vocabulary.com.	6/30/2026
6/25/26	7/2/2026		Catherine Merill Databranchusa.com	All products from MajorClarity, Naviance, Schoolinks, Xello, Youscience, Sanitaire, Nascare, Karcher, Hoover.	6/30/2026
7/3/2026	7/13/2026		Caroline Jenkins Databranchusa.com	All products from: Helios Ed/Core, Droplet, Docusign. Our goal is to identify records from 2022 to now that show the pricing arrangements associated with these vendors, such as licensing or subscription terms, per-unit costs, and any implementation or setup fees that may apply.	7/10/2026
7/3/2026	7/13/2026		Gregory Wix	“1. I am requesting all disciplinary records for employee Kelly Sartin from her beginning of her employment to current day; 2. I am requesting all pay and benefits received for employee Kelly Sartin from her date of hire to current day; 3. I am requesting all TEAMS messages for all messages sent or received by Kelly Sartin including the word “Trump”. If any messages are identified, please send all messages she sent and received for that day.”	7/10/2026
7/5/2026	7/14/2026		Faith Holloway Databranchus.com	The Data Branch is submitting a public records request for purchase order records. We are seeking a spreadsheet or equivalent file covering all	7/10/2026

				purchase orders issued between January 1, 2023, and the present	
7/8/2026	7/15/2026		Adrienne Palmer Databranchusa.com	The Data Branch is submitting a public records request for records pertaining to vendor procurement and purchasing activity. All products from: Rapid Identity, Tools4Ever, Classlink, Clever, Learn21, ManageAD, Tenfold Security, CPSI Publishing. Our goal is to identify records from 2022 to now that show the pricing arrangements associated with these vendors, such as licensing or subscription terms, per-unit costs, and any implementation or setup fees that may apply	7/10/2026
7/10/2026	7/17/2026		Mallory Quinn Databranchusa.com	The Data Branch is writing to submit a public records request regarding vendor procurement records. All products from: Centegix, Raptor Technologies, Singlewire, Boxlight, Quicklert, Vivi, Audio Enhancement, CareHawk, Valcom. We are seeking records from 2022 to now that reflect the pricing structure of any such engagement, including (if available), per-unit costs, subscription or licensing terms, and/or implementation fees.	7/13/2026