



Mahomet-Seymour Schools

1301 S. Bulldog Drive
Mahomet, IL 61853
Ofc.217-586-2161 Fax 217-586-7591

Estimated cost to the District for this request: TBD

October 5, 2023

Dani Tietz
Mahomet Daily, Ethos Publishing, LLC
dani@mahometnews.com

Dear Mrs. Tietz:

On September 21, 2023, Mahomet-Seymour Community Unit School District No.3 (the "District") received a Freedom of Information Act request from you. Your request and the District's response are provided below:

Request: In relation to the district residency specialist position hired in Sept. 2023, I request:

- Job announcements and vacancy announcements;
- Application, resume, cover letter and application form for the candidate hired;
- Hiring committee names;
- Interview notes or scoring sheets used in the selection process;
- Selection criteria or qualifications used to evaluate candidates;
- Records of reference checks or background investigations conducted on applicants;
- Any written policies or guidelines related to the hiring process;
- All research done on salary comparisons;
- The contract for the position;
- Correspondence or emails related to the hiring process or decision;
- Training materials or manuals used for hiring managers or interviewers;
- Any records of complaints or grievances related to the hiring process;
- Any statistical data or reports related to the diversity or demographics of applicants or hires.

Response: Enclosed are responsive records to this FOIA.

To the extent you interpret this response as a denial, you have the right to have the denial 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, IL 62706. Fax 217-782-1396. E-mail: publicaccess@atg.state.il.us, Phone 1-877-299-3642. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days after the date of this letter. 5 ILCS 140/9.5(a). Please note that you must include a copy of your original request for documents and the denial letter when filing a Request for Review with the PAC. 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.

Public Access Counselor
Office of the Attorney General
500 S. 2nd Street
Springfield, IL 62706
Telephone: 312-814-5526 or 1-877-299-FOIA (1-877-299-3642)
Facsimile: 217-782-1396
E-mail: publicaccess@atg.state.il.us

You are further notified that you have the right to judicial review as provided in Section 11 of the Act, 5 ILCS 140/11.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenny C. Lee". The signature is written in a cursive style with a large initial "K" and a long horizontal stroke at the end.

Dr. Kenny Lee, Superintendent and FOIA Officer

**Mahomet-Seymour CUSD #3
New Hire Employment Sheet**

Employment type: (Check one)

- New Teacher Voluntary Transfer-Teacher Re-assignment- Teacher Aide Non-Academic
 Homebound Instructor Summer School ESY Behind-the-Wheel

School Year: 2023-2024 Start Date: ASAP

Name: Lee Starks Building: District

Email: [REDACTED] Phone: [REDACTED]

Position: District Residency Specialist Replacing: N/A

Percentage (if part-time): _____ Extended Contract: N/A

Estimate # of hours per day: Flexible Week: Flexible

Signature: [Signature] Date: 9-15-23

(All blanks in this section must be complete before submitting the Hire Sheet for inclusion on the Board's Personnel List.)

Completed by Assistant Superintendent

Initial Placement: _____ Additional Hours: _____

Years on Schedule: _____

Salary/Hourly Amount: _____ Account #: _____

One Year Only: _____

Minimum of 2 Reference Checks Received: _____

Signature: _____ Date: _____

Only complete hourly amount and signature for non-academic hires

General Personnel

5:10 Equal Employment Opportunity and Minority Recruitment

The School District shall provide equal employment opportunities to all persons regardless of their race, color, creed, religion, national origin, sex, sexual orientation, age, ancestry, marital status, arrest record, military status, order of protection status, unfavorable military discharge, citizenship status provided the individual is authorized to work in the United States, work authorization status; use of lawful products while not at work; being a victim of domestic violence, sexual violence, gender violence, or any other crime of violence; genetic information; physical or mental handicap or disability, if otherwise able to perform the essential functions of the job with reasonable accommodation; pregnancy, childbirth, or related medical conditions; credit history, unless a satisfactory credit history is an established bona fide occupational requirement of a particular position; conviction record, unless authorized by law; or other legally protected categories. No one will be penalized solely for his or her status as a registered qualifying patient or a registered designated caregiver for purposes of the Compassionate Use of Medical Cannabis Program Act, [410 ILCS 130/](#).

Persons who believe they have not received equal employment opportunities should report their claims to the Nondiscrimination Coordinator and/or a Complaint Manager for the Uniform Grievance Procedure. These individuals are listed below. No employee or applicant will be discriminated or retaliated against because he or she: (1) requested, attempted to request, used, or attempted to use a reasonable accommodation as allowed by the Illinois Human Rights Act, or (2) initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or State or federal laws, rules or regulations, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

Administrative Implementation

The Superintendent shall appoint a Nondiscrimination Coordinator for personnel who shall be responsible for coordinating the District's nondiscrimination efforts. The Nondiscrimination Coordinator may be the Superintendent or a Complaint Manager for the Uniform Grievance Procedure.

The Superintendent shall appoint a Title IX Coordinator to coordinate the District's efforts to comply with Title IX.

The Superintendent shall insert into this policy the names, office addresses, email addresses, and telephone numbers of the District's current Nondiscrimination Coordinator and Complaint Managers.

Nondiscrimination Coordinator:

Dr. Kenny Lee, Superintendent

1301 S. Bulldog Dr.,
Mahomet, IL 61853

klee@mscusd.org

217-586-2161

Title IX Coordinator:

Dr. Meghan Bagby

1301 S. Bulldog Dr,
Mahomet, IL 61853

mbagby@mcusd.org

217-586-2161

Complaint Managers:

Christine Northrup

Nathan Mills

1301 S. Bulldog Dr.,
Mahomet, IL 61853

cnorthrup@mscusd.org

217-586-2161

201 W. State St.,
Mahomet, IL 61853

nmills@mscusd.org

217-586-4415

The Superintendent shall also use reasonable measures to inform staff members and applicants that the District is an equal opportunity employer, such as, by posting required notices and including this policy in the appropriate handbooks.

Minority Recruitment

The District will attempt to recruit and hire minority employees. The implementation of this policy may include advertising openings in minority publications, participating in minority job fairs, and recruiting at colleges and universities with significant minority enrollments. This policy, however, does not require or permit the District to give preferential treatment or special rights based on a protected status without evidence of past discrimination.

LEGAL REF.:

[8 U.S.C. §1324a](#) *et seq.*, Immigration Reform and Control Act.

[20 U.S.C. §1681](#) *et seq.*, Title IX of the Education Amendments of 1972; [34 C.F.R. Part 106](#).

[29 U.S.C. §206](#)(d), Equal Pay Act.

[29 U.S.C. §621](#) *et seq.*, Age Discrimination in Employment Act.

[29 U.S.C. §701](#) *et seq.*, Rehabilitation Act of 1973.

[38 U.S.C. §4301](#) *et seq.*, Uniformed Services Employment and Reemployment Rights Act (1994).

[42 U.S.C. §1981](#) *et seq.*, Civil Rights Act of 1991.

[42 U.S.C. §2000e](#) *et seq.*, Title VII of the Civil Rights Act of 1964; [29 C.F.R. Part 1601](#).

[42 U.S.C. §2000ff](#) *et seq.*, Genetic Information Nondiscrimination Act of 2008.

[42 U.S.C. §2000d](#) *et seq.*, Title VI of the Civil Rights Act of 1964.

[42 U.S.C. §2000e](#)(k), Pregnancy Discrimination Act.

[42 U.S.C. §12111](#) *et seq.*, Americans with Disabilities Act, Title I.

[III. Constitution, Art. I](#), §§17, 18, and 19.

[105 ILCS 5/10-20.7](#), [5/10-20.7a](#), [5/10-21.1](#), [5/10-22.4](#), [5/10-23.5](#), [5/22-19](#), [5/24-4](#), [5/24-4.1](#), and [5/24-7](#).

[410 ILCS 130/40](#), Compassionate Use of Medical Cannabis Program Act.

[410 ILCS 513/25](#), Genetic Information Privacy Act.

[740 ILCS 174/](#), Ill. Whistleblower Act.

[775 ILCS 5/1-103](#), [5/2-101](#), [5/2-102](#), [5/2-103](#), [5/2-103.1](#), [5/2-104\(D\)](#) and [5/6-101](#), Ill. Human Rights Act.

[775 ILCS 35/](#), Religious Freedom Restoration Act.

[820 ILCS 55/10](#), Right to Privacy in the Workplace Act.

[820 ILCS 70/](#), Employee Credit Privacy Act.

[820 ILCS 75/](#), Job Opportunities for Qualified Applicants Act.

[820 ILCS 112/](#), Ill. Equal Pay Act of 2003.

[820 ILCS 180/30](#), Victims' Economic Security and Safety Act.

[820 ILCS 260/](#), Nursing Mothers in the Workplace Act.

CROSS REF.: 2:260 (Uniform Grievance Procedure), 2:265 (Title IX Sexual Harassment Grievance Procedure), 5:20 (Workplace Harassment Prohibited), 5:30 (Hiring Process and Criteria, 5:40 (Communicable and Chronic Infectious Disease), 5:50 (Drug- and Alcohol-Free Workplace; E-Cigarette, Tobacco, and Cannabis Prohibition), 5:70 (Religious Holidays), 5:180 (Temporary Illness or Temporary Incapacity), 5:200 (Terms and Conditions of Employment and Dismissal), 5:250 (Leaves of Absence), 5:270 (Employment, At-Will, Compensation, and Assignment), 5:300 (Schedules and Employment Year), 5:330 (Sick Days, Vacation, Holidays, and Leaves), 7:10 (Equal Educational Opportunities), 7:180 (Prevention of and Response to Bullying, Intimidation, and Harassment), 8:70 (Accommodating Individuals with Disabilities)

Adopted: March 21, 2022

Mahomet-Seymour CUSD 3



Jodi McDuffee <jmcduffee@ms.k12.il.us>

Fwd: FOIA Request 9.21.2023

1 message

Kenny Lee <klee@ms.k12.il.us>
To: Jodi McDuffee <jmcduffee@ms.k12.il.us>

Wed, Oct 4, 2023 at 3:19 PM

----- Forwarded message -----

From: **Dani Tietz** <dani@mahometnews.com>
Date: Thu, Sep 21, 2023 at 8:26 AM
Subject: FOIA Request 9.21.2023
To: Kenny Lee <klee@ms.k12.il.us>

Hello, in relation to the district residency specialist position hired in Sept. 2023, I request:

- Job announcements and vacancy announcements
- Application, resume, cover letter and application form for the candidate hired
- Hiring committee names
- Interview notes or scoring sheets used in the selection process
- Selection criteria or qualifications used to evaluate candidates
- Records of reference checks or background investigations conducted on applicants
- Any written policies or guidelines related to the hiring process
- The contract for the position
- Correspondence or emails related to the hiring process or decision
- Training materials or manuals used for hiring managers or interviewers
- Any records of complaints or grievances related to the hiring process
- Any statistical data or reports related to the diversity or demographics of applicants or hires.

--
Dani Tietz (she, her)
217.390.8984
Mahomet Daily/SJO Daily

Confidentiality Notice: This message and any attachment thereto is for the sole use of the intended recipient(s), and is covered by the Electronic Communications Privacy Act (18 USC 2510 et seq). It may contain information that is confidential and legally privileged within the meaning of applicable law. Any unauthorized review, use, disclosure or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.