



CHRISTOPHER R. JOHNSON
cjohnson@brusterpllc.com

May 9, 2024

Via CMRRR #7019 1120 0001 6682 6190

Norridge SD 80
8151 W Lawrence Ave
Norridge, IL 60706

Re: Open/Public Records Request

To Whom It May Concern:

This letter is an Open/Public Records Request to the **Norridge SD 80** (the “District”) for information regarding the purchase of textbooks and/or instructional materials by the District or on behalf of the District.

RECORDS REQUESTED

Request A: From the applicable or relevant database or information system, please produce a Microsoft Excel Workbook (.xlsx format) that contains the following data:

- All Purchase Order Data (as set forth below) for the purchase/procurement of textbooks and/or instructional materials by the District from each of the following Publishers:
 - Accelerate Learning;
 - Benchmark Education;
 - Big Ideas Math;
 - Carnegie Learning;
 - Cengage;
 - Houghton Mifflin Harcourt (“HMH”);
 - McGraw Hill;
 - Pearson; and
 - Savvas Learning Company.

(hereinafter referred to collectively as “Publishers”).

- Purchase Order Data should include data related to the purchase, procurement, or acquisition of instructional materials and/or textbooks from a Publisher for all grades including and between Kindergarten and Grade 12.
- Purchase Order Data headers should include values representing at least the following categories of data:

- Name of publisher of instructional material and/or textbook;
 - purchase/procurement date;
 - purchase order number or identifier;
 - ISBN for the instructional material or textbook;
 - title of the instructional material or textbook;
 - grade or level intended for the instructional material or textbook;
 - number of units purchased/procured;
 - total cost; and
 - cost per unit.
- Purchase Order Data should cover at least the time period of January 1, 2017 to present.

COST AUTHORIZATION

This request includes a pre-authorization to incur costs, which will be reimbursed by the requestor, up to \$500.00, without any further written authorization necessary, and please contact the attorney immediately at cjohnson@brusterpllc.com or 512-705-0183 if prepayment is needed of costs up to \$500.00, and kindly include your preferred payment instructions. If costs will exceed \$500, please contact Mr. Johnson for authorization.

CONTACT AND RECORDS DELIVERY

Questions and/or responsive data should be directed to my attorney, as follows:

Bruster, PLLC
Attention: Christopher R. Johnson
680 N. Carroll Ave., Suite 110
Southlake, Texas 76092
Telephone: (817) 601-9564
Facsimile: (817) 796-2929
cjohnson@brusterpllc.com

Thank you for your prompt attention to this request. Please contact me with any questions.



Christopher R. Johnson