



November 8, 2018

Ralph Padron
ralphpadron@hotmail.com

VIA EMAIL – ralphpadron@hotmail.com

Re: FOIA Request Dated November 5, 2018 and received November 5, 2018

Subject: Requesting the following documents related to Jorge Villagomez Freire: Application/Resume; Resignation or Termination Documents; Credit Card Purchases listing items and price; Purchase Orders Submitted; Personnel Report on Mr. Freire departure; Personnel Report on Custodians departure Sept 1 2018 – Nov 1 2018.

Dear Mr. Padron:

This letter will serve as Oswego Community Unit School District 308's response to your November 5, 2018 request under the Freedom of Information Act (5 ILCS 140/1 et seq.), in which you asked for the above referenced information. The information responsive to your request is attached.

The district does not have any responsive records to the following requests: Credit Card Purchases listing items and price; Purchase Orders Submitted.

The records responsive to the requests for Personnel Reports are found on the district website. To access these, go to www.sd308.org and select *Board of Education > Board Docs > Meetings*, then select the meeting date for the requested Personnel Report.

To promote district transparency and assist others who may have a similar question, this responsive document will be posted online on the district's website. To access it, go to www.sd308.org and select *Our District > Freedom of Information Act Request > FOIA Request Responses*, then select FOIA ID #18-57.

Please be advised that to comply with your FOIA request, the district incurred an expense that comprised of the cost of labor and resources used to search for records responsive to your request

Please let me know if you have additional questions. Thank you.

Mary Anne Buckley

Mary Anne Buckley
Freedom of Information Officer

Community Unit School District No. 308 Online Application

Villagomez, Jorge - AppNo: 74855 | ssauer-File Complete: Yes ssauer-Note: HIRED for Dist...

Date Submitted: 6/21/2018

Personal Data

Name: Mr. Jorge V Villagomez
(Title) (First) (Middle Initial) (Last)

Other name(s) under which transcripts, certificates, and former applications may be listed:

Other:
(Title) (First) (Middle Initial) (Last)

Email Address:

Postal Address

Permanent Address

Number & Street:

City:

State:

Zip Code:

Home Phone:

Work Phone:

Cell Phone:

Other Phone:

Other Email:

Present Address

Number & Street:

City:

State:

Zip Code:

Home Phone:

Work Phone:

Cell Phone:

Other Phone:

Employment Desired

Please indicate your preference in full or part time positions.

Full

Position Desired:

**Experience in
Similar Positions**

Administration

1. Assistant Director of Operations

10 years

Maintenance/Custodial

1. Site Supervisor

14 years

Resume

Current Resume

[Jorge Villagomez Resume AD 2018.docx](#)

General Information

Contract Status

* Are you currently under contract? Yes
If Yes, which district? District 131
If Yes, when does it expire? 7/1/2018
When may your present employer be contacted? 6/18/2018

Professional Status

Community Unit School District No. 308 Online Application

Villagomez, Jorge - AppNo: 74855 | ssauer-File Complete: Yes ssauer-Note: HIRED for Dist...

Date Submitted: 6/21/2018

General Information continued

- * Have you obtained tenure status in any other school district? No
If Yes, where?
When?
- * Have you ever been denied tenure? No
If Yes, where?
When?
- * Have you ever had a teaching license or teaching certificate revoked or suspended? No
If Yes, explain:

Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment? No
If Yes, explain:

- * Are you a relative of any board member, administrator, or supervisor who is currently serving District 308? No
Name:
Position:
Relationship:

- * Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes
List any accommodations:

- * Have you ever been employed by District 308? No
If yes, in what capacity, if no please enter N/A?

Experience

Position Title	School/Facility Held At	District/Organization Held At
Buildings & Grounds Assistant Director	East Aurora District 131 411 Hill Av Aurora, IL 60505 6307798080	
Immediate Supervisor Contact Information		
Alberto Tijerina		atijerina@d131.org
Additional Information		
Dates From - To:	06/2017 - 06/2018	Full/Part Time: Full Annual Salary: 87000
Reason For Leaving:	Current Employer	

Community Unit School District No. 308 Online Application

Villagomez, Jorge - AppNo: 74855 | ssauer-File Complete: Yes ssauer-Note: HIRED for Dist...

Date Submitted: 6/21/2018

Experience Continued

Position Title	School/Facility Held At	District/Organization Held At
Director of Facilities, Maintenance & Grounds	WFF Facilities Services - District 117 1600 Eagle Way Drive Lake Villa, IL 60046 2243819932	
Immediate Supervisor Contact Information		
Janet Aragon		
Additional Information		
Dates From - To:	02/2014 - 06/2017	Full/Part Time: Full Annual Salary: 63000 (+ bonus)
Reason For Leaving: looking for another job due to family relocation		
Regional Manager Custodian Services	AM Cleaning 1773 Maple St Schaumburg, IL 60073 6304563007	
Immediate Supervisor Contact Information		
Kimberly Cook		
Additional Information		
Dates From - To:	01/2004 - 02/2014	Full/Part Time: Full Annual Salary: 59000
Reason For Leaving: found a job on morning shift		

Education

High School Attended: Bolivar High
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Degree / GPA	Date Conferred or Expected
BSCAI - Register Building Manager	01/2016 01/2017	Facilities Management Hrs: 1000	HVAC -Janitorial Hrs:		01/2017
OSHA Certification	10/2014 10/2014	Safety Hrs: 20	Safety Rules Hrs:		10/2014
IL - Illinois College	05/2017 05/2017	Pesticide License Hrs: 24	Grounds Services Hrs:		05/2017
Bolivar College	2000 2001	Bachelors Science Hrs: 65	Hrs:	3.8	6/2001
Bolivar Institute	1997 2000	High School Hrs:	Hrs:	3.6	8/2000

Highest Degree Attained
BA/BS

Grad Hrs Beyond Highest Degree

Grad Program Of Study
Arts & Sciences

List honors, awards or distinctions you have:
RBSM - Building Management 2016 to 2017

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Licensure

Do you hold or anticipate an Illinois license?

No

Illinois Educator Identification Number (IEIN):

Look Up

* Have you applied for an Illinois license?

No

* List the date you applied for licensure:

* Have you received a deficiency statement?

No

If pending, date test taken

* Have you passed the Basic Skills Exam?

No

* Have you passed the Content Area Exam?

No

Do you hold a current out-of-state license? No

State	Type	License Number	Expiration Date	Current?

List your out-of-state certified teaching/administration fields:

Statement

SSS1. Please explain how your past personal and professional experience make you a quality candidate for the position for which you are applying.

Currently performing the same job at a similar District, EA 131. Have several years of experience in different custodial areas, along with maintenance, security and grounds.

SSS2. Community Unit School District 308 is a growing Diverse Community. What cultural knowledge or past experiences might assist you in working with students?

With my background as a young Latino individual that came to this country 15 years ago without speaking the language I identify with all students that have to work extra hard to excel.

As a worker, I have had the opportunity to work with people from different countries, races and backgrounds and I have always enjoy the diversity and the advantages that this brings with it.

Statement

ADM1. What personal characteristics define an excellent administrator?

1. Caring & Respect
2. Honesty
3. Empathy
4. Ethical
5. Passionated

ADM2. From your point of view, how important is technology in education. What technology-related skills can you contribute to a school district?

Continue to be up to date on new technology advances will help our kids to learn new techniques, use technology as a resource and open new doors to get a better education.

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Question Continued

I am proficient in Microsoft Programs, as well as several maintenance programs that could and have helped me in the past to improve the operations of the buildings I have managed

ADM3. Community Unit School District 308 is a growing Diverse Community. What cultural knowledge or past experiences might assist you in working with students?

I have experienced working in 2 different Districts, both Districts are totally different and had their own challenges and advantages. These previous experiences have open my eyes to become a better person, manager and employee.

Language Skills

Do you know any language other than English? Yes

Language(s): Spanish
Oral Level: Fluent
Written Level: Fluent

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Albert Tijerina	Michael Huston
School/Org:	District 131	District 131
Current Position:	Director Buildings and Grounds	
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:		
Email:	atijerina@d131.org	mhuston@d131.org
Relationship to Candidate:	Direct Supervisor	Suervisor - Coworker
Years Known:	1	1
	Reference 3 of 3	
Name:	Jeanette Aragon	
School/Org:	WFF Facilities	
Current Position:	Maintenance	
Home Phone:		
Cell Phone:		
Work Phone:		
Mailing Address:		
Email:		
Relationship to Candidate:	Maintenance Director	
Years Known:	5	

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Date Submitted: 6/21/2018

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Previous experience in similar positions.
RBSM Certification 2017
OSHA Card
Pesticide Operator License

Referrals

How did you hear about employment with us?

District 308 Website

General Information

Contract Status

* Are you currently under contract?	Yes
If Yes, which district?	District 131
If Yes, when does it expire?	6/30/2018
When may your present employer be contacted?	6/20/2018

Professional Status

* Have you obtained tenure status in any other school district?	No
If Yes, where?	
When?	
* Have you ever been denied tenure?	No
If Yes, where?	
When?	
* Have you ever had a teaching license or teaching certificate revoked or suspended?	No
If Yes, explain:	

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or terminated from employment?	No
If Yes, explain:	

* Are you a relative of any board member, administrator, or supervisor who is currently serving District 308?	No
Name:	
Position:	
Relationship:	

Community Unit School District No. 308 Online Application

Villagomez, Jorge - AppNo: 74855 | ssauer-File Complete: Yes ssauer-Note: HIRED for Dist...

Date Submitted: 6/21/2018

General Information continued

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accommodation? Yes

List any accommodations:

* Have you ever been employed by District 308? No

If yes, in what capacity, if no please enter N/A?

N/A

Equal Opportunity Employer

District 308 is an Equal Opportunity Employer and provides employment opportunities on a nondiscriminatory basis. The District prohibits discrimination in employment on the basis of race, sex, color, national origin, religion, age, disability, ancestry, marital status, military service or unfavorable discharge from military service. The District has a policy of active recruitment of qualified minority teachers, administrators and non-certified employees.

Any individual needing assistance in making application for any District opening should contact the Personnel Department at (phone) 630-636-3080.

Legal Information

Please Note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

*If hired, can you submit immediate verification of your legal right to work in the United States? Yes

*Have you been convicted or plead guilty to any felony in Illinois or a crime in any other state or county which would be considered a felony in Illinois? Applicants are not obligated to disclose sealed or expunged records of conviction or arrest. No

If yes, explain, giving dates:

*Have you ever had any indicated finding of child abuse filed in your name? No

If yes, explain, giving dates:

Confirmation

The Illinois School Code requires that all applicants for employment with an Illinois public school district submit to a fingerprint based criminal history records check as a condition of employment. By submitting this application I authorize Oswego Community Unit School District 308 to conduct such records check. I understand that I cannot be employed unless such criminal background check has been initiated.

I further certify that the information provided by me in this application is true and accurate and agree that if any information is found to be false or constitute a willful misrepresentation or omission, it will be considered cause to deny my employment or authorize my discharge from employment. Additionally individuals applying for employment as a teacher, administrator or other certificated employee and determined to have willfully made a false statement on his/her application, material to his/her qualifications, or knowingly omits or fails to include information which is material to his/her qualifications, may be guilty of a Class A misdemeanor pursuant to Section 5/22-6.5 of the Illinois School Code.

By submitting the application, the applicant authorizes the above-referenced background check and certifies the truth and accuracy of the submitted information.

Jorge V. Villagomez
(agreed online)

JORGE V VILLAGOMEZ

Professional Goal

To obtain a position that will enable me to use my strong organizational skills, educational background and ability to work well with people.

Educational Background

- Achieved RBSM, Register Building Manager Certification BSCI National, 2017
- Achieved Pesticides Applicator License, 2017
- Achieved OSHA Certification on General Industry and Safety and Health, 2014.
- Achieved Certificates – Management and Operations from Rockhurst University, 2008.
- Bachelor's Degree in Arts and Sciences from Institute Bolivar, 2001
- Achieved High School Diploma Bolivar High, 1997

Personal Skills

- Identify and resolve operational, management technical issues and implement solutions
- Executed multiple projects through to a successful completion
- Proficient in PC based applications such as Microsoft Word, Excel, Outlook, etc.
- Proficient with Payroll and Labor Cost Tracking, Analysis and Data Entry Systems
- 10 + years of experience in managing non-exempt employees and proven success motivating and mentoring direct reports to high performance standards, reinforcing team-building.
- Possess a sense of urgency required to work in a deadline driven environment. Proven decision making capabilities.
- 4 years working in a LEAN and ISO, 5S and OSHA regulations environment.
- Mechanical aptitude on cleaning equipment such as propane buffer, auto scrubbers, side by side scrubbers, backpack vacuums.
- Bilingual, English and Spanish.

Employment History and Experience Details:

Assistant Director for Buildings and Grounds Operations, District 131, July 2017 to Present

- Supervise daily work of maintenance, custodians, painters, landscapers all together manage a staff of 100+ Union employees.
- Inspects all assigned areas daily to ensure work is being carried out properly and orderly.
- Prepares and submits work schedules.
- Responsible of approving employee hours on biweekly payroll.
- Evaluate performance of custodial personnel; prepares and submits disciplinary action and incident reports; counsels employees.
- Designates shift and area work assignments for custodians and lead personnel.
- implements new procedures and policies.
- Maintains records and correspondence; prepares reports.
- Submits purchase requisitions for supplies; maintains supply inventory and accounts.
- Contacts vendors; prepares and submits progress reports on building conditions.
- Establishes and monitors working relationships with students, faculty, staff, co-workers, and visitors.
- Coordinates various cleaning projects; receives equipment, and paper orders.
- Oversee and direct construction projects from conception to completion
- Review the project in-depth to schedule deliverables and estimate costs
- Oversee all onsite and offsite constructions to monitor compliance with building and safety regulations
- Coordinate and direct construction workers and subcontractors
- Select tools, materials and equipment and track inventory
- Meet contractual conditions of performance
- Review the work progress on daily basis
- Prepare internal and external reports pertaining to job status
- Plan ahead to prevent problems and resolve any emerging ones
- Negotiate terms of agreements, draft contracts and obtain permits and licences
- Analyze, manage and mitigate risks
- Ensure quality construction standards and the use of proper construction techniques

Facilities and Operations Director, WFF Facility Services – February 2014 to July 2017

- Responsible of Custodial, Maintenance and Grounds Departments. On call availability 365 days a year.
- Responsible for meeting with the District Authorities and with the Township

Administration in regards to building operations, events, and projects.

- Assisted in the annual budget planning process and monitored expenditures.
 - Maintain a networking through previous business relationships as well as with other intergovernmental partners and Districts in the area.
 - Performed walk through inspections to guarantee client satisfaction using Software Evaluation Systems
 - Reviewed contractual agreements for workload and created a recurring performance rating system
 - Maintain, order and re-order supply inventory and inspect areas for schedule compliance.
 - Perform Clean Telligent inspections and provide results to District Authorities on weekly basics along with performance reports.
 - Ensure that equipment and assets are properly maintained and utilized. Buy new equipment in order to replace damaged or obsolete machines and cleaning tools.
 - Train, coach, instruct and develop new Supervisors on facilities operations.
 - Maintained records, prepared reports, and composed correspondence relative to the maintenance and custodial department.
-
- Scheduled work assignments and set weekly employee performance goals. Analyzing the workflow and process of each department to find out the main key waste areas and apply strategies to eliminate or reduce the waste
 - Creating detailed waste elimination report at the end of each month in order to perform waste analysis reports and creating new strategies for waste elimination
 - Negotiating deals with third party vendors for selling recycling at the best possible rates
 - Conducting waste elimination seminars for increasing employee awareness and giving tips on how one can reduce waste in his/her daily work routine
 - Creating schedules and setting duties of the recycling department as well as training new employees on daily workflow and the latest waste elimination techniques
 - Conducted inspections and investigated complaints to ensure compliance based on contractual expectations
 - Assisted supervisors with floor care and special projects as well as special requests.
 - Inspected work areas and maintained lawns, sidewalks and parking lots. Ensure the up keeping and good appearance of the schools grounds.
-
- Managed, train and supervised personnel. Provide direction to all departments and ensure operations are running at a constant pace and without delays.
 - Estimated job and project costs and developed cost-cutting procedures in order to

provide a better service

- Organized workloads to ensure deadlines were met and scheduled work assignments

Facilities Area Manager, AM Cleaning Inc. & Company January 2003 to February 2014.

- Responsible for facilitating on-site daily planning to provide economic operations and coordinate customer service needs for 21 stores.
- Ensured that all service requests were handled efficiently and that customer's needs and concerns were met.
- Managed on-site staff of over 88 personnel, including training new employees in Facility Management specifications and contract requirements for multiple accounts.
- Managed company environmental recycling program with direct contact with Facility Management.
- Assign duties to multi-member crew by developing work schedules based on employee's skills.
- Notified management concerning need for major repairs or additions to lighting, heating and ventilating equipment via CIS Work Order Maintenance Software.
- Maintained building appearance by assigning project crew members to perform minor and routine painting, plumbing, electrical wiring and other related maintenance activities, using hand tools.
- Coordinated with all levels of the organizations to complete budgets, payroll, work orders, vendor negotiations, and requisitions for janitorial equipment/supplies.
- Conducted and attended weekly meetings regarding long range plans, conceptual designs and capital outlay requirements for program progress and improvements.
- Provided effective ways to increase solid waste diversion by recycling commodities and managing vendors.
- Provided on-going quality assurance inspections to ensure customer service efficiency.
- Ensuring all client needs, complaints and concerns were addressed and corrected in a timely manner.
- Implemented daily planning of economic operations and coordinated customer service needs for a nationally registered historic landmark.
- Trained new employees to ensure compliance with requirements and contract specifications for multiple accounts.

Other Responsibilities:

- Maintain a positive work atmosphere by acting and communicating in a manner that promotes cooperation with customers, collaborators, vendors, co-workers and management.

- Maintaining clean work areas including sweeping and sweeping various area.
- Undertake line cleaning, housekeeping and inspection of equipment and work area (6S).

Additional Experience

- Responsible for interviewing, hiring coaching and terminating employees.
- Proficient in Unemployment Laws as well as FMLA Laws in the State of IL.
- Proficient with ADP, Novatime, Chronos and Blueforce E-Pay Systems.
- Act as the primary contact for staffing agencies to determined suitable crew requirements, scheduled
- employees to meet changing production schedules.
- Vast experience on the use of Hiring Programs such as Indeed, Kwantek, Career Builder and others.
- Achieved Communication Manager Certificated from SkillPath CEC, Oak Brook, IL. 2015.
- Achieved Microsoft Advanced Courses Certifications from WebEducator, Libertyville, 2014.

Termination/Resignation Form

Sent By: rallison

Completed By: User - ssauer

Sent On: 10/19/2018 11:14am CT

Completed: 10/19/2018 11:30am CT

* Employee Last Name: Villagomez Freire
* Employee First Name: Jorge
* Position: District Custodial Supervisor
* Location: Maintenance
* Last Day Worked: 10/30/2018
* Reason for Termination: R - Resigned - Non-Medical

Comments:

Stated salary as the primary motivating factor for leaving.

* Eligible for Rehire? Yes
* Replacing Position? (If yes, please complete the Posting Request Form on AppliTrack): Yes
* Did you collect all District Property, i.e., keys, phone, etc.? (If no, please specify under Comments.) Yes

Comments:

Will collect keys and phone on or before 10/30/18

Please upload resignation letter/termination paperwork

[Villagomez_ Resignation Letter.pdf](#)

Supervisor Signature:

X

Signed: **Rob Allison - Director of Operations**

Stamped: 10/19/2018 11:20:11 AM; 50.201.194.225;

FOR HR USE ONLY

Human Resources Signature

X

Signed: **Sharon Sauer**

Stamped: 10/19/2018 11:29:22 AM; 107.1.119.254; User - ssauer - ssauer@sd308.org;

Date of Board Meeting

11/12/2018



Kenneth Miller <kmiller01@sd308.org>

Resignation Letter

2 messages

Jorge Villagomez <jvillagomezfreire@sd308.org>

Tue, Oct 16, 2018 at 1:25 PM

To: Robert Allison <rallison@sd308.org>

Cc: Eric Simon <esimon@sd308.org>, Kathleen Derosé <kderose@sd308.org>, Deborah Nervis <dnervis@sd308.org>, kmiller01@sd308.org, Stacy Turner <sturner01@sd308.org>, ctyler@sd308.org

Tuesday, October, 16th, 2018

Dear Mr. Allison:

Is with heavy heart that I'm writing to resign to my position as District Custodial Supervisor, effective October 30, 2018.

I'm tendering my resignation now so that I can be as helpful as possible to you and the team during the transition.

I've truly enjoyed my time working with you and everyone else on our team here at Oswego School District 308. It's rare to find a management role that offers as much opportunity to grow and learn and such a positive, inspiring team of people to grow and learn with.

I'm particularly grateful for your guidance while I was considering furthering my education. Your support has meant so much to me.

Please let me know if there's anything I can do to help you find and train the replacement for the position, I am leaving open.

Thanks, and best wishes,

Jorge Villagomez

Robert Allison <rallison@sd308.org>

Tue, Oct 16, 2018 at 1:53 PM

To: Jorge Villagomez Freire <jvillagomezfreire@sd308.org>

Cc: Eric Simon <esimon@sd308.org>, Kathleen DeRose <kderose@sd308.org>, Deborah Nervis <dnervis@sd308.org>, Kenneth Miller <kmiller01@sd308.org>, Stacy Turner <sturner01@sd308.org>, Christi Tyler <ctyler@sd308.org>

Jorge,

Your impact was certainly felt in a positive way and we wish you all the best in your future endeavors.

Thanks, and best regards,

Rob.

Rob Allison - Director, SD308 Operations**71 Stonehill Rd.****Oswego, IL 60543****Office: 630-636-3190****Cell: 630-401-7887**

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[Quoted text hidden]