

UNITED STATES OF AMERICA

DEPARTMENT OF LABOR
WAGE AND HOUR DIVISION

SUBPOENA DUCES TECUM

To: Waukegan Community Unit
c/o Superintendent Theresa Plascencia
1201 North Sheridan Road
Waukegan, IL 60085

Pursuant to the Fair Labor Standards Act, 29 U.S.C §§ 209 and 211, you are hereby required to provide to MICHAEL LAZZERI, Regional Administrator for the WAGE AND HOUR DIVISION, CHICAGO REGION, or his designee/representative, all books, papers, and other documents, as specifically described in the Attachment, by presenting such documents electronically to Assistant District Director Gabriel Gelbtuch at Gelbtuch.Gabriel@dol.gov or by contacting Mr. Gelbtuch to arrange for in-person delivery or pickup on April 7, 2023, by 10:00am CST.

FAIL NOT AT YOUR PERIL



IN TESTIMONY WHEREOF I have hereunto affixed my signature and the seal of the UNITED STATES DEPARTMENT OF LABOR at Chicago, Illinois this 03 day of April 2023.

MICHAEL LAZZERI Digitally signed by MICHAEL LAZZERI
Date: 2023.03.31 14:11:37 -05'00'

**MICHAEL LAZZERI, REGIONAL ADMINISTRATOR
WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR**

The U.S. Department of Labor, Wage and Hour Division, orders that the existence and contents of this subpoena, including the information furnished in response to the subpoena, shall not be disclosed.

ATTACHMENT to SUBPOENA

Waukegan Community Unit

A. DEFINITIONS AND INSTRUCTIONS

1. “Waukegan Community Unit” means Waukegan Community Unit, including its current and former officers, directors, employees, attorneys, representatives, agents, assigns, subsidiaries, and any predecessor or successor entities.

2. “Document” or “documents” shall mean all writings and recordings within the meaning of Rules 1001(a) and (b) of the Federal Rules of Evidence (i.e., “letters, words, or numbers, or their equivalent set down in any form” and “letters, words, or numbers, or their equivalent recorded in any manner”), however produced or reproduced, of every kind or description in Waukegan Community Unit’s possession, custody, or control, or within the custody or control of any agent, employee representative or other persons acting or purporting to act for or on behalf of Waukegan Community Unit, including notes; memoranda; records, reports, correspondence; telefaxes and faxes; agreements or contracts; accounting or financial records or worksheets; account books; journals; ledgers; bills; receipts; vouchers; transcripts or notes of conversations or meetings; minutes of meetings; statements; tabulations; text messages; instant message or messages from other electronic messaging software or applications; and all draft copies of such documents containing additional marks or notations not found on the originals.

3. “Person” is defined by 29 U.S.C. § 203(a) as: “an individual, partnership, association, corporation, business trust, legal representative, or any organized group of persons.”

4. “Relating to” or “reflecting,” means stating, constituting, referring to, pertaining to, responding to, regarding, evidencing, explaining, discussing, depicting, analyzing, or containing any information which in any way concerns, affects, or describes the terms or conditions, or identifies facts, with respect to the subject of the inquiry.

5. The terms “and” and “or” shall be construed conjunctively or disjunctively as necessary to make the documents required by this subpoena inclusive rather than exclusive.

6. “Including” shall be construed to mean “without limitation.”

7. Unless otherwise specified, the time period covered by this subpoena is from March 28, 2020 to the date of production. Documents created prior to March 28, 2020, which have been used or relied on since March 28, 2020, or which describe legal duties which remain in effect after March 28, 2020 (such as contracts and trust agreements), shall be considered as included within the time period covered by this subpoena.

The U.S. Department of Labor, Wage and Hour Division, orders that the existence and contents of this subpoena, including the information furnished in response to the subpoena, shall not be disclosed.

8. If any document required to be produced pursuant to this subpoena is withheld because of a claim of privilege, identify with respect each such document the:

- a. Specific privilege being asserted;
- b. Nature of the document;
- c. Author of the document and the date of preparation;
- d. Recipients of the document or copies thereof; and
- e. Subject matter of the document.

9. If any document required to be produced pursuant to this subpoena has been destroyed, identify with respect to each such document the:

- a. Date destroyed;
- b. Method of destruction;
- c. Reason for destruction;
- d. Person or person(s) who authorized the destruction; and
- e. Subject matter of the document destroyed.

B. DOCUMENTS TO BE PRODUCED

1. Documents reflecting the home address, telephone number, guardian information, and/or emergency contact, including the student profile, for current or former students requested during the course of the United States Department of Labor's investigation.

2. Documents reflecting photo identification, including but not limited to, student identification cards, for current or former students requested during the course of the United States Department of Labor's investigation.

3. Documents containing the age and/or dates of birth, including but not limited to, birth certificates, for current or former students requested during the course of the United States Department of Labor's investigation.

