



May 8, 2012

Kevin Skelly, Superintendent
Palo Alto Unified School District
25 Churchill Ave.
Palo Alto, CA 94301

Re: Public Records Act Request

Dear Kevin:

Pursuant to the California Public Records Act, the Palo Alto Weekly requests copies of the following public records:

1. All "Confidential Weekly" memos sent under your name to members of the Board of Education between March 1, 2011 and today's date.
2. Any other memos, emails or other writings sent under your name to members of the Board of Education between March 1, 2012 and today's date that were not included in the regular packets provided to the public and media.
3. All e-mails, memos or other writings sent by or to Gunn principal Katya Villalobos between March 1, 2012 and today's date pertaining to PAUSD counseling programs, including those sent by you.
4. All e-mails, memos or other writings sent by or to Gunn principal Katya Villalobos between March 1, 2012 and today's date pertaining to Challenge Success or Denise Clark Pope.

We ask for a determination on this request within 10 days of your receipt of it, as required by law, and for individual items responsive to this request to be provided as soon as available (not held until all responses have been located.)

If you determine that any the documents requested are exempt from disclosure and that you intend to withhold it, I ask that you cite the specific legal exemption applicable to each redaction or withheld document.

If we can provide any clarification that will help expedite your attention to our request, please contact me at (650) 326-8210.

Sincerely,

A handwritten signature in blue ink, appearing to read "W. Johnson", written over a light blue circular stamp.

William S. Johnson
Publisher