

Received  
5/16/12 - JB

May 16, 2011  
Superintendent Kevin Skelly  
Palo Alto Unified School District  
25 Churchill Ave., Palo Alto  
RE: Public Records Act Request

Dear Kevin Skelly,

Pursuant to my rights under the California Public Records Act (Government Code Section 6250 et seq.), I ask to obtain a copy of the following, which I understand to be held by your agency:

The "confidential weekly" memos that Superintendent Kevin Skelly has sent to school board members between March 2010 through May 2012. A copy of any memos or correspondence Kevin Skelly has sent to school board members, in which he titled "confidential weekly."

I ask for a determination on this request within 10 days of your receipt of it, and an even prompter reply if you can make that determination without having to review the records in question.

If you determine that any or all of the information qualifies for an exemption from disclosure, I ask you to note whether, as is normally the case under the Act, the exemption is discretionary, and if so whether it is necessary in this case to exercise your discretion to withhold the information.

If you determine that some but not all of the information is exempt from disclosure and that you intend to withhold it, I ask that you redact it for the time being and make the rest available as requested.

In any event, please provide a signed notification citing the legal authorities on which you rely if you determine that any or all of the information is exempt and will not be disclosed.

If I can provide any clarification that will help expedite your attention to my request, please contact me at 650.328.7700.

Thank you for your time and attention to this matter.

Sincerely,

Jen Nowell  
Palo Alto Daily Post Staff Writer  
324 High St.  
650.328.7700

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