

The Daily Post  
385 Forest Avenue.  
Palo Alto, CA 94301  
(650) 328-7700

May 7, 2013

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

Re: Public Records Act Request

Dear Superintendent Skelly:

Pursuant to the California Public Records Act (Government Code Section 6250 et seq.), this is a request for:

Copies of documents from the Palo Alto Unified School District for all communications or written documents including emails, between the school district board members and the cabinet members and the Superintendent and the cabinet members starting from April 1, 2013 and future correspondences.

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 record[s] in question.

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.

I also ask that, if you withhold any information, that you note that something was withheld and that you describe what was withheld in as much detail as possible. 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 or aruggiero@padaily.com

I ask that you notify me of any duplication costs exceeding \$50 before you provide the records.

Thank you for your time and attention to this matter.

Sincerely,

Angela Ruggiero  
Daily Post Staff Writer  
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Palo Alto, CA 94301  
(650) 328-7700