



May 1, 2018

Karen Hendricks, Interim Superintendent
Palo Alto Unified School District
25 Churchill Ave.
Palo Alto, CA 94306

Re: Public Records Act Request

Dear Ms. Hendricks:

This letter constitutes our request under the California Public Records Act for copies of all emails and other communications to and from you and members the senior staff (commonly called the Superintendent's "cabinet") and Palo Alto Unified School District trustees between April 1, 2018 and April 30, 2018.

This request is intended to cover both emails and other written communications to and from individual board members and those communications from you to all trustees as a group. It also encompasses attachments to the emails.

This request is not intended to apply to written communications that have been included in an official board meeting packet (which is already provided to us) or the Superintendent's regular weekly communications with the board of trustees, provided those are posted on the district's website concurrently with their being sent to trustees.

We remind you that the law requires identification of the specific statutory basis for withholding or redacting any responsive records, and look forward to your reply within ten days, as required under Gov. Code Section 6253(c).

Thank you for your assistance.

Sincerely,

A handwritten signature in black ink, appearing to read 'Bill Johnson', written in a cursive style.

William S. Johnson
Publisher