



# Littleton Public Schools

33 Shattuck St. \* P.O. Box 1486 \* Littleton, MA 01460-4486 \* Phone: (978) 540-2500 \* Fax: (978) 486-9581 \* Website: [www.littletonps.org](http://www.littletonps.org)

## KELLY R. CLENCHY, SUPERINTENDENT OF SCHOOLS

Geri Lyn Ajemian, Ed.D., Director of Curriculum  
Rita Detweiler Ed.D., Director of Pupil Personnel Services  
Steven F. Mark, Business Manager

Natalie A. Branch, Technology Systems Coordinator  
Julie Lord, Instructional Technology Coordinator

October 20, 2016

Jorge Manual Teixeira

VIA ELECTRONIC MAIL AT: [www.shinesunlight@gmail.com](mailto:www.shinesunlight@gmail.com)

RE: Public Record Request

Dear Mr. Teixeira,

On October 11, 2016 this office received a request from you for certain records under the Massachusetts Public Record law. You requested the following records:

*Settlement agreements entered into by your School District with parents and guardians, from January 1, 2011 through today, relative to the provision of special education services and/or educational placement(s) for students with disabilities, redacted of all personally identifiable information.*

Littleton will provide the requested documents or portions of those documents that are not specifically or by necessary exempted by statute, M.G.L. c.4 § 7(26)(a); G.L. c.71, §§ 34D, 34E; 20 U.S.C. § 1232g; and the Individuals with Disabilities Act ("IDEA"). Additionally, Littleton will withhold those documents or portions of those documents that are exempt from disclosure because they contain material, "relating to a specifically named individual the disclosure of which may constitute an unwarranted invasion of privacy." G.L. c.4 § 7 (26)(c). More specifically, as acknowledged and agreed to in your request, Littleton will redact the documents responsive to your request to ensure the removal of personally identifiable information so that the confidentiality of students is protected in a manner consistent with the above-referenced statues and regulations as well as *Champa v. Weston Public Schools & Others*, 473 Mass. 86 (2015).

The Littleton Public Schools, in good faith, estimates the following costs associated with searching for private settlement agreements and individual review of each record to ensure the maintenance of confidential student record information to be as follows: 3 hours at \$24.00 per hourly wage of the Littleton Public School Administrative Assistant to the Director of Pupil Personnel Services for those records totaling \$72.00. The estimated cost of redacting personally identifiable information from the private settlement agreements, which is required in accordance with the legal exemptions noted above, is as follows: 1.5 hours at a rate of \$24.00 per hour totaling \$36.00. The total cost is estimated to be \$108.00.

*It is the policy of the Littleton Public Schools not to discriminate on the basis of race, gender, religion, national origin, color, homelessness, sexual orientation, gender identity, age or disability in its educational programs, services, activities or employment practices. Further information may be obtained by contacting Rita Detweiler, District Equity Coordinator at 978-540-2500, [rdetweiler@littletonps.org](mailto:rdetweiler@littletonps.org) or 33 Shattuck Street, P.O. Box 1486, Littleton, MA 01460.*

*Our mission is to foster a community of learners who strive for excellence and prepare each student to be a successful, contributing citizen in a global society.*

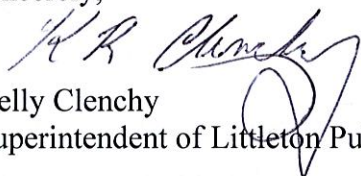
The estimate is based on the lowest hourly rate of those capable of performing the work. Please note that this detailed good faith estimate does not include the per page cost of reproducing these records (\$.05 per page) not the cost of postage should you request that the documents be mailed to you.

Please be advised that the actual cost of producing the records might vary once the Littleton Public Schools begins preparing the record. Littleton will commence gathering documents responsive to your request once the estimated fee is paid. The above estimate is due, in part, to the broad scope of your request. If you elect to narrow the scope of your request, please notify the Littleton Public Schools in writing and Littleton will provide you with an updated cost estimate.

You may appeal this decision in writing within ninety (90) days to the Supervisor of Public Records at the Office of the State Secretary, One Ashburton Place, Room 1719, Boston, Massachusetts, 02108.

Thank you for your attention to this matter.

Sincerely,

  
Kelly Clenchy  
Superintendent of Littleton Public Schools

Cc: Rita Detweiler, Director of Pupil Personnel Services.

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