



**Holly Ditchfield**

*Public Records Access Officer*

hditchfield@ssvotech.org  
p 781.878.8822  
f 781.982.0281

**South Shore Regional School District**

476 Webster Street  
Hanover, MA 02339  
WWW.SSVOTECH.ORG

*Via email [infoshinesunlight@gmail.com ] and First Class Mail*

October 26, 2016

Jorge Teixeira  
68 Priest Street  
Hudson, MA 01749

Re: Public Records Request of October 16, 2016

Dear Mr. Teixeira:

The South Shore Regional School District (“District”) is in receipt of your request for public records dated October 16, 2016 and addressed via email to Superintendent-Director Thomas J. Hickey . Your request seeks the following documents:

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 identifying information.

While it is the District’s intent to comply with your request, given the number of case files that need to reviewed and potentially responsive documents identified, copied and redacted and the amount of staff time necessary to complete those tasks, the cost will exceed \$10.00. Therefore, in accordance with 950 CMR 32.06(2), I provide you with the following estimate of the likely fee for full compliance with your request.

1. Pursuant to G.L. c. 66, §10 and 950 CMR 32.06(1)(a), you will be charged 5 cents per page for photocopies of all responsive public records. The District estimates your request requires a range of 3 to 24 photocopies to be made. Before copies can be made, the District requires payment for three (3) pages in advance, or \$0.15.
2. In accordance with G.L. c. 66, §10 and 950 CMR 32.06(1)(c), you will be charged a fee of \$63.34 per hour for search and segregation time associated with all requests for non-computerized records. This amount represents the hourly rate of the lowest-paid employee capable of performing this task. The District estimates that your request requires from one to four hours of search and segregation time. Before the process can begin, the District requires payment for one (1) hour of search and segregation time, or \$63.34.

Jorge Teixeira  
October 26, 2016  
Page 2

Based on the estimated fees stated above, the lowest charge you may be assessed for copies of the public records described in your request is \$63.49. If you wish to move forward with your request, please remit a check to my attention, in the amount of \$63.49 and payable to the South Shore Regional School District. If, after completing the search and segregation there are additional fees associated with producing responsive documents, I will notify you forthwith.

Finally, in accordance with the Public Records Access Regulations, 950 CMR 32.08(1), you are hereby notified that you may seek redress under 950 CMR 32.00 and G.L. c. 66, §10(b) if you disagree with this response. If you have questions, please feel free to contact me.

Sincerely,



Holly Ditchfield  
Public Records Access Officer

cc: Thomas J. Hickey, Ed.D., Superintendent-Director