



# HOPKINTON PUBLIC SCHOOLS

89 HAYDEN ROWE STREET HOPKINTON, MA. 01748

DR. CATHY MACLEOD  
Superintendent of Schools

Telephone: 508-417-9360  
Fax: 508-497-9833  
cmacleod@hopkinton.K12.ma.us

October 31, 2016

Mr. Jorge Manuel Teixeira  
**via Electronic Mail**

Re: October 15, 2016 Public Records Request to the Hopkinton Public Schools

Dear Mr. Teixeira:

This correspondence serves as notification to you that the Hopkinton Public Schools is in receipt of your email dated October 15, 2016 requesting copies of 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 identifying information.

The District has identified twelve (12) documents that meet the parameters of your request. Copies will be provided upon payment of the copy charge and the search and segregation fee as follows:

**ESTIMATED FEES:**

- 61 copied pages @ .05/page .....**\$3.05**
- 4 hours search, segregation, & redaction time (12 documents @ ~20 minutes/document), Special Education Administrative Secretary's wage (\$24.97/hour).....**\$99.88**
- 1.0 hour document review and correspondence preparation time, Director of Student Services' wage(\$61.30/hour).....**\$61.30**

**TOTAL:.....\$164.23**

If you would like the District to proceed with the retrieval and review process to respond to your request, kindly forward to the Superintendent's office a check in the estimated amount provided above, payable to the Hopkinton Public Schools, with a notation that it is for your October 15, 2016 Public Records Request.

Finally, be advised that pursuant to 950 CMR 32.08(1) and M.G.L. c. 66, §10(b), you have the right to appeal or seek redress of any denial of your public records request insofar as it pertains to the exceptions cited in this letter through an administrative process provided by the Supervisor of Public Records, within the Division of Public Records of the Office of the Secretary of State for the Commonwealth of Massachusetts.

Sincerely,

A handwritten signature in black ink that reads "C. MacLeod". The signature is written in a cursive style with a large, prominent "C" at the beginning.

Cathy MacLeod, Ed.D.,  
Superintendent of Schools

cc: *Nancy Company, Attorney for Hopkinton Public Schools*  
*Lori Nickerson, Chair, Hopkinton School Committee*  
*Dr. Karen Zaleski, Director of Student Services*