



Marlborough Public Schools

District Education Center

*Richard P. Langlois • Superintendent
17 Washington Street, Marlborough, MA 01752
Phone (508) 460-3509, ext. 10100 • rlanglois@mps-edu.org*

March 1, 2016

Jennifer A. English
268 Hosmer Street
Marlborough, MA 01752

Re: Public Records Request

VIA Certified and First Class Mail

Dear Ms. English,

On or about February 22, 2016, this office received a request from you for certain records under the Massachusetts Public Records law. As the Keeper of the Records for the Marlborough Public Schools (“District”), and on behalf of the District, I am responding to your request. In your correspondence, you requested the following records:

“Settlement agreements entered into by the Marlborough Public School District with parents and guardians, from January 1, 2010 through January 30, 2016, relative to the provision of special education placement(s) for students with disabilities, redacted of all personally identifiable information.”

The District, in good faith, estimates the following costs associated with the searching, redacting, segregating, photocopying, and refileing of such written communications to be a total cost of \$1, 265.90.

My office estimates that this cost will include the cost of searching for individual settlement agreements and individual review by the District’s attorneys of each of those settlement agreements to be as follows: 15.5 hours at \$24.60 per hourly wage of the administrative office support staff totaling \$381.30. The estimated cost of redacting the personally identifiable information from the settlement agreements, which is required in order to comply with *Champa v. Weston Public School & Others*, is as follows: four hours at a rate of \$215 per hour totaling \$860. Finally, the estimated cost of the time to photocopy the records is as follows: one hour at the hourly wage of administrative support staff at \$24.60 totaling \$24.60.

The estimate above is based on the lowest hourly rate of those capable of performing the work and – as set forth in detail above – includes work to be performed by District staff, as well as outside counsel. Please also note that this detailed good faith estimate does not include the per page cost of reproducing these records.

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It is the policy of the Marlborough 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 education programs, services, activities or employment practices.

Please be advised that the actual cost of producing the record might vary once the Marlborough Public Schools begins preparing the record. The District 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 District in writing and the District will provide you with an updated cost estimate for any such revised request.

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.

Very truly yours,

A handwritten signature in blue ink that reads "Richard P. Langlois". The signature is written in a cursive style.

Richard P. Langlois
Superintendent of Schools