



March 6, 2016

Daniel Gutekanst
Superintendent of Schools
Emery Grover Admin. Building
1330 Highland Avenue
Needham, MA 02492

Re: Massachusetts Public Records Request

Dear Dr. Gutekanst:

This is a request under the Massachusetts Public Records Law (M. G. L. Chapter 66, Section 10). I am requesting that I be provided copies of the following records:

- **Documentation evidencing attorneys' fees and costs** incurred by the Needham Public School District (Needham) between 2012 and 2016, for all matters related to the education of students pursuant to the Individuals with Disabilities Education Act (IDEA), including, but not limited to, bills and invoices, and legal representational contracts/agreements.
- **Copies of any insurance policies and agreements** under which an insurance business may be liable to satisfy all or part of the attorneys' fees and costs incurred by Needham between 2012 and 2016, for matters related to the education of students pursuant to the IDEA.
- **Copies of all agreements** entered into by Needham with parents and guardians, as part of the individualized education program (IEP) process under the IDEA, in which Needham limited its contribution to education funding or attached conditions for it for out of district placements for school years 2012-2016.
- **Copies of the most recent IEP's** of all students for whom Needham entered into agreements with parents and guardians, as part of the IEP process under the IDEA, in which Needham limited its contribution to education funding or attached conditions for it for out of district placements for school years 2012-2016.

I recognize that you may charge reasonable costs for copies, as well as for personnel time needed to comply with this request. If you expect costs to exceed \$500.00, please provide a detailed fee estimate.

The Massachusetts Public Records Law requires you to provide me with a written response within 10 calendar days. If you cannot comply with my request, you are statutorily required to provide an explanation in writing. If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you,

