

## shinesunlight

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**From:** Kim Smith <kim.smith@wpsk12.org>  
**Sent:** Wednesday, October 19, 2016 10:24 AM  
**To:** shinesunlight  
**Cc:** Michael Pfifferling; Lyn O'Neil; Doug Lyons  
**Subject:** Re: Settlement agreements request

Jorge,

I am in receipt of your public records request for "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 base hourly rate for our Clerical Unit is \$18.70 per hour. We have already provided the first two hours for free as we reviewed all of our files to locate 25 settlement agreements from 2013 - 2016.

We estimate that it will take 60 minutes per settlement agreement to copy, redact, review by a supervisor, scan and email these agreements to you. The total cost to prepare these 25 settlement agreements will be \$467.50.

The next step would be to go into our archive to locate an unknown number of settlement agreements that took place between January 2011 - 2012. We will copy and redact these for an additional cost based on this same rate.

We will require a check for \$467.50, payable to "Town of Wakefield Public Schools", to begin the process. Also please confirm in writing if you wish for us to proceed.

I have copied the Business Manager, Director of Special Education, and Assistant Superintendent on this email for their information.

Kim Smith

Superintendent

On Sun, Oct 16, 2016 at 1:41 PM, shinesunlight <[infoshinesunlight@gmail.com](mailto:infoshinesunlight@gmail.com)> wrote:

Please see attached request.

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Thank you for your attention with this request,

Jorge Teixeira

[www.shinesunlight@gmail.com](mailto:www.shinesunlight@gmail.com)

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