



ADDISON NORTHWEST SCHOOL DISTRICT PROCEDURE

PROCEDURE

Public Records Request PROCEDURES

Rationale:

These procedures are to provide guidance with public records requests in accordance with the provisions of 1 V.S.A. § 315-320 “Access to Public Records and Documents.”

Definitions:

Business Day: The period of time the district offices are open to the public. This is generally Monday through Friday except legal holidays and administrative breaks. Standard operating hours are 8:00 a.m. to 4:30 p.m.

Public Agencies: Includes any agency, board, department, commission, committee, branch, instrumentality or authority of the state or any agency, board, committee, department, branch, instrumentality, commission or authority of any political subdivision of the state.

Public Information Officer (PIO): The person designated by the District charged with managing all information records/document requests.

Public Record/Document: All papers, documents, machine readable materials or any other written or recorded matters, regardless of their physical form or characteristics that are produced or acquired in the course of district business. Title 1, Chapter 5, Subchapter 3 may be referenced for decisions on what is public information and what is not.

Requesting Party: Any person who requests a copy of a District record or document.

Procedure:

1. A requesting party may submit a written public records request to the Addison Northwest School District. An acceptable written request includes letters, emails, faxes, and any other form of written request that includes the name and valid reply address of the requester. This request shall provide the District with an adequate description of the materials requested.
2. If the request is made of any other member of the District shall direct the requesting party to make a written request to the District’s Public Information Officer (PIO) and then immediately notify the PIO of such a request.
3. The public record request shall be produced to the requesting party within no more than three (3) business days of the receipt of the request, unless otherwise permitted by law:
 - a. If the information contains some exempt content, but otherwise is subject to

- disclosure, the District shall redact the information it considers to be exempt and provide an explanation of the basis for denial of the redacted information.
- b. If the PIO determines, in consultation with legal counsel, that the record/documentation or portions of the information is exempt from disclosure under Vermont or other applicable law, this will be certified in writing, stating the asserted statutory basis for denial and a brief statement of the reasons and supporting facts. This notification shall be made within three (3) business days of the request, unless otherwise allowed under law.
 - c. The PIO shall also notify the requesting party of the right to appeal to the Superintendent of Schools, within thirty (30) calendar days of the issuance of a denial. If a denial of access is appealed to the Superintendent of Schools the Superintendent shall decide on the appeal within five (5) business days of receipt of such appeal. If the denial is upheld, in whole or in part, the District, through the Superintendent or his/her designee, shall notify the requesting party of provisions for judicial review under Vermont law.
4. If a requesting party has a disability that requires an accommodation to gain equal access to the public record requested, the individual shall notify the PIO of the accommodation requested. The District shall provide consideration to the accommodation requested, but reserves the right to propose an alternative accommodation as long as it achieves equal access.
 5. If the District record or document is maintained in an electronic format, the record may be made available for copying in either standard electronic format or paper format as specified by the requesting party. The District is not required to create a public record or document not currently in existence, or to convert paper public records to electronic format.
 6. While meeting the provisions of the law, the District shall make reasonable rules to prevent disruption of District business, preserve the security of the record/document, and to protect such records/documents from damage.
 7. Federal and state laws governing access to specific records, such as student educational records, may supersede these procedures and access to information.
 8. The PIO shall maintain copies of such public records requests and responses.

POI Contact Information:

<p>Elizabeth Jennings, Director of Finance and Operations PIO Addison Northwest School District 11 Main Street, Suite B100 Vergennes, VT 05491 ejennings@anwsd.org</p>	<p>Sheila Soule, Superintendent of Schools Addison Northwest School District 11 Main Street, Suite B100 Vergennes, VT 05491 ssoule@anwsd.org</p>
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PUBLIC INFORMATION REQUEST FORM

Addison Northwest School District
11 Main Street, Suite B100
Vergennes, VT 05491

Please submit your request to the Public Information Officer (PIO):

Name: Marina Brown
Organization: Vtleaks.org
Address: Box 268 E Charleston VT 05833
Email Address: catskillmarina@gmail.com
Phone No.: NA
Date: June 14 2023

Requested Information:

Initial Request is attached below
Looking for any and all correspondence regarding
The event featuring Walt Heyer.

Requested by: Marina Brown for Vtleaks.org

For Office Use Only:

Date: _____ Signature: _____
Director of Finance (PIO)

cc: Superintendent of Schools

Subject: Public Records Request - Vergennes Union High School - Walt Heyer

From: Marina Brown <catskillmarina@gmail.com>

Date: Wed, 14 Jun 2023 08:32:03 -0400

To: JChamberlin@anwsd.org, ecook@anwsd.org

X-Mozilla-Status: 0001

X-Mozilla-Status2: 00800000

Message-ID: <ccd828be-c007-a929-bb43-c0b2ff1aa528@gmail.com>

MIME-Version: 1.0

User-Agent: Mozilla/5.0 (X11; Linux x86_64; rv:102.0)

Gecko/20100101 Thunderbird/102.11.0

Content-Language: en-US

Content-Type: text/plain; charset=UTF-8; format=flowed

Content-Transfer-Encoding: 8bit

Dear Principal Chamberlin:

Under the Vermont Public Records Law, Å§315 et seq., I am requesting an opportunity to inspect or obtain the following records:

Copies of all communication regarding the organization of the event featuring Walt Heyer.

Copies of any and all communications with Tara Ferf Jentik - email address tara_thomas3@aol.com - _____ phone number 503-880-4847. Limit the search to the year 2023.

Copies of any and all communications with Tonya Meacham for the year 2023.

I would strongly prefer that these records be provided in digital format or be posted on your transparency page for the public to view directly. If there are any fees for searching or copying these records, please inform me if the cost will exceed \$20. However, I would also like to request a waiver of all fees in that the disclosure of the requested information is in the public interest and will contribute significantly to the public's understanding of how controversial speakers obtain a platform to speak at local schools.

I am a citizen journalist who is gathering this information in the public interest This information is not being sought for commercial purposes however it may be shared with commercial media. The law requires a response to this request within 2 days, or within 10 days for extraordinary circumstances. If you expect a significant delay in fulfilling this request, please contact me with information about when I might expect copies or the ability to inspect the requested records. 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 for considering my request.

Sincerely,
Marina Brown for VTLeaks