

1927 South 10th Street  
Manitowoc, WI 54220

March 3, 2020

Mark Holzman  
Superintendent  
Manitowoc Public School District  
2902 Lindbergh Drive  
Manitowoc, WI 54220-3626

Re: Public records request


Superintendent Holzman:

This letter serves as a written request for a copy of records being kept in custody by the Manitowoc Public School District that are subject to Wisconsin public records and property law under Wis. Stat. § 19.21, 31-39. Specifically, we request copies of the complete personnel records of district employee Mimi Munch, including all of the following:

1. All written records pertaining to the bullying report we submitted to the district on February 11, 2020. As Joyce Greenwood-Aerts admitted to us in her letter dated February 26, 2020, "the report is a personnel record." As such, it is subject to public release under Wis. Stat. § 19.21, 31-39 and district policy 8310 ("PUBLIC RECORDS").
2. Qualifications for employment.
3. State- or federally-mandated training, certification, and/or licensing.
4. Termination or other disciplinary action, including any and all past complaints.

Under district policy 5517.01 ("BULLYING"), the recipients of our report were required to document "a clear account of the incident" and make a "written record of [our] report," including "all pertinent details." Please either comply with our request for a copy of the above records or notify us in writing of the district authority's determination to deny the request in whole or in part and the reason(s) for the denial "as soon as practicable and without delay." We will pay all fees associated with the "actual, necessary and direct cost of reproduction and transcription of the record[s]," as well as any other fees specifically allowed or established by law. We have also submitted a request for these records to the Manitowoc County District Attorney's Office through the collaborative news site MuckRock to ensure the district complies with all applicable laws. We can pick up the records at the district office. Thank you.

Sincerely,



H. Carl Moerschbacher  
Phone: (475) 355-5323  
Email: hc.moerschbacher@yale.edu

Pa Houa Moerschbacher  
Phone: (920) 860-5826  
Email: moer6u@yahoo.com

cc: Lance Masters  
Joyce Greenwood-Aerts  
Manitowoc County District Attorney's Office