

HIGHLINE PUBLIC SCHOOLS DISTRICT - Joint Legislative Audit and Review Committee (JLARC) FINAL SUBMISSION, drafts, notes, worksheets, communications, estimates, and working documents for years 2019 - 2021

Via email: publicrecordsrequest@highlineschools.org

To whom it may concern,

Each state and local agency with at least \$100,000 of staff and legal costs associated with fulfilling public records requests in the preceding fiscal year is required to submit a report to the Joint Legislative Audit and Review Committee (JLARC). State and local agencies that spent less than \$100,000 may voluntarily submit reports (RCW 40.14.026(5)).

PUBLIC RECORDS REQUEST RCW 42.56

I request the following identifiable public records to be produced in the following order of production, newest to oldest by year:

1. Provide a complete copy of your agency Joint Legislative Audit and Review Committee (JLARC) report submitted by your agency to JLARC for the year 2021. Note: this identifiable record should be an exact copy of the answers submitted to the JLARC Public Records Request Reporting System.
2. Provide complete copies of any and all worksheets, drafts, estimates, notes, and emails related to the completion of your agency's final 2021 JLARC report and answers to the JLARC website questionnaire submitted for the year 2021.
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RECORDS INSTALLMENTS

If production of responsive records will be completed in multiple installments, please begin by producing records in the numerical order requested by subject matter and year. The most recent public records should be produced first.

PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

The use of 3rd party "portals" (Such as GOVQA or NEXTREQUEST) for communication and production of records in response to a public records request is optional for the requestor in the State of Washington. Respectfully we decline to use any 3rd party "portal" system, specifically GOVQA and NEXTREQUEST. Please provide all records electronically via direct email attachment, or via no password, no registration internet

cloud-based download link.

Please do not direct or invite us to use, register for, or communicate with your agency via any 3rd party portal including but not limited to FOIAOnline, GovQA, NextRequest, FOIAExpress, JustFOIA FOIADirect, WebForm, or any other commercial 3rd party records portal service. Please provide all electronic records in their native electronic format. Please do not create new records by printing native electronic files then scanning and re-printing these newly scanned prints for electronic production.

FEES

In the event that there are fees, please inform us of the total charges in advance of fulfilling the request in strict compliance with all provisions of the Washington State Public Records Act.

EXEMPTION LOGS

Please ensure all redactions or exemptions claimed by your agency in the production of responsive records are accompanied by a complete and detailed exemption log noting the valid legal reason for each exemption at each redaction location in the record produced, as well as the specific number of pages if any that your agency redacts or withholds in their entirety. Each redaction should be noted by footnote or by a clear reference to the specific justification for that redaction, and only the minimal exempt portion of any record may be withheld.

COMMERCIAL PURPOSE DECLARATION

The Washington State Public Records Act prohibits the disclosure of "lists of individuals" for a commercial purpose (RCW 42.56.070(8)). I declare this public records request is not being made for any commercial purpose whatsoever. Also, this public records request is not being made for a "list of individuals." This declaration satisfies all requirements of RCW 42.56 regarding prohibitions on lists and commercial purposes. No additional commercial purpose declaration will be completed for this public records request.

The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

This request was received in an email box no longer used to receive new requests or process requester responses to public records requests. This box is not regularly checked for requester responses. Please discontinue sending new requests or responses to this mailbox. You should have received an automatic reply to submit your request through our online portal GovQA. All requests are opened in processed through the portal. We see that you have not submitted your request through the porter. Here is the link to our online portal to submit your request:

<https://www.highlineschools.org/departments/records/public-records>. Please let us know if you are unable to submit the request through our portal so that we can open a new request for you. If you do not open a request through our portal within a couple of days, we will assume that you would like us to open it for you. P

Thank you,

Michelle Terry
Certified Public Records Officer
Highline Public Schools
Phone 206.631.3170

We ask tha

[Description: Description: cid:image001.png@01CC4B87.40EC2DF0]

Dear Anonymous Requester:

Thank you for your interest in public records of Highline Public Schools. Your request has been received and is being processed in accordance with the State of Washington Public Records Act, Chapter 42.56 RCW. Your request was received in this office on 11/14/2022 and given the reference number P000419-111422 for tracking purposes. NOTE: The day the request is received does not count as one of the five (5) days. Weekends and holidays observed by the agency are also excluded in the calculation. If your request has been submitted on the weekend, or on a holiday, the date received is the next business day. Records Requested: You don't often get email from 136812-29111241@requests.muckrock.com. Learn why this is important

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Highline Public Schools District
Washington Public Records Act Office
15675 Ambaum Blvd. SW
Burien, WA 98166

November 14, 2022

HIGHLINE PUBLIC SCHOOLS DISTRICT - Joint Legislative Audit and Review Committee (JLARC) FINAL SUBMISSION, drafts, notes, worksheets, communications, estimates, and working documents for years 2019 - 2021

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provide all records electronically via direct email attachment, or via no password, no registration internet cloud-based download link.

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The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

View request history, upload responsive documents, and report problems here:

<https://accounts.muckrock.com/accounts/login/?>

[next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-joint-legislative-audit-and-review-committee-jlarc-final-submission-drafts-notes-worksheets-communications-estimates-and-working-documents-for-years-2019-2021-136812%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouZfD%3AyBUumxXdX_tnGSIGz9pcfPLTwh7hMKN5vb7Ay-Ccj9o](https://accounts.muckrock.com/accounts/login/?next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-joint-legislative-audit-and-review-committee-jlarc-final-submission-drafts-notes-worksheets-communications-estimates-and-working-documents-for-years-2019-2021-136812%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouZfD%3AyBUumxXdX_tnGSIGz9pcfPLTwh7hMKN5vb7Ay-Ccj9o)

If prompted for a passcode, please enter:

EUBGKBKX

Filed via MuckRock.com

E-mail (Preferred): 136812-29111241@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 136812

263 Huntington Ave

Boston, MA 02115

PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable.

Not all public documents are available in electronic format. If the document(s) requested are not available electronically, we will make them available for inspection or by paper copy in accordance with the Public Records Act, Chapter 42.56 RCW.

Your request will be forwarded to the relevant department(s) to locate the information you seek and to determine the volume and any costs associated with satisfying your request. You will be contacted about the availability and/or provided with copies of the records in question. PLEASE NOTE: The State of Washington Public Records Act, Chapter 42.56 RCW, does not require a governmental body to create new information, to

do legal research, or to answer questions.

You can monitor the progress of your request at the link below and you'll receive an email when your request has been completed. Again, thank you for using the Records Center. Highline Public Schools
To monitor the progress or update this request please log into the Records Center
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/CustomIssues.aspx)

Dear Anonymous Requester ,

Thank you for registering with the Highline Public Schools Public Records Center.
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/SupportHome.aspx)

Please log in to the Records Center to update any contact or password information and to track the progress of your request.

Your Login ID is: 136812-29111241@requests.muckrock.com

If you have never used this system, your account has been created by a Highline Public Schools staff member. You may request a temporary password to track the status of your request, manage account information, and retrieve responsive records here: Request Temporary Password
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/ForgotPassword.aspx)

Thank you,

Highline Public Schools, WA. This is an auto-generated email and has originated from an unmonitored email account.
Please DO NOT REPLY

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of November 14, 2022., Reference # P000419-111422, Five-Day Letter

Dear Anonymous Requester,

Highline Public Schools received a public records request from you on November 14, 2022. This was located in a District email box that is no longer utilized to receive and process public records requests. All requests are processed through this portal. You indicated that you do not wish to correspond with us through this portal due to the need to create a login and password. We wanted to inform you that we have 2 ways of communicating with requesters, through this portal and through U.S. Mail. Since you indicated that you do not wish to utilize the portal to communicate with us, we assume that U.S. Mail is the best way to reach you. We will prepare all correspondence through the portal which will be automatically emailed to you and we will print a copy and send it to you through U.S. Mail. Thank you for providing us with your mailing address. We will search for records and provide the records to you in installments. The District will provide an estimated cost to you only if it will not delay processing this request.

The following is what you requested:

November 14, 2022

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The requested documents will be made available to the general public.

Thank you in advance for your anticipated cooperation in this matter. We look forward to receiving your response to this request within 5 business days, as the statute requires.

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<https://accounts.muckrock.com/accounts/login/>?

next=https%3A%2F%2Fwww.muckrock.com%2Faccounts%2Flogin%2F%3Fnext%3D%252Faccounts%252Fagency_login%252Fhighline-public-schools-district-29082%252Fhighline-public-schools-district-joint-legislative-audit-and-review-committee-jlarc-final-submission-drafts-notes-worksheets-communications-estimates-and-working-documents-for-years-2019-2021-

136812%252F%253Femail%253Dpublicrecordsrequest%252540highlineschools.org&url_auth_token=AAEh8PlgY5XbjNfC97GhukhAOHg%3A1ouZfD%3AyBUumxXdX_tnGSIGz9pcfPLTwh7hMKN5vb7Ay-Ccj9o

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EUBGKBKX

Filed via MuckRock.com

E-mail (Preferred): 136812-29111241@requests.muckrock.com

PLEASE NOTE OUR NEW ADDRESS

For mailed responses, please address (see note):

MuckRock News

DEPT MR 136812

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PLEASE NOTE: This request is not filed by a MuckRock staff member, but is being sent through MuckRock by the above in order to better track, share, and manage public records requests. Also note that improperly addressed (i.e., with the requester's name rather than "MuckRock News" and the department number) requests might be returned as undeliverable."

Please review a copy of our fee schedule which is located here

<https://www.highlineschools.org/departments/records/public-records>. We will inform you in advance if charges will apply and you will be given an opportunity to consent to the charges in advance.

(<https://www.highlineschools.org/departments/records/public-records>)

We will notify you by to provide you with an installment. This estimated time frame is based on the following factors: January 5, 2022,

The volume and complexity of other public records requests currently pending with the District The volume

and complexity of your request The fact that you requested records that may need to be redacted and redaction log created The fact that the district will be closed for an upcoming holiday

Please note that RCW 42.56.070 provides in part:

(8) This chapter shall not be construed as giving authority to any agency, the office of the secretary of the senate, or the office of the chief clerk of the house of representatives to give, sell or provide access to lists of individuals requested for commercial purposes, and agencies, the office of the secretary of the senate, and the office of the chief clerk of the house of representatives shall not do so unless specifically authorized or directed by law.....

Let us know if you have any questions.

Sincerely,

Michelle Terry

Certified Public Records Officer

Policy & Strategy

To monitor the progress or update this request please log into the Records Center
(https://highlineschool.mycusthelp.com/WEBAPP/_rs/RequestEdit.aspx?rid=419&coid=)

--- Please respond above this line ---

RE: PUBLIC RECORDS REQUEST of November 14, 2022., Reference # P000419-111422. First Installment (#1, #3, and #5 are now closed)

Dear Anonymous Requester,

We would like to correct the date that we will be providing your next installment. On your Five-Day Letter, we entered 2022 in error. We will contact you by January 5, 2023 as indicated below.

We have completed your first installment. This installment completes and closes your request for records for numbers #1, #3 and #5. There are no other records to provide to you for these numbers. As a courtesy, we are providing a link to the Joint Legislative Audit and Review Committee's Published Reports.

The following is what you requested:

1. Provide a complete copy of your agency Joint Legislative Audit and Review Committee (JLARC) report submitted by your agency to JLARC for the year 2021. Note: this identifiable record should be an exact copy of the answers submitted to the JLARC Public Records Request Reporting System. Answer: See the link and instructions below.

3. Provide a complete copy of your agency Joint Legislative Audit and Review Committee (JLARC) report submitted by your agency to JLARC for the year 2020. Note: this identifiable record should be an exact copy of the answers submitted to the JLARC Public Records Request Reporting System. Answer: See the link and instructions below.

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Answers to # 1, #3, and #5

JLARC Reporting Links:

The 2021 is located on the following website: <https://leg.wa.gov/jlarc/Pages/publicRecAdmin.aspx> (<https://leg.wa.gov/jlarc/Pages/publicRecAdmin.aspx>) To view the reports for 2019 and 2020, open the above link and follow the instructions below: Go to All Reports page of the JLARC website. You can scroll down to find 2019 and 2020 Reports or search for 2020 Public Records and 2019 Public Records in the search bar and they will appear for you. (<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleg.wa.gov%2Fjlarc%2FAuditAndStudyReports%2FPages%2Fdefault.aspx&data=05%7C01%7Cmichelle.terry%40highlineschools.org%7C74367052237d49929b9a08dac681fb5c%7Ce56e55358e7b44d0bfa81d50833ab846%7C1%7C0%7C638040558830306747%7CUnknown%7CTWfPbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VUrlswJcmjce4C0rG%2FnNPAjLFjoN%2BbSfIB%2FF70ICn44%3D&reserved=0>) -----

----- You can search in each of the dashboards, or there is a downloadable excel file for each year in the reports and that has all the reported data listed by agency and agency category. It's on the Data Dropdown-Overview and right above the table of all the metrics, in the last bullet there is a link to the excel file for that year's data.

Please review your installment within thirty (30) days. Pursuant to RCW 42.56.120, "If an agency makes a request available on a partial or installment basis, the agency may charge for each part of the request as it is provided. If an installment of a records request is not claimed or reviewed, the agency is not obligated to fulfill the balance of the request."

The District will continue working on the next installment of records responsive to your request and will notify you by , to provide you with your next installment. January 5, 2023

Sincerely,

Michelle Terry

Certified Public Records Officer

Policy & Strategy

Cc: Via US. Mail Five-Day Letter and First Installment (11/14/2022) to: MuckRock News

DEPT MR 136812

263 Huntington Ave

Boston, MA 02115

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Dear Anonymous Requester ,

We received your request for password assistance on 11/14/2022 8:14 PM. Please use the link below to create a permanent password that only you can remember. Set New Password This is an auto-generated email and has originated from an unmonitored email account. Please DO NOT REPLY

Via email: Publicrecordsrequest@highlineschools.org
Via email: Michelle.Terry@highlineschools.org

SHALL WE PLAY A GAME?

ORIGINAL REQUEST:

"PRODUCTION AND DELIVERY OF ELECTRONIC RECORDS

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RCW 42.56.080 - Identifiable records—Facilities for copying—Availability of public records. "Agencies shall not distinguish among persons requesting records..."

RCW 42.56.100 - Protection of public records—Public access "...fullest assistance"

Your agency communicates with every parent and citizen in the world via email, I think you can find your way to producing these requested public records via email as requested.

RCW 42.56.080 - Identifiable records—Facilities for copying—Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request has been made via email. Your agency has responded via email. This public records request will be honored and fulfilled by your agency via email as requested or we will seek relief under RCW 42.56.550.

Have a nice day.

-See you tomorrow.

Via email: Publicrecordsrequest@highlineschools.org
Via email: Michelle.Terry@highlineschools.org

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RCW 42.56.080 - Identifiable records—Facilities for copying—Availability of public records.

"...Agencies shall honor requests received in person during an agency's normal office hours, or by mail or email, for identifiable public records unless exempted by provisions of this chapter. No official format is required for making a records request; however, agencies may recommend that requestors submit requests using an agency provided form or web page."

This public records request has been made via email. Your agency has responded via email. This public records request will be honored and fulfilled by your agency via email as requested or we will seek relief under RCW 42.56.550.

Have a nice day.

-See you tomorrow.

Please refer to GovQA or US Mail to respond to public records request.
Thank you,

Michelle Terry
Certified Public Records Officer
Highline Public Schools
Phone 206.631.3170

[Description: Description: cid:image001.png@01CC4B87.40EC2DF0]

Via email: Michelle.Terry@highlineschools.org

Hello Ms. Terry,

Either you have not read my public records request and follow up emails or you are intentionally just being obstinate.

I will rephrase:

1. I will not use GOV QA.
2. Your agency will produce the identified requested public records via email.

You now have the option to either:

a. produce the requested public records,

or

b. silently withhold the public records and deny the records request.

You do not have the option of argument, or debate. My position is your agency is legally bound to provide the records via email (RCW 42.56.080).

The burden of proof shall be on your agency to establish that refusal to permit copying of these public records is in accordance with statute that exempts or prohibits disclosure in whole or in part of the records.

Basically your argument would be... "Highline Public Schools District REFUSES to use email to produce public records, because we don't want to."

Sure. Good luck with that.

You dont need to be reminded you are a public employee do you? Public. A very important concept and very important word.

Please produce the requested record as soon as possible.

Thank you.

-See you tomorrow.

Date: Tue, 15 Nov 2022

From: Michelle Terry <michelle.terry@highlineschools.org>

Subject: RE: Washington Public Records Act Request #P000419-111422

Please refer to GovQA or US Mail to respond to public records request.

Thank you,

Michelle Terry
Certified Public Records Officer
Highline Public Schools
Phone 206.631.3170

Hello Ms. Terry,

BIG *SIGH*

I have requested JLARC records from HIGHLINE PUBLIC SCHOOLS DISTRICT. If I want records from the Joint Legislative Audit and Review Committee I am pretty sure I know how to get a hold of them. You are a public records officer right? You do know it is a violation of the Public Records Act RCW 42.56 to refer a requestor to a 3rd party for responsive records identified as held by your agency?

Please confirm your agency has no responsive records for # 1 # 3 and # 5 and you have in fact closed this portion of my request.

Thanks.

"Answers to # 1, #3, and #5

JLARC Reporting Links:

The 2021 is located on the following website: <https://leg.wa.gov/jlarc/Pages/publicRecAdmin.aspx>
(<https://leg.wa.gov/jlarc/Pages/publicRecAdmin.aspx>) To view the reports for 2019 and 2020, open the above link and follow the instructions below: Go to All Reports page of the JLARC website. You can scroll down to find 2019 and 2020 Reports or search for 2020 Public Records and 2019 Public Records in the search bar and they will appear for you.
(<https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Fleg.wa.gov%2Fjlarc%2FAuditAndStudyReports%2FPages%2Fdefault.aspx&data=05%7C01%7Cmichelle.terry%40highlineschools.org%7C74367052237d49929b9a08dac681fb5c%7Ce56e55358e7b44d0bfa81d50833ab846%7C1%7C0%7C638040558830306747%7CUnknown%7CTWFpbGZsb3d8eyJWljiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ikl1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=VUrslwJcmjce4C0rG%2FnNPAjLFjoN%2BbSflB%2FF70ICn44%3D&reserved=0>) -----

----- You can search in each of the dashboards, or there is a downloadable excel file for each year in the reports and that has all the reported data listed by agency and agency category. Itâ€™s on the Data Dropdown-Overview and right above the table of all the metrics, in the last bullet there is a link to the excel file for that yearâ€™s data. "

Dear Anonymous,

We would like you to discontinue sending requester responses to email boxes that are not checked for requester responses. We have set up 2 ways for requesters to respond, 1. Electronically through the GovQA Portal, 2. US Mail. Please respond to us by utilizing the procedures that we have set in place to provide the best service to the community. Thank you,

Michelle Terry
Certified Public Records Officer
Highline Public Schools
Phone 206.631.3170

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