

RAVENA-COEYMANS-SELKIRK CSD PO Box 100, 15 Mountain Rd, Ravena, NY 12143 • Phone: 518-756-5200 • Fax: 518-756-4561

**www.rcscsd.org**

Dr. Brian Bailey, *Superintendent of Schools, Ext. 6003*

 C. Fred Engelhardt Jr., *Assistant Superintendent for C&I, Ext. 6003*

Joanne Moran*, School Business Manager, Ext.6000*

Sue Starr, *School* *District Clerk, Ext. 6000*

August 8, 2022

MuckRock News

Attn: Jackson Parker
DEPT MR 129531
263 Huntington Ave
Boston, MA 02115

Dear Mr. Parker:

I am in receipt of your FOIL request dated August 5, 2022 pursuant to the New York State Freedom of Information Law regarding Any and all emails, paper communications, phone logs, text messages, receipts, invoices, memorandum, meeting notes from/to/cc anyone with the following certifications/licenses/titles:

- School Building Leader
- School Administrator / Supervisor
- School District Leader
- School District Business Leader
- School Board Member

which contain the statement "new normal".

Please be advised that the District is working to ascertain what documents, if any, exist that are responsive to your request.  It is expected that your request will be responded to no later than twenty business days or before, from the date of this letter.

Sincerely,

Suzanne Starr

School District Clerk

Records Access Officer

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