

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*

**VIA ELECTRONIC MAIL**

Jackson Parker

132216-79544274@requests.mucrock.com

Re: Response to Freedom of Information Law Request

Dear Mr. Parker:

 This will respond to your New York State Freedom of Information Law (“FOIL”) requests received by me on August 5, 2022 and follows my initial response to you acknowledging receipt of those request August 8, 2022. I am responding to your request as the Records Access Officer of the Ravena-Coeymans-Selkirk Central School District. In your requests you seek:

1. All records, communications or briefings created, generated, forwarded, transmitted, sent, shared, received, or reviewed by any district official in any way describing or attempting to describe the definition of the phrase "new normal", including but not limited to any record located on backup tapes, archives, any other recovery, backup, storage or retrieval system, district electronic mail or message accounts, non-district electronic mail or message accounts, personal electronic mail or message accounts, district servers, non-district servers, and personal servers, as well as any electronic mail or message carbon copied to district account recipients, any electronic mail or message carbon copied to non-district account recipients, any electronic mail or message forwarded to district account recipients, any electronic mail or message forwarded to non-district account recipients, and attachments to any electronic mail or message.
2. Any and all emails, paper communications, phone logs, text messages, receipts, invoices, memorandum, meeting notes from/to/cc anyone with the following:
* School Building Leader
* School Administrator /Supervisor
* School District Leader
* School District Business Leader
* School Board Member

 which contain the statement “new normal”. Be sure to include contents of attachments

 to emails.

 Please be advised that after a search and investigation, the District appears to be in possession of approximately 83 pieces of correspondence that may be responsive to your request, with the vast majority being unsolicited, commercial advertisements from various vendors. Given the scope of records within the District’s possession that may be responsive your request, as currently drafted, we respectfully ask that you consider refining your request, so that the District can narrow its response to provide you with only those records you are actually seeking, if the District is in possession of such records. Of course, should you still wish to proceed with your initial request set forth above, the District will have to print such records in order to review them appropriately and redact them, if necessary.

Therefore, it will be necessary for you to remit payment to the Ravena-Coeymans-Selkirk Central School District in the amount of $375.25 which is equal to 1501 pages of records at $.25 per page. Upon receipt of your payment, the Ravena-Coeymans-Selkirk Central School District will make those records available to you.

 Any appeal of this decision should be made within thirty (30) days, in writing to the Superintendent of School and can be contacted at Ravena-Coeymans-Selkirk CSD, P.O. Box 100, Ravena, NY 2143, email address: bbailey@rcscsd.org or 518-756-5200 Ext. 6003

 Sincerely,

 Suzanne Starr

 Records Access Officer

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