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Board of Directors:

Jay Hagen
Shaunna Ballas
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Josh Seek
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October 28, 2021

David Holtgeerts
507 Peterson
Mattawa, WA 99349

Mr. Holtgeerts,

This letter confirms that on October 28, 2021 the Snohomish School District received your letter conveying a Public Records Request pursuant to RCW 42.56.520 in which you requested the following:

1. Employees that received a religious exemption
2. Employees that did not receive a religious exemption.
3. All interview notes (attorney and district employees)
4. All letters from employee to the school district (regarding religious exemptions)
5. All letters from the Snohomish School District to employees (regarding religious exemptions)

Due to the breadth of your request, the District estimates that it will be able to provide copies of non-exempt, non-privileged documents responsive to your request by November 30, 2021. The additional time is required to locate and assemble the records you have requested and to review them to determine whether they contain any information that is exempt from disclosure. If practicable, the District will endeavor to provide its response in installments.

If you have any questions or concerns, please contact me at 360-563-7280 or via email at kim.radek@sno.wednet.edu.

Regards,

Kim Radek
Snohomish School District
Executive Assistant to the
Superintendent