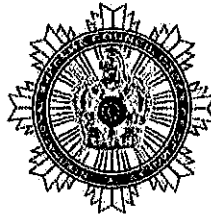


THE INTERNATIONAL SUPREME COUNCIL
ORDER OF DEMOLAY

Robert W. Cockerham
Executive Officer in Missouri
Past Grand Master



Missouri DeMolay
11541 Lakeshore Drive
Creve Coeur, MO 63141
Phone/Fax (314) 414-1919
Phone/Fax (877) 318-1919
eo@modemolay.org

November 22, 2016

Ms. Kathy L. Looten
Records Custodian
Springfield R-XII School District
1359 E. St. Louis
Springfield, MO 65802-3409
klooten@spsmail.org

Re: Request for Directory Information

Dear Ms. Looten:

Pursuant to your enclosed November 22, 2016 letter, please find a check in the amount of \$51.50 for the list we are requesting. Also, per to our conversation, please provide the list for only the male students.

Please email the Excel file to me at eo@modemolay.org.

If you have any questions or need any further information from us, please contact me at your convenience. We appreciate your prompt and courteous attention to this request.

Sincerely,

A handwritten signature in black ink that reads "Robert W. Cockerham".

Robert W. Cockerham
Executive Officer
Missouri DeMolay

Enclosures



*Engaging. Relevant. Personal.
Every Learner – Every Day*

November 22, 2016

Mr. Robert W. Cockerham
Missouri DeMolay
11541 Lakeshore Drive
St. Louis, MO 63141

Sent Via Email

Dear Mr. Cockerham:

This letter will respond to your letter dated November 18, 2016, which was received by me via email that day. Your letter indicates that it was sent pursuant to the Missouri Sunshine Statute and requests the following:

“ . . . the names, addresses, and telephone numbers of all students in your School District for the 7th through 12th grades.”

Initially it is noted that in order to be subject to disclosure under the Missouri Sunshine Law, documents must constitute “public records” of the “public governmental body.” In the case of the School District of Springfield, R-12, the “public governmental body” is the Board of Education for the School District of Springfield, R-12.

The term “public records” is defined in Section 610.010(6) RSMo. as follows:

(6) “Public record,” *any record*, whether written or electronically stored, retained by or of any public governmental body including any report, survey, memorandum, or other document or study prepared and presented to the public governmental body by a consultant or other professional service paid for in whole or in part by public funds, including records created or maintained by private contractors under an agreement with a public governmental body or on behalf of a public governmental body; provided, however, that personally identifiable student records maintained by public educational institutions shall be open for inspection by the parents, guardian or other custodian of students under the age of eighteen years and by the parents, guardian or other custodian and the student if the student is over the age of eighteen years. The term “public record” shall not include any internal memorandum or letter received or prepared by or on behalf of a member of a public governmental body consisting of advice, opinions and recommendations in connection with the deliberative decision-making process of said body, unless such records are retained by the public governmental body or presented at a public meeting. Any document or study prepared for a public governmental body by a consultant or other professional service as describe in this subdivision shall be retained by the public governmental body in the same manner as any other public record.” [emphasis added]

Generally, the District will not provide you with any public documents which may be encompassed by your requests and which are closed records under the Sunshine Law. Included in these closed public documents, but not in limitation thereof, are the following:

- The minutes of closed meetings of the Board of Education which were closed pursuant to Section 610.021 RSMo, and not otherwise required to be revealed;
- Privileged communications between the Board of Education or its representatives and its attorneys pursuant to Sections 610.021(1) and (14) RSMo;
- Records involving the hiring, firing, disciplining or promoting of particular employees by the Board of Education when personal information about the employee is discussed or recorded, except those public records which have been made public pursuant to Section 610.021(3) RSMo;
- Records involving software codes for electronic data processing and documentation thereof pursuant to Section 610.021(10) RSMo;
- Documents which constitute individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment, pursuant to Section 610.021(13) RSMo;
- Records which are protected from disclosure by law pursuant to Section 610.021(14) RSMo, including but not limited to information covered by the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g;
- Confidential or privileged communications between a public governmental body and its auditors, including all auditor work product pursuant to Section 610.021(17) RSMo;
- Credit card numbers, personal identification numbers, digital certificates, physical and virtual keys, access codes or authorization codes that are used to protect the security of electronic transactions between the Board of Education and a person or entity doing business with the Board pursuant to Section 610.021(21) RSMo.

With this information in mind, the District's Board of Education provides you with the following response concerning your request for public documents.

Request: "... the names, addresses, and telephone numbers of all students in your School District for the 7th through 12th grades."

Response: The public records you have requested are available and will be provided to you upon payment of a reasonable retrieval and processing fee which is set out below.

Retrieval, Processing and Copying Fees

In matters such as these, the District charges the reasonable fees allowed by the Missouri Sunshine Statute, Section 610.026 RSMo. Duplication fees include a per copy cost, not to exceed ten cents per regular sized page and an hourly fee for the time spent duplicating the documents. Retrieval and processing fees are based on the average hourly rate of pay for the staff involved in the retrieval and processing process.

The cost for the retrieval and processing of the public records you have requested is fifty-one dollars and fifty cents (\$51.50). We will provide you with the requested records upon receipt of that amount.

Thank you for your request.

Sincerely,

Kathy L. Looten

Kathy L. Looten
Executive Office Liaison/Records Custodian

cc: Ransom A. Ellis, III

Looten, Kathy

From: Looten, Kathy
Sent: Monday, December 05, 2016 2:09 PM
To: 'Robert Cockerham'
Subject: RE: Labels for Missouri DeMolay - Grade 7 thru 12 Males Only.xlsx
Attachments: Labels for Missouri DeMolay - Grade 7 thru 12 Males Only.xlsx

Mr. Cockerham,

Attached please find the student listing you requested. This list contains the active mail students in grades 7 through 12.

Thank you and have a great afternoon,

Kathy

*Kathy L. Looten
Executive Office Liaison
Office of the Superintendent
Springfield Public Schools
1359 E. Saint Louis Street
Springfield, MO 65802
417-523-0026*