

Looten, Kathy

Subject: Open Records Request for Springfield Public Schools

From: Laura Pomerance <records@nctq.org>
Date: October 16, 2017 at 12:59:40 PM CDT
To: <jejungmann@spsmail.org>
Subject: Open Records Request for Springfield Public Schools
Reply-To: <records@nctq.org>

October 16, 2017

Dr. John Jungmann
Springfield Public Schools

Dear Dr. Jungmann:

The National Council on Teacher Quality (NCTQ) works to ensure that every child has an effective teacher. For that purpose, we collect information on the institutions that play a role in training future teachers.

To learn about how teacher preparation programs place their student teacher candidates, we request the following documents from Springfield Public Schools as provided for by Missouri Sunshine Law, Missouri's regulation regarding public records:

- 1) One copy of any and all contracts, memoranda of agreement, memoranda of understanding, placement agreements, or like documents which the Springfield Public Schools has entered into with any institution(s) of higher education during the 2016-2017 or 2017-2018 school years regarding placement of teacher candidates in student teaching arrangements in district schools.
- 2) One copy of any letters or documents received by the Springfield Public Schools from institutions of higher education during the 2016-2017 or 2017-2018 school years requesting cooperating teachers and/or explaining the process by which cooperating teachers are selected.
- 3) One copy of each type of form returned by the Springfield Public Schools to institutions of higher education during the 2016-2017 or 2017-2018 school years to provide information about cooperating teachers. Please do NOT send completed applications! Please send blank or redacted copies. We are seeking information about the forms or applications, not individual cooperating teachers.
- 4) One copy of any handbook regarding student teaching arrangements provided to the Springfield Public Schools by any institution(s) of higher education during the 2016-2017 or 2017-2018 school years.

If you have questions about this request, please do not hesitate to get in touch with me via email or telephone.

I request that you produce this material in electronic format when possible. Please send files to me at records@nctq.org.

Finally, I ask if you have no such documents, please inform me.

Thank you very much for your help.

Sincerely,

Laura Pomerance

Laura Pomerance
Senior Analyst
Teacher Preparation Studies
National Council on Teacher Quality
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Washington, DC 20005
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The School District of Springfield R-12
Office of the Superintendent

October 19, 2017

Ms. Laura Pomerance
Senior Policy Analyst
National Council on Teacher Quality
records@nctq.org

Dear Ms. Pomerance,

This letter will respond to your email dated October 16, 2017, which was addressed to Dr. John Jungmann of the Springfield Public Schools, R-12. The email was forwarded to me on that same date. Your email requests certain public records pursuant to the Missouri Sunshine Statute.

Further, 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; 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." [emphasis added]

Generally, the District will not provide you with any public documents which may be encompassed by your request and which are closed records under the Sunshine Law. Included in these closed public documents 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 Section 610.021(1) 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 related to a negotiated contract until a contract is executed, pursuant to Section 610.021(12) 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 requests for public documents.

Request No. 1: "One copy of any and all contracts, memoranda of agreement, memoranda of understanding, placement agreements, or like documents which the Springfield Public Schools has entered into with any institution(s) of higher education during the 2016-2017 or 2017-2018 school years regarding placement of teacher candidates in student teaching arrangements in district schools."

Response: Please see attached documents.

Request No. 2: “One copy of any letters or documents received by the Springfield Public Schools from institutions of higher education during the 2016-2017 or 2017-2018 school years requesting cooperating teachers and/or explaining the process by which cooperating teachers are selected.”

Response: We have no records that match this request.

Request No. 3: “One copy of each type of form returned by the Springfield Public Schools to institutions of higher education during the 2016-2017 or 2017-2018 school years to provide information about cooperating teachers. Please do NOT send completed applications! Please send blank or redacted copies. We are seeking information about the forms or applications, not individual cooperating teachers.”

Response: We have no records that match this request.

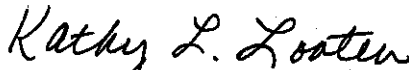
Request No. 4: “One copy of any handbook regarding student teaching arrangements provided to the Springfield Public Schools by any institution(s) of higher education during the 2016-2017 or 2017-2018 school years.”

Response: We have no records that match this request.

Additional information can be found on our district website at:
<http://www.springfieldpublicschoolsmo.org/pages/SPSMO/About/Departments/HR/HRLinks/StudentTeaching>

Thank you for your request.

Sincerely,



Kathy Looten
Executive Office Liaison/Records Custodian

cc: Ransom A Ellis, III