VIA BVSD OPEN RECORDS PORTAL
Custodian of Records
Boulder Valley School District
Office of Legal Counsel
6500 Arapahoe Road
Boulder, Colorado 80303

Re: CORA Request – Modifications to LRAC Metrics and Recommendations

Dear Custodian of Records:

Pursuant to the Colorado Open Records Act ("CORA"), C.R.S. §§ 24-72-201 to 206, I request inspection and electronic copies of the public records identified below concerning any BVSD Board or District staff action or communication modifying the attached "Long Range Advisory Committee Metrics and Recommendations."

I. Definitions

"Communication" means any exchange, transmission, or sharing of information, whether written or electronic, including emails, text messages, SMS or MMS messages, Microsoft Teams messages or chats, instant messages, memoranda, letters, presentations, attachments, comments, and notes reflecting oral communications.

"Long Range Advisory Committee Metrics and Recommendations" or "LRAC" means the metrics, criteria, recommendations, findings, and supporting materials presented to the Board of Education on or about June 13, 2023 by or on behalf of the Long Range Advisory Committee concerning declining enrollment, school consolidation, school closure, school reconfiguration, attendance boundaries, facility utilization, or related matters.

"Modify" (and its derivatives, including **"modification," "modifying,"** and **"modified"**) means to modify, revise, alter, replace, supplement, disregard, depart from, or abandon.

"Relevant Time Period" means June 13, 2023 through August 25, 2026.

II. Records Requested

1. Communications Concerning Modifications to LRAC Metrics and Recommendations

Communications between or among Board members, District employees, administrators, consultants, contractors, or advisors concerning:

1. modification of any LRAC metric or recommendation;
2. reasons for modifying any LRAC metric or recommendation;
3. discussions regarding whether any LRAC metric or recommendation would or would not be followed in future planning processes; and
4. Board direction, staff direction, administrative decisions, or consultant recommendations concerning such actions or communications.

2. Records Sufficient to Show Modifications

Records sufficient to show any action taken to modify any LRAC metric or recommendation, including but not limited to:

1. memoranda;
2. reports;
3. presentations;
4. recommendation documents;
5. briefing materials;
6. consultant analyses;
7. comparison documents;
8. decision records; and
9. records reflecting the rationale for the change.

3. Records Identifying Decision-Makers

Records sufficient to identify:

1. the persons or entities who proposed, approved, recommended, directed, or implemented any modification to an LRAC metric or recommendation;
2. the date or approximate timeframe when such modification was made; and
3. the basis or rationale provided for the modification.

4. Board Consideration and Approval

Records sufficient to show whether any modification to a LRAC metric or recommendation was:

1. presented to the Board of Education;
2. discussed by the Board of Education;
3. approved by the Board of Education;
4. rejected by the Board of Education; or
5. implemented without formal Board action.

III. Search Methodology and Costs

If the District determines that no responsive records exist for any numbered request or identifiable category of records described in a numbered request, please indicate that fact. The requester seeks this information because the absence of such records may itself be responsive to the issues addressed by this request.

If responsive records are withheld, excluded, or not searched for based on custodians, systems, platforms, search terms, or date restrictions, please identify the applicable limitation. If the District performs keyword searches, please identify the primary search terms used.

If the District determines that the total charges associated with responding to this request will exceed $250, please provide a written estimate identifying, to the extent reasonably practicable:

1. the estimated hours associated with each numbered request;
2. the categories of records, custodians, or systems driving those estimated costs;
3. any request category that the District believes is disproportionately burdensome; and
4. any narrowing that the District believes would materially reduce the associated burden.

This information is requested to facilitate further narrowing of the request if necessary.

V. Form of Production

Please produce records electronically whenever available. For spreadsheets, databases, and analytical records, please provide native electronic files where reasonably practicable, preserving formulas, worksheets, fields, comments, and functionality. For emails, please include associated attachments and information sufficient to identify sender, recipient(s), date, time, and subject.

To the extent responsive records contain information exempt from disclosure, please redact only the exempt material and produce all reasonably segregable nonexempt portions. For each record or category withheld in whole or in part, please identify the statutory or other legal basis for withholding or redaction with sufficient specificity to permit evaluation of the asserted exemption.

VI. Records Already Publicly Available

If a responsive record is already publicly available online, the District may satisfy that portion of the request by providing a direct link to the specific responsive record. Please do not respond solely with a general link to a website or repository requiring the requester to independently determine which records are responsive.

Thank you for your attention to this request.

Sincerely,



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