



ATTLEBORO PUBLIC SCHOOLS

ONE BLUE PRIDE WAY • ATTLEBORO, MA 02703 • TELEPHONE: 508.222.0012

DAVID A. SAWYER • SUPERINTENDENT OF SCHOOLS

March 10, 2026

Joseph Ford

joseph.k.ford@gmail.com

Dear Mr. Ford:

I am in receipt of your request for records sent via e-mail on February 18th. You appear to be requesting the following:

Records concerning Attleboro Public Schools professional development (PD) activities for the last five (5) years, as well as any PD already scheduled to occur in the future.

Timeframe

- Past 5 years: February 18, 2021 through February 18, 2026
- Future: Any PD already scheduled from February 18, 2026 forward (including tentative or contracted items)

Records Requested (PD programs, trainings, workshops, courses, consultants, vendors) Please produce records sufficient to identify, for each PD program/training:

1. **Program name/title** (and series name, if applicable)
 2. **Vendor/provider/consultant** (company/organization name and individual presenter(s), if applicable)
 3. **Date(s), duration, and format** (in-person/virtual/hybrid; number of sessions/hours)
 4. **Target audience** (districtwide, school-specific, role-specific; number of attendees if tracked)
 5. **Location** (if in-person)
1. **Cost information**, including:
 - Total cost paid and/or cost per participant
 - Contracts, purchase orders, invoices, receipts, and payment records
 - Funding source if indicated (e.g., general fund, grant name, federal relief funds, etc.)
 2. **Content and objectives**, including:
 - Agendas, course outlines, slide decks, handouts, training materials, and learning objectives
 - Any description of what was taught (scope/topics/competencies)
 3. **Implementation and follow-up records**, if maintained:
 - Attendance rosters/sign-in sheets (names may be redacted as needed)
 - Certificates of completion
 - Evaluations/feedback summaries, post-training surveys, and results reports
 4. **Future PD already set to occur**, including:
 - PD calendars, schedules, internal announcements, and registration links
 - Signed/unsigned contracts, scopes of work, statements of work, planned agendas, and estimated costs



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First, please be advised that the Attleboro Public School District does not maintain any record which includes all of the data you are requesting, and the Public Records Law does not require the Attleboro Public School District to create any record(s) in response to a request. The various categories of data you requested are available but need to be provided through a combination of different categories of documents. While it is the Attleboro Public School District's intent to comply with your request, given the number of documents that would need to be reviewed and copied, and the amount of staff time necessary to respond to the request, we are unable to waive the fees associated with this service.

Therefore, in accordance with 950 CMR 32.06(2), I am providing you with the following estimate as to the anticipated fees for compliance with your request and the following step by step explanation describes how the fee estimate was calculated:

Preliminary Scan and Volume Estimate

For the duration of the five-year timeline requested, the District identified approximately a total of 1,212 sections of professional development requiring individualized review. Based on the District's preliminary scan, these sessions include a mixture of sessions led by District staff, and outside consultants.

Nature of the Professional Development Request

The records requested including, Title, Vendor/provider/consultant, date(s), duration, format, target audience, and location are generated from a search of the professional development system.

Cost Information

For each section, the cost information including total cost paid and/or cost per participant, contracts, purchase orders, invoices, receipts, and payment records will need to be gathered from different departments. The District conservatively estimated an average search and review time of approximately 30 minutes per section, which equates to two (2) sections per hour.

Content and Objectives

For each section, the agendas, course outlines, slide decks, handouts, training materials, and learning objectives will need to be gathered from all departments that lead the training. The District conservatively estimated an average search and review time of approximately 30 minutes per section, which equates to two (2) sections per hour.

Implementation and Follow up

For each section, attendance rosters will be reviewed. Certificates of completion are not generated in the system and are not maintained. Evaluations/feedback summaries are not maintained in the system.

Future Professional Development

Future professional development calendars, sessions, announcements, and registration links already scheduled will be provided along with any contracts, scope of work, agendas, and cost.



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Total Time Calculation

Applying this conservative review rate to approximately 1,212 sections of professional development, the District estimated approximately 606 hours of employee time would be required to complete the search, collection, review, and redaction process.

Application of Statutory Fee Rules

Consistent with M.G.L. c. 66, § 10 and 950 CMR 32.07(2)(m), the District excluded the first two hours of employee time. The remaining 604 hours were calculated at \$25.00 per hour, which is equal to or less than the hourly rate of the lowest-paid District employee with the requisite skill to perform the search, collection, review, and redaction of the requested records.

Total Fee Estimate: (606-2=604) hours x \$25.00 per hour = \$15,100

The estimate was calculated in good faith, reflects a conservative assessment of the time required, and does not capture the full amount of time that may ultimately be necessary to complete the full search, collection, review, and redaction of 1212 professional development sections. The estimate was intentionally calculated conservatively and in the interest of facilitating public access to records.

The District remains fully committed to fulfilling your public records request in accordance with the Public Records Law and to providing timely access to records that are properly subject to disclosure. However, given the number of professional development sections provided in the five-year time frame, and the number of departments implicated, the District respectfully requests that the requestor revise, condense, and narrow the identified request. Clarifying and consolidating this request will enable the District to identify the specific records to efficiently process the request.

In accordance with M.G.L. c. 66, § 10 and 950 CMR 32.07(2)(m), Please contact my office at your earliest convenience to confirm your request and to provide us with a check in this amount made payable to Attleboro Public Schools before we process your request. The District's fee estimate of \$15,100 was provided in good faith

You may appeal this response to the Supervisor of Public Records pursuant to 950 CMR 32.08(1)(d). By law, the Supervisor is required to respond within 10 business days of receipt of your appeal. You may also seek judicial review of an unfavorable response by commencing a civil action in the superior court, under G.L. c. 66, §10A(c).

Sincerely,

A handwritten signature in blue ink that reads 'D.A. Sawyer'.

David A. Sawyer, Superintendent
Records Access Officer/Attleboro Public Schools