



February 2, 2019

Mountain View Whisman School District
1400 Montecito Avenue
Mountain View, CA 94043

Re: Public Records Act Request

To Whom It May Concern:

Bullis Mountain View ("BMV" or "Charter School") has made a request for facilities ("Request") from the Mountain View Whisman School District (the "District") under Section 47614 of the Education Code ("Proposition 39").

Pursuant to the California Public Records Act, Government Code Section 6250 *et seq.*, the Charter School hereby requests the following records related to the following: Mariano Castro Elementary, Theuerkauf Elementary, Vargas Elementary, Edith Landels Elementary, Frank Huff Elementary, Monta Loma Elementary, Benjamin Bubb Elementary, Gabriela Mistral Elementary, Stevenson Elementary (the "Comparison Schools"):

1. Campus maps and any other map-like documents which identify the rooms and other spaces on the Comparison Schools sites.
2. Any and all records regarding the capacity of the Comparison Schools' facilities.
3. Any and all records regarding the 2017-2018 and 2018-19 enrollment and ADA as well as 2019-2020 enrollment and ADA projections for the Comparison Schools. We request that the data be individually set out for each school for each year listed and broken down by grade level. These records should include any records related to the projections of ungraded ADA at the Schools for these years. This request does not seek any data regarding charter school ADA.
4. Any and all records related to and including Master Schedules and room assignment documents for the 2017-2018 and 2018-2019 school years for the Comparison Schools.
5. Any and all records regarding the current and projected use of each room and/or space at Comparison Schools including, but not limited to the designated use for each room and space during the 2017-2018 and 2018-19 school years.
6. Any and all records describing the physical school site of the Comparison Schools, including, but not limited to, the square footage of the site, the square footage of each room, the types and amounts of space at the site, and the facilities at the site.
7. Any and all records related to the types and amounts of teaching station, specialized classroom and non-teaching station space available for, provided to, and/or accessible by students in the Comparison Schools.



8. The number of current full-time teachers and their room assignments at the Comparison Schools, and any lists, rosters, reports, memoranda, or other records identifying such number.

To clarify, for purposes of this request: (1) the term “records” includes any “writing” containing information relating to the conduct of the public's business prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics; (2) the term “writing” means any handwriting, typewriting, printing, Photostatting, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored; and (3) the terms “and” and “or” are terms of inclusion and not of exclusion and shall have both conjunctive and disjunctive meanings, and the words “any” and “all” mean each and every.

Please determine the accessibility of these documents within ten (10) days of receipt of this letter and notify me as to the status of the District’s response. If any of the records responsive to this request are stored on computer, please provide a copy of the records on CD-ROM or other media that will enable us to load the records onto a computer. Please transmit the records in the same format (e.g., PDF) as maintained by the District. The Charter School would prefer to receive all responsive records in electronic format, where appropriate.

To expedite the delivery of the requested records, please provide a receipt with your response indicating the charges for each document so that the Charter School may immediately mail payment to the District and minimize delays in processing this request. If the District does not maintain one or more of the public records requested, please inform us as to which person or agency does maintain this record and please provide the name and address of any such person and agency. Please identify the Charter School in all responses and send the requested materials to the address below:

To Charter School at:
Jennifer Anderson-Rosse
jrosse@bullismountainview.com
102 W. Portola Ave., Los Altos, CA 94022

We anticipate your response within ten (10) working days of receipt of this letter, as required by Government Code Section 6253(c). Furthermore, we agree to pay any reasonable copying and postage fees. However, for records transmitted in electronic form, the Charter School would not expect the District to charge a copying fee because no records will have been copies.

Sincerely,
Jennifer Anderson-Rosse
BMV