

October 27, 2021

Ms. Marcella E. Franczkowski, M.S.
Assistant State Superintendent
Maryland State Department of Education
Division of Special Education/Early Intervention Services
200 West Baltimore Street
Baltimore, Maryland 21201

Re: Public Information Request

Dear Ms. Franczkowski:

I am writing to request access to certain records which are in the possession of the Maryland State Department of Education (MSDE). I make this request under the Maryland Public Information Act (MPIA), General Provisions Article (GP) §§4-101 through 4-362, Annotated Code of Maryland, in order to exercise my rights and to encourage others to exercise their rights under the following laws and regulations:

1. Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. § 794, its implementing regulations, 34 C.F.R. §104;
2. Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12131, its implementing regulations, 28 C.F.R. §35; and/or
3. The Individuals with Disabilities Education Act (IDEA), 20 U.S.C. §§ 1411-1417, its implementing regulations, 34 C.F.R. §300.

Definitions:

1. **Deputy Superintendent** means Deputy State Superintendent of Teaching and Learning, MSDE;
2. **Current Deputy Superintendent** means **Deputy Superintendent** as of the date of this letter;

3. **Supervisor** means the official assigned to directly supervise and/or manage a staff, regardless of whether the official actually supervises and/or manages. For example, Dr. Carol Williamson, who previously held the position of **Deputy Superintendent** was your **Supervisor**. Dr. Williamson will be referred to as the **Previous Supervisor**;
4. **Current Supervisor** means **Supervisor** as of the date of this letter; and
5. **Email Address** means electronic mail (email) address assigned for performing official duties at the MSDE. For example, your **Email Address** is marcella.franczkowski@maryland.gov, and **Email Address** of the **Previous Supervisor** was carol.williamson@maryland.gov.

The above definitions are used in the below descriptions of records for which I seek access. I request access to the following records (collectively, the “Records”):

Record #1:

Any one record which will reveal to me the **Email Address** of your **Current Supervisor**.

Record #2:

Email you received between August 15, 2021 and October 15, 2021 informing that you have been assigned a new **Supervisor**.

Record #3:

MSDE Organizational Chart, effective as of the date of this letter, which documents the name of your **Current Supervisor**.

Record #4:

Any one email sent by your **Current Supervisor** which will reveal to me his/her **Email Address**.

Record #5:

Any one email received by your **Current Supervisor** which will reveal to me his/her **Email Address**.

Record #6:

Any one record which will reveal to me the **Email Address** of the official who is appointed to replace the **Previous Supervisor**.

Record #7:

Any one record which will reveal to me the **Email Address** of the **Current Deputy Superintendent**.

Record #8:

Any one record describing the MSDE policy and/or procedure(s) you relied on to temporarily conceal, between September 01, 2021 and October 11, 2021, from me the information that the **Previous Supervisor** left the MSDE.

Record #9:

Any one record describing the MSDE policy and/or procedure(s) you relied on to withhold the contact information, of the official appointed to the position of **Current Deputy Superintendent**, from me between September 01, 2021 and October 26, 2021.

Record #10:

Any one record describing the MSDE policy and/or procedure(s) you relied on to not respond to my request to provide contact information, of the official appointed to the position of **Current Deputy Superintendent**, between October 19, 2021 and October 26, 2021.

General Information:

The Records include, but not limited to, all types of records regardless of the method of storage, including electronic records. The Records include, but not limited to, all types

Ms. Marcella E. Franczkowski

October 27, 2021

Page 4 of 4

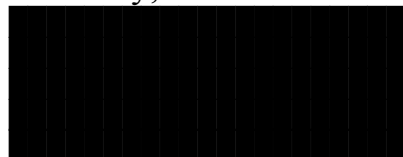
of records regardless of the location of storage, whether it is in a file, on a computer, cloud, server, central system, central location or somewhere else.

I plan to make the information from the Records available to the public through my website specified in this letter to encourage them to exercise their rights under the laws and regulations listed in this letter. I request waiver of the fees, if any, to process this request.

Please contact me to confirm the receipt of this request. I request you to keep a copy of this letter in the appropriate file and request you to provide me with a copy of the Records as soon as possible. You may provide me with copies of the Records via email using my email address at the top of this letter. In your response, please include clear response for each group of records numbered in this letter, by numbering as I did in this letter. If the Records do not exist for any of the group of records for which access is requested, please state so in your response against the corresponding group of records. If you deny access to any of the records in part or full, please state so and explain the reason for the denial, in your response. By copy of this letter to the MSDE's Director for Office of Communications I request the same.

Thank you for your cooperation and processing this request. If you have any questions regarding this request, please do not hesitate to contact me using my contact information provided in this letter.

Sincerely,



Hameed Jamarussadiq

c: Lora Rakowski, Director, Office of Communications, MSDE
Mohammed Choudhury, State Superintendent of Schools, MSDE