TO: Elementary Principals

FROM: Raoul Bozio, Legal Services Manager II

SUBJECT: PE Litigation Document Hold

DATE: October 8, 2015

Elementary principals please read the following statement to your staff concerning the PE Litigation Document Hold:

The District has been named as one of the numerous school district defendants in a lawsuit alleging failure to comply with the state mandate that all students in grades one through six be provided with a minimum of 200 minutes of physical education every 10 school days. As such, the District and legal counsel require that staff take all reasonable steps to identify and maintain any and all paper or electronically stored documents that may be relevant to physical education instruction from the 2013-14 school year through the present. Such relevant documents include, but are not limited to, lesson plans, schedules, courses of study, calendars, class rosters, as well as any written communications (including emails) on matters relating to PE instruction or minutes of PE instruction provided. These documents may eventually be collected once it has been determined exactly which documents are necessary.

Should you receive a request for communication from any outside District individuals on this topic, please forward such to me so that I can work with District administration in preparing a response. It is important that we provide a consistent message when responding to such since any written communications may eventually become discoverable in later proceedings or pursuant to a Public Records Act Request.

Should you have any questions regarding this topic, please see me. Thank you.