



Jessica Szilagyi
P.O. Box 717
Jesup, GA 31598

July 22, 2019

Records Clerk
Evans County Board of Education
613 West Main Street
Claxton, GA 30417

Sent via email on 7/22/19 to recordscustodian@evans.k12.ga.us

Dear Clerk of Records:

Under the **Georgia Open Records Act § 50.18.70 et seq.**, I am requesting an opportunity to inspect or obtain copies of public records that pertain to HR matters. Specifically, I am seeking:

1. Any document that reflects the **approval** (by Board, by Superintendent, or by other supervisors/department heads/principals) of an internal, lateral, or similar type transfer of any contracted workers, personnel, and/or employees in May 2019, June 2019 and to-date July 2019.
 - a. Please include any person contracted (contract work, a substitute teacher, etc) or employed (part-time/full-time) with the Evans County School System who moved or transferred to another position in the school system during this time period.
 - b. Please also include documentation that would reflect the date on which such approval was granted and by whom as well as the positions each contractor/employee will be working in following the approval of the move/transfer.
 - c. Please note I am seeking this item based on approval date or date presented to the school board members, not the effective date.
2. Any documentation that reflects a contract or service agreement to provide substitute teachers to the school system in school year 2018-19;
3. Any documentation that reflects the background check process/policy for potential and/or current contractors and/or employees with the Evans County School System;
 - a. If this policy has been amended in the last year, please include the two most recent versions. As you are aware, policies are no longer available on the school system website.
 - b. *Given that this item is supposed to be available for public review at any time, I hope no cost will be assessed for providing this policy (if it exists).*
4. Any documentation that reflects a nepotism policy or familial relationship policy for the school system.
 - a. If this policy has been amended in the last year, please include the two most recent versions. As you are aware, policies are no longer available on the school system website.

- b. *Given that this item is supposed to be available for public review at any time, I hope no cost will be assessed for providing this policy (if it exists).*
5. Documents that reflect the current status of the charter system transition/charter system application.
 - a. (I am merely asking for the effective date for the charter system, or expected effective date for the Evans County School System to become a charter system. An answer with a date will suffice.)
6. The job description and/or most recent job posting for an ISS Teacher in the Evans County School system.

If there are any fees for searching for these records, please inform me if the cost will exceed \$ 25.00. However, I am request that documents be provided electronically. Should any document not be available electronically, I will opt to review the document in the Evans County Board of Education central office before requesting copies.

The Georgia Open Records Act requires a response time within three business days. If access to the records I am requesting will take longer than three days, please contact me with information about when I might expect copies or the ability to inspect the requested records.

If you deny any or all of this request, please cite each specific exemption you feel justifies the refusal to release the information and notify me of the appeal procedures available to me under the law.

Thank you for considering my request.

Sincerely,

Jessica Szilagyi
770.265.1404