

April 29, 2024

**VIA EMAIL**

Katie LaPira  
Community Engagement Coordinator  
Rockingham County Public Schools  
100 Mount Clinton Pike  
Harrisonburg, VA 22802  
[klapira@rockingham.k12.va.us](mailto:klapira@rockingham.k12.va.us)

**Re: Virginia Freedom of Information Act Request**

Dear FOIA Officer:

Pursuant to the Virginia Freedom of Information Act, Va. Code Ann. § 2.2-3700, I, Anisha Hindocha, a resident of Virginia, make the following request for records.

**Requested Records**

I request that Rockingham County Public Schools produce the following records within five working days:

1. All records relied upon by the Rockingham County School Board (“the Board”) in the decision to terminate the Board’s relationship with BotkinRose and hire attorney Daniel Rose of the law firm Litten & Sipe as the Board’s legal counsel.
2. All email communications (including any email messages and attachments thereto) sent by any Board member listed below and containing any of the key terms listed below.

Rockingham County School Board Members:

- a. Jackie Lohr
- b. Ashley Burgoyne
- c. Matthew Cross
- d. Sara Horst
- e. Hollie Cave

Key Terms:

1. Botkin
2. Litten
3. ADF
4. “Alliance Defending Freedom”
5. Rose
6. “conflict of interest”
7. Figliola

In an effort to accommodate your office and reduce the number of potentially responsive records to be produced, I have limited part two of this request to emails sent by the listed officials. To be clear, however, I still request that complete email chains be produced, displaying both sent and received messages. This means that if a listed official sent an email responding to an incoming message, both the official's response and the initial message are responsive to this request and should be produced.

**For both parts of this request, please provide all responsive records from March 1, 2024, through the date the search is conducted.**

Please notify my authorized legal representative, American Oversight, at [records@americanoversight.org](mailto:records@americanoversight.org), of any anticipated fees or costs in excess of \$100 prior to incurring such costs or fee.

### **Guidance Regarding the Search & Processing of Requested Records**

In connection with its request for records, I provide the following guidance regarding the scope of the records sought and the search and processing of records:

- Please search all locations and systems likely to have responsive records, regardless of format, medium, or physical characteristics. For instance, if the request seeks “communications,” please search all locations likely to contain communications, including relevant hard-copy files, correspondence files, appropriate locations on hard drives and shared drives, emails, text messages or other direct messaging systems (such as iMessage, WhatsApp, Signal, or Twitter.com direct messages), voicemail messages, instant messaging systems such as Lync or ICQ, and shared messages systems such as Slack.
- In conducting your search, please understand the terms “record,” “document,” and “information” in their broadest sense, to include any written, typed, recorded, graphic, printed, or audio material of any kind. I seek records of any kind, including electronic records, audiotapes, videotapes, and photographs, as well as letters, emails, facsimiles, telephone messages, voice mail messages and transcripts, notes, or minutes of any meetings, telephone conversations or discussions.
- My request for records includes any attachments to those records or other materials enclosed with those records when they were previously transmitted. To the extent that an email is responsive to this request, this request includes all prior messages sent or received in that email chain, as well as any attachments to the email.
- Please search all relevant records or systems containing records regarding agency business. Do not exclude records regarding agency business contained in files, email accounts, or devices in the personal custody of your officials, such as personal email accounts or text messages.

- In the event some portions of the requested records are properly exempt from disclosure, please disclose any reasonably segregable non-exempt portions of the requested records. If a request is denied in whole, please state specifically why it is not reasonable to segregate portions of the record for release.
- Please take appropriate steps to ensure that records responsive to this request are not deleted by the agency before the completion of processing for this request. If records potentially responsive to this request are likely to be located on systems where they are subject to potential deletion, including on a scheduled basis, please take steps to prevent that deletion, including, as appropriate, by instituting a litigation hold on those records.

If you have any questions regarding how to construe this request for records or believe that further discussions regarding search and processing would facilitate a more efficient production of records of interest to me, please do not hesitate to reach out to my legal representative at the contact information listed below. I welcome an opportunity to discuss this request with you before you undertake your search or incur search or duplication costs. By working together at the outset, we can decrease the likelihood of costly and time-consuming litigation in the future.

Where possible, please provide responsive material in an electronic format by email to the address listed below. Alternatively, please provide responsive material in native format or in PDF format on a USB drive. If it will accelerate release of responsive records, please also provide responsive material on a rolling basis.

### **Conclusion**

We share a common mission to promote transparency in government. I look forward to working with your agency on this request. If you do not understand any part of this request, please contact Elizabeth Haddix at [records@americanoversight.org](mailto:records@americanoversight.org) or (252) 359-7424 ext. 1031.

Sincerely,

*/s/ Anisha Hindocha*  
Anisha Hindocha  
4307 Gaines Road  
Richmond, VA 23222