



BRIDGE TO SUCCESS

Dr. Robert McDowell  
SUPERINTENDENT

# Hastings Public Schools

INDEPENDENT SCHOOL DISTRICT 200  
1000 11<sup>TH</sup> STREET WEST  
HASTINGS, MN 55033-2597  
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May 6, 2022

Dear Mr. Reis:

As you know, the School Board adopted a resolution censuring you at its meeting on Monday. As part of the resolution, the School Board authorized me to work with legal counsel and the Board Chair to impose reasonable time, place, and manner restrictions on your future communications. The purpose of this letter is to outline the restrictions that will be put in place effective immediately:

1. All written communications to District staff must be directed to me, unless you are making a data request under the Minnesota Government Data Practices Act in your capacity as a private citizen. Upon receipt, I will work with the Board Chair to decide if a response is needed.
2. You must communicate written requests during regular business hours. If you draft e-mail correspondence at night, on a weekend, or on a holiday, you will need to delay delivery such that the correspondence is actually sent between the hours of 8:00 am and 5:00 pm on weekdays. I will not be responding to e-mail correspondence from you in the evenings, on weekends, or at other times when I am out of the office unless there is an emergency situation that requires me to do so.
3. Written communications to me must be limited to one communication per week containing a maximum of two questions. You must include a written explanation of how each individual inquiry relates to current School Board work. Unless your request is specifically authorized by the full School Board, I reserve the right to refuse to answer your questions if I deem them to be unreasonable or unrelated to matters likely to come before the School Board. I will seek input from the Board Chair as appropriate in making this determination.
4. You must not submit duplicative requests for information. It is not reasonable for you to expect an immediate response from me. You will not receive a faster response if you submit the same request over and over again.
5. When I do respond to your inquiries, I will respond within a reasonable time. What constitutes a reasonable time will depend on the circumstances, the nature of your inquiry, and my other commitments and responsibilities at the time the request is submitted. As a general rule, I will try to respond to reasonable information requests that pertain to matters on the Board's agenda within three business days.
6. If you have follow up questions when I do respond to you, the weekly communication you send me pursuant to Item No. 3 above will be your opportunity to ask those questions. While you have the right to disagree with me when I respond to you, I will not argue with you after I have responded to a question. I will not respond to any correspondence that is objectively disrespectful or argumentative.
7. If you would like to schedule an in-person meeting or a phone call to discuss an issue, you will need to schedule the discussion in advance at a mutually agreeable time. You will also need to state the purpose of the discussion. Unless your request is specifically authorized by the full School Board, I reserve the right to decline an in-person or telephone discussion with you.

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8. I have previously sent you information about the procedure for submitting a data request in your capacity as a private citizen. As I mentioned previously, if you intend to submit a data request under the Minnesota Government Data Practices Act, you must submit your request to Cathy Moen and specifically state that you are making your request as a private citizen under the Minnesota Government Data Practices Act. Unless you specifically state your intention to submit a request for data under the Minnesota Government Data Practices Act, the District will not consider your request to be within the scope of the Minnesota Government Data Practices Act. In order to avoid confusion, and because your school district email account was provided to you for work as a school board member, not for personal matters such as data requests made as a private citizen, these requests must be sent from a personal email account.

These items will remain in effect until I inform you otherwise or until the full School Board votes to modify them. Consistent with the Board's censure resolution, I will review the above items with Chair Davis and legal counsel at the end of the month. I will notify you if there are any changes to these items.

Sincerely,

A handwritten signature in black ink, appearing to read "R. McDowell", with a long horizontal flourish extending to the right.

Robert McDowell, Ed.D.  
Superintendent

cc: Brian Davis, Board Chair  
John Edison, District Legal Counsel