



**The Commonwealth of Massachusetts**  
William Francis Galvin, Secretary of the Commonwealth  
Public Records Division

Manza Arthur  
*Supervisor of Records*

May 11, 2023  
**SPR23/0970**

Superintendent Lisa A. Howard, M.Ed  
Winthrop Public Schools  
1 MetCalf Square  
Winthrop, MA 02152

Dear Superintendent Howard:

I have received the petition of Mary Kate McGowan appealing the nonresponse of the Winthrop Public Schools (School/District) to a request for public records. See G. L. c. 66, § 10A; see also 950 C.M.R. 32.08(1). On March 9, 2023, Ms. McGowan requested "...District's policies and procedures for special education..."

Claiming to not yet have received responsive records, Ms. McGowan petitioned this office and this appeal, SPR23/0970, was opened as a result.

Subsequently, the District provided a response on May 11, 2023 to Ms. McGowan's request. Where the District provided a written response to Ms. McGowan's request, I will consider this administrative appeal closed. Ms. McGowan may appeal the substantive nature of the District's response within ninety (90) days. See 950 C.M.R. 32.08(1).

Sincerely,

A handwritten signature in cursive script that reads "Manza Arthur".

Manza Arthur  
Supervisor of Records

cc: Mary Kate McGowan