



Poudre School District

RECORDS DEPARTMENT

September 22, 2025

VIA EMAIL



Subject: Records Request PR-2026-37



This letter is in response to your September 16, 2025, request for public records from Poudre School District R-1 (the "District") made under the Colorado Open Records Act ("CORA"), received September 17, 2025. Specifically, you have requested copies of: (1) "All current and historical contracts, agreements, memoranda of understanding, purchase orders, or other binding documents between Poudre School District and the Colorado Association of School Boards (CASB) from January 1, 2013 through [September 16, 2025]"; and (2) "All current contracts, agreements, memoranda of understanding, purchase orders, or other binding documents between Poudre School District and any lobbyist, lobbying firm, or other entity engaged to provide lobbying or legislative services on behalf of the District from September 1, 2024 through [September 16, 2025]. For item (2), please include any contracts or agreements with individual registered lobbyists, law firms, or consulting firms engaged in legislative advocacy."

CORA generally requires Poudre School District R-1 (the "District") to make its public records available for inspection and copying upon request unless they are confidential or privileged. In this regard, CORA defines "public records" as all records made, maintained or kept by the District for use in the exercise of functions required or authorized by law or administrative rule, or involving the receipt or expenditure of public funds.

In response to your request no. 1, the District is providing copies of the following records: (1) Report of payments, excluding p-cards, to CASB from January 1, 2013, through September 16, 2025; and (2) Report from the UMB P-Card vendor system reflecting p-card payments to CASB from January 1, 2013, to September 16, 2025; copies of which are attached to the email transmitting this letter. **The District does not have any contracts or agreements with CASB;** therefore, there are no responsive records for that portion of your request no. 1. In order to provide you with "other binding documents" between the District and CASB, the District would have to locate and copy the backup documents for each transaction. Before providing these records, they would need to be reviewed to determine if any information is subject to withholding under CORA.

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In response to your request no. 2, the District is providing copies of the following records: (1) Agreement between the District and Mendez, Barkis, and Associates, executed October 1, 2024; (2) Agreement between the District and Mendez, Barkis, and Associates, which goes into effect on October 1, 2025; (3) Purchase Order Number P381486 dated October 16, 2024; and (4) Purchase Order Number P382439 dated September 12, 2025; copies of these records are attached to the email transmitting this letter. Please note that signatures in the agreements have been redacted for confidentiality. There are no other responsive records to your request no. 2.

Under C.R.S. § 24-72-205(6) and District Policy KDB, the District is authorized to charge a fee of \$33.00 per hour for all time spent in excess of one hour for: (a) research and retrieval of requested records; (b) conducting searches for requested records; (c) inspecting records to segregate those that are not responsive, those that are not public records and those that are confidential, privileged, or otherwise protected from disclosure; and (d) the production and/or copying of voluminous records. It is estimated that the work to gather, review and produce additional responsive public records to your request no. 1 will take two (2) hours to complete. The District must first receive payment in the amount of \$33.00 to cover the estimated costs, if you wish to have the District perform this work. Payment can be made by credit card through [SchoolPay](#). You will need to enter the amount noted in this paragraph in the field on the right side of the screen. A service fee will be applied. If this estimate turns out to be too high, the District will refund you the difference when the records are produced. If the estimate turns out to be too low, the District will provide you with an estimate of how much additional time it will take to complete the work and will not continue processing the request until additional payment is received.

Sincerely,

Poudre School District Records Department

cc: Brian Kingsley, Superintendent