

Office of the General Counsel



Randy A. Drake, Esq., Chief General Counsel
Christopher B. Reich, Esq., General Counsel
425 East Ninth Street, P.O. Box 30425
Reno, NV 89520-3425
Phone (775) 348-0300
Fax (775) 333-6010
RDrake@washoe.k12.nv.us
CRreich@washoe.k12.nv.us

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Delivered via Electronic Mail (john@Jtahoe.com)

Mr. John Eppolito

Re: Public Information Request

Dear Mr. Eppolito:

I am writing in response to your Public Information Request regarding the Washoe County School District's Communications Department. The District's response regarding the International Baccalaureate Program at Wooster High School will be sent under separate cover not later than January 13. Your inquiries and the District's responses are below.

1. What is the purpose of the Communications Department?

Response: In May 2011, the District's Communications Department presented a department plan to the Board of Trustees. In that report, the Communications Department stated its Mission Statement as, "To support the District's Vision, Mission and Core Beliefs by delivering effective, two-way communication with all its stakeholders in order to develop broad-based support of the school district and build political capital. The stated Major Function of the Department is as follows: "The Communication Department is responsible for all District level internal and external communications and the development of strategic and tactical approaches that ensure appropriate and effective two-way communications between the school district and its stakeholders. The department also provides support that assists schools, the Superintendent, Board of Trustees and departments."

2. How much money is spent per year on the Communications Department?

Response: As stated above, in its report to the Board of Trustees, the 2010-11 general fund budget for the Communications Department was \$41,416. The general fund budget

for the 2011-12 school year is \$12,783. Additionally, the salary cost budgeted for the current fiscal year is approximately \$485,250.

3. Please provide a cost breakdown for all monies spent on the Communications Department?

Response: For the 2010-11 school year, the general fund expenditure from the Communications Department was \$37,573.50 as was broken down as follows:

Training & Development Services	\$1,250.00
Other Technical Services	487.50
Other Purchased Services	1,359.28
Cellular Telephone Costs	1,465.50
Advertising	1,200.00
Printing	1,208.98
Travel/Per Diem/Lodging	5,385.91
Mileage	2,105.93
General Supplies	20,577.53
Warehouse Supplies	183.30
Information Tech Supplies	558.92
Administrative Software	79.00
Computer Hardware of Value	729.00
Dues & Fees	661.81
Misc Benefits Costs	320.84

For the 2011-12 school year, general fund expenditures as of December 14, 2011, is \$9,203.70 as is broken down as follows:

Training & Development Services	\$1,256.25
Technical Services	325.00
Cellular Telephone Costs	760.50
Telephone – Data	64.20
Advertising	221.71
Printing	526.08
Travel/Per Diem/Lodging	1,630.71
Mileage	186.12
General Supplies	2,303.75
Professional Books	20.47
Magazines & Periodicals	64.95
Computer Hardware of Value	1,194.90
Dues & Fees	665.00
Misc Benefits Costs	3.49

The Salary breakdown for the Communications Department for the current fiscal year is as follows:

Position Title	Yearly Salary (Based on Actual)
Director of Communications	\$87,748.00
*Communications Manager-Media	\$39,118.35
Communications Coordinator-Media	\$30,464.67
*Publication & Web Specialist	\$66,449.00
Communication-Audio Visual Technician	\$33,862.40
*Communication-Audio Visual Specialist	\$57,012.80
Communications Admin Assistant	\$44,782.40

*These positions have been vacated and are currently not filled.

Sincerely,



Lisa Scurry, Legal Assistant
on behalf of
Randy A. Drake
Chief General Counsel

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