

Item #	Date and Artifact	Activity	Participants	Outcome
1	9/15/06 PBSD 1113	Conference, referenced in Nov. 28 letter from Jose Garcia to complainant (see item #7), with administration at Royal Palm Beach High School (RPBHS) about concerns with materials in the media center.	Jose I. Garcia, Complainant	Jose Garcia scheduled a meeting of a school ad hoc committee for 10/24/06
2	10/03/06 Letter	Complainant notification that petitions/challenges of media materials at RPBHS must be specific, specifying in detail the concerns of each and every book.		Letter sent from Jose Garcia to complainant with form PBSD 1113 asking for information for each book.
3	10/20/06 Letter	Book list submitted 9/15/06 to A. W. Dreyfoos School of the Arts (Dreyfoos) returned to complainant along with a copy of the Citizen's Request for Reconsideration of Instructional Materials.		Letter sent from Ellen Van Arsdale to complainant asking her to submit a separate form for each book as per directions on PBSD 1113.
4	11/03/06 Copies of all PBSD 1113 forms	Envelope containing 75 Citizen's Request for Consideration of Instructional Materials (PBSD 1113) at Dreyfoos and RPBHS left with James Crowning at the front desk of Fulton Holland Education Service Center.		Held for delivery to Janeen Pelser, Manager, Library Media Services at School District Support Center, N. Florida Mango Road, West Palm Beach, FL.
5	11/10/06 Notes on envelope	Mr. Crowning asked Carissa Battle, a teacher attending a meeting at the School District Support Center Building, to deliver the packet of materials to Library Media Services.	James Crowning Carissa Battle	Citizen's Request for Reconsideration of Instructional Materials (75 copies) received by Library Media Services.
	11/10/06 Copies of PBSD 1113	Staff at Library Media Services prepared copies of the documents applicable to the respective schools to be forwarded for review by a School Materials Review Committee.	LMS staff	Copies of documents received by Library Media Services were sent to the schools named on the forms.
6	11/10/06 Letter	Letter sent to the complainant confirming the receipt of the packet of PBSD 1113 - Citizen's Request for Reconsideration of Instructional Materials. The letter provided the complainant with an overview of the procedures for		Letter from Janeen Pelser to complainant.

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		Reconsideration of Instructional Materials and notified same that copies of the documents were being forwarded to the respective schools.		
7	11/28/06 <b>Letter</b>	Notification from administration that the Royal Palm Beach High School Material Review Committee was not being convened to review the complainant's request because all submitted forms on a particular subject were identical and no form had specific pages, parts, or excerpts.		Letter from Jose Garcia to complainant sent with a request to resubmit the forms with specific information on each title within 10 working days.
8	11/29/06 <b>Letter &amp; Forms</b>	Complainant returned PBSB 1113 forms to RPBHS with added information on the back of each form.		From complainant to Jose Garcia.
9	11/30/06 <b>Letter</b>	Letter sent to complainant detailing attempts to make contact by phone to schedule an appointment to discuss informally the Citizen's Request for Reconsideration of Instructional Materials at A. W. Dreyfoos School of the Arts.		Letter from Ellen Van Arsdale to complainant inviting her to contact the principal's office within 10 days to set up an appointment as the first step in the district challenge process.
10A 10B	12/2006 <b>Notebook of reviews</b>	Book reviews written by professional book reviewers were compiled at the Professional Library..	Gail Newstein	Documentation made available to School Materials Review Committees prior to committee meetings at both schools (Standard operating procedure for any challenged material)
11	12/8/06 <b>Letter</b>	Notification by certified mail of 12/15/06 meeting at Royal Palm Beach Community High School to consider the Citizen's Request for Reconsideration of Instructional Materials		Certified letter from Jose Garcia to complainant notifying her of the Materials Review Committee Meeting to review her request. Copy of signed for certified notice attached.
11A	12/12/06 <b>Notes</b>	Notes from phone conference with complainant on 12/12/06 @ 4:50 pm.		
12	12/13/06 <b>Letter</b>	Complainant notified by mail that forms needed to be filled out following the procedure outlined in PBCD 1113 and that she had 10 working days to respond unless she requested an extension of the deadline..		Letter from Ellen Van Arsdale to complainant

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13	12/15/06 <b>Sign In Sheet</b>	Royal Palm Beach Community High School Media Materials Challenge Meeting	David Dangerfield; Germaine Richards; Ginger Stroke; Janeen Pelser; Jason Williams; Jose Garcia; Lucrecia Gamez; Erica Sanchez; Melissa Patterson; Steve Gullo; Suzanne Ford; Viviane Ross	The committee reached a decision to decline the complainant's request.
14	12/18/06 <b>Letter</b>	Complainant notified of the outcome of the RPB High School Materials Review Committee Meeting	Jose I. Garcia, Principal	Certified letter from Jose Garcia to complainant notifying her that the committee had reached a decision to decline the request..
15	Date Unknown	Complainant returned PBSD 1113 forms with added information on the back of each form to AW Dreyfoos School of the Arts		From complainant to AW Dreyfoos School of the Arts.
16	01/12/07 <b>List of committee members</b>	A.W. Dreyfoos School of the Arts School Materials Review Committee met.	School based members are: Ellen Van Arsdale; Cookie Davis, Margaret Shooshani; Michael Gelfand; Tanya Daniel; Tom West; Jan Evan; Alex Pouille; Georgette Smith; Pat Montesino	

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16A	01/16/07 Letter	Administration notified of decision of the Dreyfoos School Materials Review Committee.		Letter from Cookie Davis to Ellen Van Arsdale. The committee reached a decision to decline the complainant's request
17	01/18/07 Letter	Complainant notified as to the outcome of the AW Dreyfoos School of the Arts School Materials Review Committee and the reasons for the decision.		Letter from Ellen Van Arsdale to complainant notifying her that the committee had declined her request and that an appeal of the school based decision should be directed to the Superintendent of Schools.
18	01/29/07 Letter	Letter from complainant regarding decision of the Materials Review Committee at A.W. Dryfoos sent to the Superintendent		Fax from complainant to the Superintendent.
19	02/01/07 Letter	Complainant notified that the Superintendent of Schools had received her letter dated 01/29/2007 regarding school materials.		Letter from the Superintendent to the complainant in which he informed the complainant that administrators had been directed to review her concerns and take appropriate action.
20	02/06/07 Letter	Letter from complainant to verify that the Superintendent had received materials about books at Royal Palm Beach High School.		Fax from the complainant to the Superintendent
20A	Date Unknown	Citizen's Request for Reconsideration of Instructional Materials located at RPBHS.		Packet of PBSD 1113 forms from complainant to the Superintendent.
21	03/2/07 Letter	Complainant notified that the superintendent had treated her letters as a request for an appeal of the decisions of the two principals as to the matter.	Art Johnson, Ph.D Superintendent	Certified letter from the Superintendent to the complainant stating that actions taken by each school had been reviewed and the Superintendent determined that no further review was needed. Complainant was notified that Directive 8.122 makes provision for appeal directly before the School Board.
22	06/21/2007 Letter	Complainant notification of date and time of hearing before the School Board.		Letter from Bruce Harris to complainant.