



October 23, 2009

TO: ALL SUPERINTENDENTS, SUPERINTENDENTS OF SCHOOLS, CHARTER SCHOOLS, AND OTHER INTERESTED PARTIES

SUBJECT: **ELECTRONIC NOTIFICATION OF PUBLIC MEETINGS**

The Office of Public School Construction (OPSC) consumes over 30 cases of paper per public meeting cycle and spends thousands of dollars in postage costs for a variety of documents and public meeting notices. In these tough economic times, the OPSC is trying to be more efficient, cost-effective, and environmentally friendly in its notification practices by electronically transmitting public meeting notices to you, our customers. Some of the benefits include:

- Instant public meeting notification;
- Less handling/sorting of hard copy mail to appropriate individual;
- Embedded links in the notices will directly link to the meeting notices and supporting documents; and
- Reducing paper/environmental waste.

The OPSC needs your assistance to make this transition effective:

- Visit our Web site at http://www.applications.opsc.dgs.ca.gov/emeeting/emeeting_signup.asp and fill out the simple consent form and it will automatically subscribe you to the OPSC's e-mail blast; and/or
- Fill out the attached form and return it to the OPSC located at 1130 K Street, Suite 400, Sacramento, CA 95814 ATTN: Mr. Ron Koepl.
- Set your computer's SPAM filter to recognize the OPSC domain, @dgs.ca.gov.

Should you have additional questions or need further assistance, please contact Mr. Ron Koepl at ron.koepl@dgs.ca.gov or (916) 323-0120.

Sincerely,

ROB COOK
Executive Officer
Office of Public School Construction