

**Ron Thiele**, Superintendent

November 27, 2017

**TO:** [REDACTED]

**FROM:** Mr. Chris Burton, Executive Director of Compliance and Legal Affairs

**SUBJECT:** *Notice of Investigation*

This letter is to inform you the District is conducting an investigation to ascertain the facts related to a third party complaint that you have conducted yourself inconsistent with District Regulation(s) 3231 – *Student Records* and 5253 – *Maintaining Professional Boundaries*.

The District is committed to a careful and thorough investigation of any such concern. Accordingly, we expect you to cooperate to the fullest extent possible, providing accurate information as requested in the investigative process.

I am cautioning you not to speak to and/or attempt to contact any witnesses or other parties involved in this inquiry to discuss any matters or material in any way related to the report/investigation. You may of course interact with students and staff in the normal course of your duties, but again, to reiterate, not in a manner that could be characterized as tampering with or undermining an ongoing investigation. Any attempt to do so may result in disciplinary action being taken against you.

I am directing you not to engage in any behavior that could be characterized as retaliation, including but not limited to threats of or actual harm to a person, threats of or actual harm to a person's property, threats of or actual harm to a person's reputation due to their involvement in the investigative process, or communications which could result in future chilling of reporting by staff. Please also make sure to inform a union representative if you believe you are being retaliated against as a result of this investigation.

I am directing you to meet with [REDACTED], at such time [REDACTED] will be prepared to interview you. I will confirm a date and time, but it will not be later than December 5, 2017. [REDACTED] is copied so union representation can be arranged.

**CC:** [REDACTED]

Ron Thiele, Superintendent

December 14, 2017

TO: [REDACTED]

FROM: Chris Burton, Executive Director of Compliance and Legal Affairs

SUBJECT: *Notice of Administrative Leave Pending Investigation & Directives*

[REDACTED]

This letter is to inform you that you are placed upon paid administrative leave beginning December 15, 2017. This leave should not be construed as disciplinary in any fashion. This paid administrative leave is related to the District conducting an investigation to ascertain that facts into concerns that you have:

- violated leave under Article 9 generally
- violated leave under Article 9.1.3 specifically
- engaged in theft of district time
- violated District Regulation 5282
- failed to comply with formal direction regarding communication

While on administrative leave you are directed as follows:

- You are to have no direct or indirect contact with current or former staff or students, except your son or with his friends if at your house. This includes social media.
- Do not come onto District property/premises unless directed to do so specifically by me, Chris Burton, Executive Director of Compliance and Legal Affairs or Natalie Fowler, Director of Human Resources. This specifically means that you are not to come onto any District property/premises for any purpose, regardless of if you may have obtained a facilities use permit or otherwise had permission to be on the grounds of District property/premises prior to the issuance of this letter.
- Do not remove any property or materials from Liberty High School or any other District locale. This includes directing or asking anyone to do so on your behalf.
- Do not destroy or alter any District materials or records in your possession or control or records of contact with students and/or former students. This includes directing or asking anyone to do so on your behalf.
- Do not have any discussions regarding the pending investigation with any potential witnesses to this investigation, including any member of the custodial crew at Liberty High School.
- Do not have any discussions regarding the pending investigation with employees of the District while on administrative leave, except for the Human Resources Department.
- Do not access any of the District's computer systems, including but not limited to computer programs, computer hardware, email, computer networks or software, voicemail or other digital resources.
- Be available to meet with and receive calls from the District during your regular work hours. Keep the District apprised of any unavailability due to breaks or regularly scheduled vacation or leaves.
- Notify my office in writing of any changes in your current home address, email, and telephone number.
- Do not retaliate, in any manner, against any current or former students, parents or employees of the District or witnesses involved in this matter. This includes all behavior that could be characterized as

retaliation, including but not limited to threats of or actual harm to a person, threats of or actual harm to a person's property, threats of or actual harm to a person's reputation due to their involvement in the investigative process, or communications which could result in future chilling of reporting by staff, students or former students. Also, be sure to report to me conduct that you believe is retaliatory towards you.

The District is committed to a careful and reasonable investigation of these concerns. Accordingly, I am directing you to meet with me on Tuesday, December 19, 2017 at 1pm at the Administration Building for the purposes of an investigative interview. To facilitate the investigation, please bring medical verification of an illness or injury for any absence taken December 11 through 13, 2017 in accordance with the *Collective Bargaining Agreement*, Article 9, Section 9.13.

In addition, I am hereby directing you to cooperate to the fullest extent possible and provide accurate information as requested in the investigative process as well as follow the directives above. Failure to follow these directives will subject you to discipline, up to and including termination. If you do not understand any directive, contact me immediately. I have included [REDACTED], your union representative, so appropriate representation can be arranged.

Also, because we know this may be a stressful time, please be aware of the confidential services of the Employee Assistance Program (EAP) available to you. They may be contacted at (800) 777-4114.

Please contact me at (425) 837-7056 if you have any questions. Thank you for your understanding and compliance.

Sincerely,

Chris Burton  
Executive Director of Compliance and Legal Affairs

Cc:

[REDACTED]

File

Ron Thiele, Superintendent

February 14, 2018

TO: [REDACTED]

FROM: Chris Burton, Executive Director of Human Resources and Legal Affairs

SUBJECT: *Notice of Investigation*

[REDACTED]

This letter is to inform you the District is conducting an investigation to ascertain the facts related to a report that a student under your direct supervision was injured on February 13, 2018, thus a concern that you conducted yourself inconsistent with your duties and responsibilities as stated in Article 3 Section 7 of the *Collective Bargaining Agreement* and separately your *Job Description*.

The District is committed to a careful and reasonable investigation of these concerns. Accordingly, I am hereby directing you to cooperate to the fullest extent possible and provide accurate information as requested in the investigative process.

To protect the integrity of the investigative process, I am further directing you not to speak to and/or attempt to contact any witnesses, **including students**, or other parties you knew or should have known are involved in this investigation to discuss any matters or material in any way related to the investigation. You may of course interact with students and staff in the normal course of your duties, but again, to reiterate, not in a manner that could be characterized as tampering with or undermining an ongoing investigation.

Finally, I am directing you not to engage in any behavior that could be characterized as retaliation, including but not limited to threats of or actual harm to a person, threats of or actual harm to a person's property, threats of or actual harm to a person's reputation due to their involvement in the investigative process, or communications which could result in future chilling of reporting by staff. This includes any direct and or indirect communication with students as a class, or any student individually. Also, be sure to report any action to me that you believe is retaliatory towards you.

I am directing you to meet with me in your classroom at [REDACTED] for the purposes of an investigative interview on [REDACTED]. I am copying [REDACTED], on this notice so that appropriate union representation can be present. You can contact him at [REDACTED] without being in violation of the previous directive. Please contact me at [REDACTED] if you have any questions regarding this letter or my directives.

[REDACTED]

[REDACTED] of Directors

Lisa Callan • Harlan Gallinger • Marnie Maraldo • Anne Moore • Suzanne Weaver