

Dear Ms. Brown,

I would like to clarify the paragraph 2, under the bullet points, in the Letter of Warning I received.

When I discussed the issue regarding communication with the administrative team with Ms. Hendricks, I believe I shared the information verbally with other members of the administrative team and because it was verbal, there was no documentation. I want to clarify that I was honest in my communications with Ms. Hendricks.

I recognize the importance of documenting conversations. In addition, during and since the Cozen investigation, we have strengthened our investigative documentation and all possible incidents that might fall under the UCP or Title IX are reported in the district's new Roots reporting page.

Sincerely,
Kathie Laurence