



PALO ALTO UNIFIED SCHOOL DISTRICT
25 Churchill Avenue • Palo Alto, CA 94306
Telephone: (650) 329.3737 • Fax: (650) 321.3810

OFFICE OF THE SUPERINTENDENT

January 12, 2016

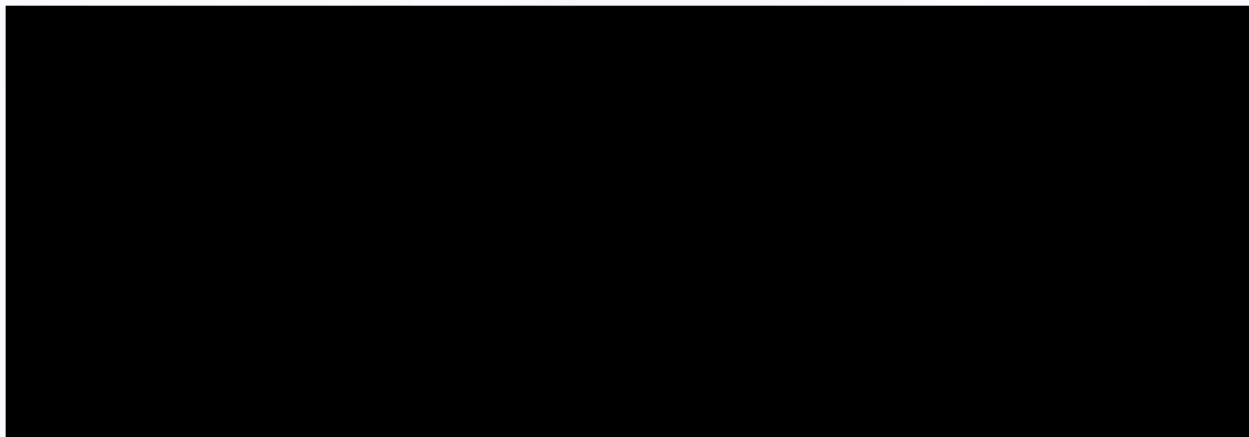
Dear Ms. Wade:

Last month it came to my attention that a document that you had forwarded to me on November 6, 2015 from the law firm of Fagen, Friedman, Frost (FFF) in conjunction with the FOIA information we had received from OCR was identical to a document you forwarded to me on November 18, 2015 in every respect with one exception: the name of Chad Graff had been removed from the "From" line on the email and from above his email address on the letterhead.

In subsequent conversations with you and Ms. Silverman, as well as a review of email correspondence between you, I have come to understand:

1. Mr. Graff contributed substantially to writing the memo or even wrote a draft of it.
2. Mr. Graff's contributions and/or ghost writing of the memo are understandable given the extensive background he had with these cases and the fact that he authored the FOIA request. In fact, OCR sent the FOIA information to FFF and not to PAUSD.
3. The district was not billed by FFF for Mr. Graff's services or for the memo.
4. Neither you nor any other district personnel directed FFF to write the memo.

5.



6.

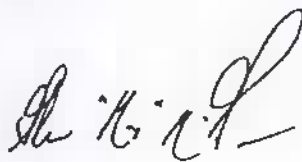


[REDACTED]

While I agree with your contention and Ms. Silverman's that there was no malintent and that Mr. Graff's name was removed because you believed that having it on the memo would have created a time-consuming distraction, the memo should not have been changed. This action is not acceptable and I cannot condone it whatever the rationale may be. As senior leadership we have the responsibility to handle whatever distractions or distasteful matters may come our way in a forthright manner.

As a result of the action you took to alter the memo, I am issuing this letter of reprimand. While I am confident that you have learned from this incident and trust such actions will not be repeated, please be advised that any further similar actions would subject you to progressive discipline.

Sincerely,

A handwritten signature in cursive script, appearing to read "Glenn W. McGee".

Glenn W. "Max" McGee
Superintendent of Schools

To: Dr. Scott Bowers

Re: Superintendent's Letter of Reprimand

From: Holly Wade, Ph.D.
Assistant Superintendent

Date: January 29, 2016

Dear Dr. Bowers,

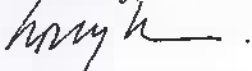
Last week, January 20, 2016 I met with Dr. McGee, to discuss a letter of reprimand dated 1.12.16. Dr. McGee and I had previously discussed the matter and we met to finalize the matter and review the document together.

The information in the letter is accurate, [REDACTED]

It was my intention to inform the Board and Superintendent of the information that was in the memo from the law firm, and remove the name of the attorney who was no longer authorized to work with our district, the memo and supporting documents were provided to the Board as directed. In no way was the removal an attempt to alter or change any of the content of the memo, which was not changed, rather to remove the name of the attorney.

I feel my actions were warranted, and in the best interest of the District, however, I accept the letter of reprimand, and welcome any further discussion on this matter at any time. I will seek full authorization from the Superintendent on any such further actions in the future.

Sincerely,



Holly Wade, Ph.D.