



Karen A. Forsys, Ph.D.

CERTIFICATION

18315 Bothell Way NE
Bothell, WA 98011-1983
(425) 489-6353

August 12, 1999

Mr. Ed Young, Principal
Kokanee Elementary

Dear Ed:

Subject: Direction and Reprimand Over Performance of Administrative Duties

This letter follows the August 10th meeting we had with you over your handling of complaints about J. Carl Leede and shall serve as the formal reprimand and corrective action being taken against you.

As we shared with you, your inadequate performance of duties as an administrator was a contributing cause of the district's failure to appreciate at an earlier stage the scope of the inappropriate touching issues that have come to light regarding Mr. Leede. At the meeting, we shared four areas of concern. Those areas were:

1. Inadequate Investigation

You prejudged the intentions of Mr. Leede. This caused you to fail to appreciate the potential seriousness of the reported misconduct or the probability of such misconduct occurring before you had commenced investigating the matter. You failed to call upon witnesses or investigative procedures designed to allow all of the facts available to surface and influence supportable conclusions.

2. Inadequate Documentation

Your documentation related to the various complaints was not timely, it lacked specificity and detail, and it was not thorough. You relied upon recall from memory rather than writing down information at the time. You failed to properly manage what records you did generate.

3. Inadequate Supervision

In matters of unprofessional touching of students, there is really "no choice." The matter needs to be attended to with the highest priority of importance and with a formalized approach used in all cases; this is especially true with repeat cases. Additionally, a follow-up plan should be used to monitor the employee and confirm appropriate understanding

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and stoppage of the behaviors in question. An employee with a history of defiance or non-compliance in general should particularly warrant implementation of such a plan.

4. Failure to Report

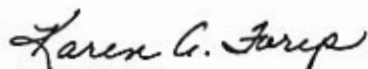
The district requires that all touching incidents, no matter how innocent or egregious, must be reported to Personnel. Your lack of reporting to the Personnel Department prevented needed procedural guidance and monitoring from occurring. The finding of a pattern of misconduct is impossible if information is not centrally collected.

The listing of these concerns is intended to help you focus on meeting established expectations for performance. Your attending to these matters may have been hampered by bad habit or may have been a result of time constraints and/or pressures. Please attend to correcting these concerns, seek assistance from your supervisor for any needed re-training, or seek answers to any questions you might have. We wish you success in addressing and eliminating these concerns.

Additionally, we do appreciate the fact that at our meeting you expressed a deep and sincere understanding of the importance of following established procedures and practices. You have demonstrated a cooperative attitude during these very difficult times at Kokanee. You even shared with us some important pro-active planning and thinking that you will put into place for the 1999-2000 school year.

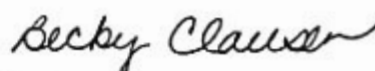
As we indicated, we have never doubted your sincere dedication to the students, patrons and staff at Kokanee; we have not questioned your commitment to quality education. We are confident that nothing further will need be said about these matters and that an audit of how you handle such situations in the future will demonstrate that you have mastered these administrative duties and enhanced your contribution to the Northshore School District and its mission.

Yours truly,



Karen A. Forys
Superintendent

Yours truly,



Becky Clausen
Executive Director

c: Personnel File