

Good Afternoon:

I have been tasked with carrying out an investigation related to allegations involving the administration at Hillside. It has been indicated you may have information relevant to the allegations. I would like to meet with you on [REDACTED] for a brief interview. You are welcome to have a building representative with you if you wish but you are not the subject of the investigation.

Dr. Young, who is a Network Director for the district, will attend the meeting as a process observer. This essentially means that Dr. Young will take notes of the meeting to ensure the accuracy of the information you provide. Both Dr. Young and I are available [REDACTED]

Please let me know if there is a 20-30 minute time frame in this window that would work for your schedule. I will provide a zoom link when we confirm your interview time.

Thank you very much for your time and consideration.

Katie

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