



LUDLOW PUBLIC SCHOOLS
OFFICE OF CURRICULUM & INSTRUCTION

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Erica A. Faginski-Stark, Ed.D
Director of Curriculum & Instruction

February 13, 2020

Ms. Bonnie Manchester



Notification By: Hand Delivered and Certified Mail

Dear Ms. Bonnie Manchester:

I have been designated by Dr. Todd Gazda, Superintendent, to address a complaint received regarding you under the District's policy on Promoting Civil Rights and Prohibiting Harassment, Bullying, Discrimination, and Hate Crimes (File JICFA). I have been asked to address this complaint in lieu of the building principal since she has been identified as a witness in the complaint. The complaint is being addressed under this Policy because the claims involve allegations that you have made regarding staff in your building that appear to be based on your perception of their sex, sexual orientation, and/or gender identity.

Please plan to meet with me in my office on Monday, February 24, 2020, at 1:00 p.m. to discuss the above-referenced complaint. Pursuant to M.G.L. c. 71, § 42D, you are entitled to bring union representation and/or counsel. If you plan on bringing representation and/or counsel, you must notify me in advance, by Thursday, February 20, 2020, so that I may notify District Counsel.

In addition, please be advised that the District will take appropriate steps to protect from retaliation persons who take action consistent with this Policy, or who report, file a complaint of, or cooperate in an investigation of a violation of this Policy. Threats or acts of retaliation, whether person-to-person, by electronic means, or through third parties, are serious offenses that will subject the violator to significant disciplinary and other corrective action up to and including termination from employment. (See Policy JICFA.)

Sincerely,

Erica A. Faginski-Stark

Enclosure: Policy JICFA

CC: Dr. Todd H. Gazda, Superintendent