



CHULA VISTA ELEMENTARY SCHOOL DISTRICT

84 EAST "J" STREET • CHULA VISTA, CALIFORNIA 91910 • 619 425-9600

EACH CHILD IS AN INDIVIDUAL OF GREAT WORTH

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PAMELA B. SMITH

SUPERINTENDENT

LIBIA S. GIL, Ph.D.

September 3, 2001

MEMORANDUM

TO: Maura Larkins

FROM: Richard T. Werlin, Assistant Superintendent
Human Resources Services and Support *R. Werlin*

RE: ASSIGNMENT FOR 2001-02 SCHOOL YEAR/ PERSONAL PROPERTY

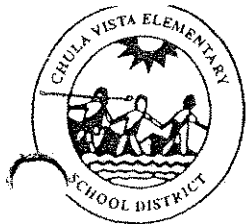
Over the past two weeks we have made numerous attempts to contact you with regard to your assignment for the 2001-02 school year along with a request for you to make arrangements to pick up the rest of your personal belongings. We have received your release for duty and expected you to begin the school year last Tuesday with the rest of our teachers on a traditional calendar. Unfortunately, after leaving several unreturned messages and then speaking with your husband who stated that the only way to reach you was "through your attorney", we were unable to communicate with you.

Please contact us at your earliest convenience so that you may report to duty in your bilingual assignment for this year. You are directed to report to my office on Wednesday, September 4, 2001 at 8:00 A.M. to receive and begin your assignment. Please feel free to contact me at 425-9600 extension 1340 should you have any questions. Thank you for your cooperation in this matter.

C: Dr. Libia S. Gil, Superintendent
Pamela Havird-Fax (858) 274-5731 ✓

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LIBIA S. GIL, Ph.D.

September 7, 2001

CONFIDENTIAL

Maura Larkins
1935 Autocross Ct.
El Cajon, California 92019

FAXED TO: (619) 660-6955

RE: *2001-02 Assignment/Personal Materials*

Dear Maura:

Despite numerous attempts over the last two weeks to contact you through; your home phone, CVE representative Gina Boyd and your attorney Pamela Havird, you have failed to return our calls.

You are once again directed to report to my office on Wednesday, September 12, 2001 at 8:00 A.M. to receive your teaching assignment for the 2001-02 school year as well as to schedule the collection of your remaining personal materials. Failure to follow this directive will be viewed as insubordination. Your cooperation in this matter is greatly appreciated.

Respectfully,

Richard T. Werlin
Assistant Superintendent
Human Resources Services and Support

C: Gina Boyd, CVE President
Pamela Havird
Dr. Tom Cruz

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SUPERINTENDENT

LIBIA S. GIL, Ph.D.

September 17, 2001

Maura Larkins
1935 Autocross Court
El Cajon, California 92019

FAXED TO: (619) 660-6955
CERTIFIED RETURN RECEIPT
7000 0600 0024 1088 6048

RE: Meeting to Discuss Assignment for 2001-02 and Collection of Personal Property

Dear Maura:

Despite numerous attempts to reach you over the past several weeks, you have failed to return any of our calls or appear for two meetings previously scheduled to discuss possible assignments for the 2001-02 school year and arrangements to pick up the rest of your personal property.

You are once again directed to report to my office on Friday, September 21, 2001 at 7:30 A.M. to discuss possible assignments for the 2001-02 school year and to make arrangements for you to pick up the rest of your personal property. Your repeated failure to appear per earlier directives outlined in letters sent on September 7, 2001 and September 3, 2001 constitutes insubordination. Failure to follow the directive to appear in my office this Friday will be viewed as insubordination. Your cooperation in this matter is greatly appreciated.

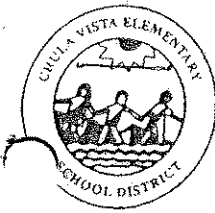
Respectfully,

Richard T. Werlin
Assistant Superintendent
Human Resources Services and Support

C: Gina Boyd, CVE President
✓ Pamela Havird
Dr. Tom Cruz

013

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CHULA VISTA ELEMENTARY SCHOOL DISTRICT

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PAMELA B. SMITH

SUPERINTENDENT

LIBIA S. GIL, Ph.D.

September 20, 2001

Maura Larkins
1935 Autocross Court
El Cajon, California 92019

Faxed To: (619) 660-6955

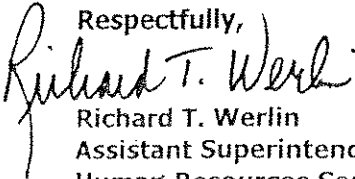
Dear Maura:

Please be reminded that you have been directed to attend a meeting in my office tomorrow morning, September 21, 2001, at 7:30 A.M. to discuss possible assignments for the 2001-02 school year as well as to make arrangements for you to pick up the rest of your personal belongings. Your CVE representative has indicated that she will once again be here to represent you at this meeting.

In a recent meeting with your organization representative, CVE President Gina Boyd, she suggested that a viable solution regarding your materials would be to have the District deliver your personal property if both parties were in agreement. While the District has already incurred additional costs in arranging for you to pick up your personal belongings on more than one occasion, we would be willing to deliver this property to your home. If you are in agreement, please call Lupe at 425-9600 ext. 1348 to discuss possible times and dates for delivery, allowing for scheduling and preparation time for our warehouse personnel.

You are also directed to meet with me in my office next Friday, September 28, 2001 at 7:30 A.M. so that we may discuss and you may receive a written report indicating progress to date with our investigation into allegations against you. The report will not be finalized until you have an opportunity to respond to its contents. Please feel free to contact me should you have any questions.

Respectfully,



Richard T. Werlin
Assistant Superintendent
Human Resources Services and Support

Faxed Copies To: Gina Boyd
Pamela Havird
Dr. Tom Cruz

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SUPERINTENDENT

LIBIA S. GIL, Ph.D.

September 26, 2001

Maura Larkins
1935 Autocross Court
El Cajon, California 92019

*Faxed To: (619) 660-6955
Certified Return Receipt
7000 0600 0024 1088 6031*

Dear Maura:

Per our correspondence faxed to you on September 20, 2001, you are directed to report to my office on Friday, September 28, 2001 at 7:30 A.M. During this meeting we will discuss the progress of our review of allegations made against you along with possible assignments for the 2001-02 school year and arrangements to pick up the rest of your personal belongings.

As of this date, you have persistently refused to comply with specific directives to meet with us to resolve the issues addressed above. We continue to have a number of administrators and other support staff on hand at all of these meetings to help resolve pending issues. Repeated failure to follow our directives constitutes insubordination.

Please be advised that your decision and subsequent repeated actions to refuse to report to my office coupled with your failure to report back for duty this school year have placed you in an *unpaid status*. We look forward to meeting with you this Friday to continue our numerous efforts to resolve all pending issues.

Respectfully,

Richard T. Werlin
Assistant Superintendent
Human Resources Services and Support

C: Dr. Tom Cruz
Gina Boyd
Pamela Havird

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SUPERINTENDENT

LIBIA S. CIL, Ph.D.

September 27, 2001

Maura Larkins
1935 Autocross Court
El Cajon, California 92019

Faxed To: (619) 660-6955

RE: Directive to Call to Confirm Attendance at September 28th Meeting

Dear Maura:

Please call us before 4:00 P.M. today to confirm your attendance at tomorrow morning's meeting scheduled for 7:30 A.M. in my office. Please call us at 425-9600 extension 1348 and leave word with Lupe Loredó in my office.

This letter will also serve as a reminder that you are directed to report to this meeting tomorrow to discuss possible assignments for this school year, collection of your personal belongings and an update on the progress of our investigation.

Thank you for your anticipated cooperation in resolving these pending issues.

Respectfully,

Richard T. Werlin
Assistant Superintendent
Human Resources Services and Support

C: Dr. Tom Cruz
Gina Boyd- Fax Copy
Pamela Havird- Fax Copy

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