

Email Template: Reporting Superintendent Misconduct to Board President

To: [Board President Email]

Subject: Employee Misconduct Report – Confidential

Dear [Board President's Name],

I am writing to report a concern regarding alleged misconduct involving the Superintendent. In accordance with Board Policy on Employee Misconduct Reporting, I am submitting this report directly to you for review and action.

Summary of Concern:

[Briefly describe the nature of the concern, relevant dates, individuals involved, and any supporting evidence.]

I am prepared to provide additional details or participate in an investigation if needed. Please let me know the next steps

Sincerely,

[Your Name]