

Sent: Wednesday, August 21, 2019 3:57 PM EDT

To: [REDACTED]

CC: [REDACTED]

BCC: [REDACTED]

Subject: Meeting Follow Up

Attachment(s): "Fwd Physics AP Physics write up - TJPF.msg"

Hi, [REDACTED].

Thank you for arranging your schedule to meet today. As a quick summary, we discussed the following:

- TJPF staff shall not use FCPS resources during FCPS staff contractual time to conduct business for TJPF. Attached is an email where [REDACTED] did such. Last year and the year prior we had visited the topic regarding TJPF staff working directly with TJ staff without administration's knowledge. [REDACTED] had been reminded of such and in March 2019, demonstrated her understanding of such in written correspondence with administration.
- TJPF staff shall not request from, or compensate, TJ staff for "deliverables" that replicate, mirror or otherwise transmit FCPS intellectual property. In the summer of 2017, I became aware of HSTI contracts that did such and immediately ended the practice and notified you it violated state law. I have consistently shared with Board leadership that FCPS/TJ staff cannot sell our brand or intellectual property which includes curriculum design, assessments, program design, etc.

The attached email is just one example of how the standards above which have been clearly communicated to TJPF the past couple years were not honored. As a result, I respectfully request that copies of any materials generated by our current or prior teachers this past summer 2019 for Shirble be provided to [REDACTED] and me for review. We will be able to determine if the material falls into the "best practices" category or replicates our intellectual property in a way that we would not authorize to share. Kindly send those materials to us by COB this Friday.

Also, please continue to have TJPF staff contact [REDACTED] prior to initiating projects with our staff to ensure we can facilitate a path to meet our mutual needs without unnecessarily entangling the scope of TJPF and the contractual obligations of FCPS employees. Feel free to contact me directly should questions from your staff arise.

Additionally, we discussed the responsibility TJPF staff has to adhere to all FCPS acceptable use policies for email. As part of our regular rollover process, we disable accounts no longer used by FCPS employees and we purge accounts belonging to non-employees who no longer have legitimate use purposes. Last week we deactivated accounts belonging to [REDACTED] and [REDACTED] as they are not identified as your employees needing access to our campus/FCPS. [REDACTED] and [REDACTED] contacted my staff with a request to reactivate those accounts because they had been using them. When my staff shared with them they did not have authorization to access other FCPS accounts, they said [REDACTED] and [REDACTED] gave them permission and shared their passwords for access. During our conversation, you said the expectations may not have been clear regarding email account usage. Any of your staff who request a FCPS email account or file storage must agree to acceptable use policies before accounts are activated; therefore, the expectations were clear for past and current TJPF staff. Thank you in advance for reminding TJPF staff of this responsibility.

As stated during our meeting, I believe all parties are acting with good intentions. It can be difficult to navigate the complex scenarios that arise, and we're here to partner with you and work together to benefit the TJ staff, students and broader community.

Again, I appreciate your timely response to meet today and pledge to work in an expedient manner to review the materials in question.

Thank you,

[REDACTED]
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