



# Harriet Tubman Village Charter School

*A Leader in Me School*



Franchesca Justo  
Redacted

Via: Email

**Re: Closure of Complaint**

Dear Ms. Justo:

On behalf of Harriet Tubman Village Charter School (“HTVCS” or the “School”), this letter is to notify you that the School has concluded its review of the concerns you raised in your complaint submitted to the Board dated March 22, 2023, regarding an incident that occurred during a safety drill on January 24, 2023.

Let me take this opportunity to thank you for bringing these concerns to HTVCS’s attention. HTVCS values your input and wishes to assure you that our collective interest is to ensure that HTVCS provides a safe and positive working environment where all employees will flourish.

The School conducted a thorough and objective investigation into your concerns. The investigation is now completed. Please note that the investigation findings reflect the honest and confidential statements of all witnesses and therefore will not be disclosed to you or anyone else outside the HTVCS administration for the privacy of all involved.

While the findings of the investigation are not subject to disclosure, you should know that the investigator did find that an HTVCS employee behaved in an inappropriate manner by playing sounds of gunshots and screaming over staff walkie-talkies during the safety drill.

While I cannot disclose all action taken in response to your complaint due to employee privacy concerns, I can assure you that HTVCS has taken serious and impactful steps to ensure conduct of this nature does not reoccur. In light of this findings, the School has partnered with H.E.R.O. to perform active shooter training throughout the school year. In addition, the HTVCS Safety Team is being reevaluated and reconfigured.

This complaint is now closed. However, if you should have any concerns in the future, please feel free to contact me.

Sincerely,

Andrea Bravo, Human Resources Manager  
Harriet Tubman Village Charter School