



FROM : Woodlawn High  
SUBJECT :  
TO : Ronald Boone,BCPSOffices  
 Donna L. Smither,BCPSOffices  
 Charles A. Herndon,BCPSOffices  
CC : Tony Marchione,BCPSOffices  
 Elfreda W. Massie,BCPSOffices  
 James H. Wilson

This message is from Dr. James Wilson regarding the death of one of our twelfth grade students, Hae Min Lee:

At 6:45 am this morning, we held an administrative briefing. At 7:00 am the administrative team met with the Crisis Team to discuss the action plan for our staff and students. The following statement was drafted for the teachers:

"We are saddened to learn of the death of Hae Lee, a member of the class of 1999. Hae Min Lee has been missing since January 13, 1999 and her body was found in Leakin Park, Baltimore City. At this time nothing more is known concerning the incident. Please inform the administrative team if you need assistance."

We met with our early-bird teachers at 7:10 am and again at 7:31 with our regular teachers. Teachers were asked to read the statement to their first period classes to inform the students. We have opened up areas in the building (the auditorium, health suite, guidance office, first and second floor lounges as well as administrative offices) and assigned counselors and crisis team members to those areas for persons who need assistance. We have also assigned all veteran secretaries to handle the incoming telephone calls. However, at this time we have not been contacted by the media.

We will update you on our status at 9:00 am and then again at 12 noon.

Thank you for your time.