



## Manchester Public Schools

45 North School Street  
Manchester, Connecticut 06042



### ADMINISTRATIVE OFFICES

Dr. Kathleen M. Ouellette  
Superintendent of Schools  
647-3441

Mrs. Patricia F. Brooks  
Assistant to the Superintendent  
Finance and Management  
647-3445

Dr. Ann Richardson  
Assistant Superintendent  
for Curriculum & Instruction  
647-3447

Mrs. Shelly Matfess  
Director of  
Pupil Personnel Services  
647-3448

Human Resources  
647-3451

December 9, 2009

Dear Manchester Public School Parents/Guardians:

At approximately 9:45 a.m. on December 9, 2009, during normal mail sorting procedures, an unknown white powdery substance was discovered inside a catalog at the Central Office.

As a precautionary measure and adhering to standard protocol the following agencies were notified and called to investigate: Manchester Police Department, Eighth District Fire Department, Connecticut State Police Hazmat, Department of Environmental Protection and the FBI. As part of the investigation, the substance was isolated to one room at Central Office and was collected and sent for further testing. Four employees were transported to the emergency room as a precautionary measure. All were released with no symptoms. No threat was indicated at anytime and the procedures that were followed were standard protocol, given the circumstances.

An additional check was conducted at Illing Middle School, where the catalog was thought to have originated, and no substance was located. Central Office will resume normal operation on December 10, 2009.

If there are further concerns or questions, please contact Dr. Kathleen M. Ouellette, Superintendent of Schools, 860-647-3441, or Lt. Christopher Davis, Manchester Police Department, 860-645-5537.

cc: Board of Education  
Board of Directors