

Portage Education Association Inc.  
**Building level Disciplinary Meeting**  
Official Building Representative Memo worksheet

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Date \_\_\_\_\_

Time meeting started \_\_\_\_\_ am/pm

Time it adjourned \_\_\_\_\_ am/pm

Location: building \_\_\_\_\_ room \_\_\_\_\_

Teacher involved: Mr./Ms./Mrs. \_\_\_\_\_

Tenured? Yes/No years employed in PPS = \_\_\_\_

Who called this meeting? \_\_\_\_\_

People present and title (administrator(s), teacher(s), PEA representation, etc.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

Reason for meeting \_\_\_\_\_

Specific allegation against the member (detailed) \_\_\_\_\_

Contract violation? Yes/No/Uncertain If "Yes" cite Article & section \_\_\_\_\_

Follow up meeting scheduled? (date/time/location) \_\_\_\_\_

**Notes on meeting:** (Get clarification on dates of events, names of others involved, specifics, documentation related to discipline, request copies of any documentation mentioned.)