

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

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.)