

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

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Date *January 23, 2006*

Time started *2:15 p.m.*

Time adjourned *2:43 p.m.*

Location: building *Central Middle School* room *Conference room A*

Teacher involved *Mr. Ms./Mrs. John Doe*

Tenured? *Yes/No* years employed in PPS = *06*

1. Who called this meeting? *Mr. Billy Boss - principal*

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

2. *Mr. Billy Boss - principal*

3. *Mrs. Jane Smith - vice principal*

4. *John Doe - teacher*

5. *Tony Tiger - PEA building rep*

6.

Reason for meeting *A letter of reprimand is being placed on Mr. Doe's file*

Contract violation? *Yes/No/ uncertain* If "Yes" cite Article & section *(will review after meeting)*

Specific allegation against the member (detailed) *physical assault against Johnny Rotten; parents pushing issue*

Follow up meeting scheduled? (date/time/location) *Yes - February 5, 2006/ 3:00 / CMS conf. room A*

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

≡ *BB - "You were unprofessional in your dealing with student discipline regarding Johnny Rotten on 12/7/06 when you referred to him as a "little bastard" and physically removed him from your room.*

≡ *JD - That's not what happened I never said that - I said he was behaving "like a brat"*

≡ *TT - who heard this comment? Was it verified by an adult or just student hearsay?*

≡ *JS - Another teacher, Mrs. Snoopy, heard JD call Johnny R, a "brat" and worse!*

≡ *TT - we'd like some documentation that Snoopy in fact made that statement.*

≡ *BB - I'm placing the following letter on your file effective immediately (see attached) I expect a written apology to the parents.*

≡ *Progressive discipline will result in another letter, docked time and/or termination*

≡ *JS referenced a prior write up on a similar situation with John D. (requesting a copy of that document)*

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