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

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 <u>Johnny Rotten</u> 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 and 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)*
- ≅