

VIII.

CONFERENCE
FOR-THE-RECORD

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CONFERENCE-FOR-THE RECORD

Compliance with Labor Contracts

When an administrator determines that a conference-for-the-record is appropriate, it is most important that, prior to giving notice of the conference, the appropriate labor contract or Managerial Exempt agreement be thoroughly reviewed with regard to proceedings and applicable due process. **(See checklist on page VIII-4)**

Before the Conference

Absent an emergency situation, written notification must be provided to the employee at least **2 days** in advance of the conference. If the conference is an emergency, less than two days notice is allowable. The notice must direct the employee to attend the conference, indicate the date, time, and place; stipulate the subject(s) to be addressed; and cite the employee's right to representation. By employee signature, or that of a witness, proof of receipt should be obtained. See pages VIII-6 through VIII-9 for a template and samples. Reminder: A conference-for-the-record is fact-finding in nature, not disciplinary in itself.

The conference must be carefully planned, anticipating possible reactions on the part of the employee and/or the union representative(s). This planning should also include duplication of any documents and/or materials to be discussed at the conference.

During the Conference

In all conferences, the administrator must have another member **of the administrative staff present** or request assignment of one for the conference. This administrative staff member's role should be carefully explained to him/her well in advance of the conference. In addition to being a witness to the proceedings, the **administrative staff member** can help with note-keeping and participate in the conference as deemed appropriate by the administrator. Other than a union representative, no member of another bargaining unit may be present. It is vital that notes be kept on the proceedings of the conference. The administrator must control the pace of the conference so that every point made is understood by all present and fully recorded in his/her notes.

During the conference, the administrator must carefully and systematically **review** the notification procedures, reason(s) for the conference, right to union representation (especially if none is present), and the investigative findings. **Review** of all prior communications (formal and informal) will serve to put the formal stage of communications into context; also, it will permit these to be included in the summary as **official actions of record**. While the conference is a good-faith effort for mutual communication, the administrator must, at all times, maintain control of the proceedings.

If during the conference, there is a need for a **directive**, it is vital that there be no question as to the directive's intent or meaning. Make sure that the language is clearly understood by all. Tell the employee at this time that an immediate follow-up memorandum to him/her will record the proceedings of the conference, any related directives, and established timeframes. **Administrative directives must clearly stipulate what not to do as well as what to do.**

After the Conference

The **conference summary** must reflect accurately the proceedings of the conference, including resources assigned and those requested by the employee and/or union representatives present. Again, make sure that the directives are explicit and easily understood in the memorandum. When ready/available, the memorandum should be signed and dated by the employee to acknowledge receipt and then should be placed in the worksite personnel file. If **the employee refuses to sign the memorandum**, the administrative witness **must attest to that fact on the memorandum**. See pages VIII-13 through VIII-16 for a template.

If the conference results in a need for the issuance of a **reprimand**, all of the aforementioned factors should be carefully considered and implemented. Pursuant to a good-faith regard to the employee's statements, the reprimand should be prepared and submitted to the employee for signature **after** the time of the conference and the employee must sign as received. If the employee refuses to sign, receipt of the document by the employee must be witnessed and dated by an administrator other than the person who conducted the conference. A copy of the reprimand must be placed in the worksite personnel file. See page VIII-17 through VIII-18 for samples.

If the performance and/or investigative issues which are the subject of the conference have risen to the level of being discussed at the monthly Office of Professional Standards meeting, provide a copy of the conference notification, summary, reprimand, and any other related material.

CONFERENCE-FOR-THE-RECORD PROCEDURES CHECKLIST

NOTICE:

1. **Obtain the employee's signature on the conference-for-the-record notification at least two days prior to the conference. Include date, time, and location, as well as the topics to be covered at the conference. If an emergency situation exists, contact the Region Administrative Director regarding scheduling an emergency conference-for-the-record.**
2. Indicate the right to have union representation.

CONFERENCE PROCEDURES

1. Confirm awareness of union representation and note where representation is not chosen. If an employee is not a union member, he/she is entitled to up to two representatives.
2. Re-state the topics to be covered at the conference, as specified on the notice.
3. Review all formal and informal communications pertaining to the issues addressed at the conference.
4. Review all documentation pertaining to the subject of the conference.
5. Listen to objections/responses, and record them.
6. **Respond to objections without debate.**
7. Keep on task.
8. Be positive.
9. Note mutual agreements.
10. Record efforts by the employee, as well as counseling and assistance by the supervisor.
11. Explain options and requirements.
12. **Note effects and impact of the employee's actions on the worksite and school system.**
13. Verbally summarize conference.
14. State actions to be taken and timeframes, as applicable.

POST-CONFERENCE PROCEDURES

1. Prepare written summary of the conference-for-the-record.
2. Give one copy to the employee.
3. **Obtain the employee's signature acknowledging receipt and date on the written summary.**
4. Place signed copy in the worksite personnel file (only if CFR is not related to an investigative issue)
5. **Calendar time frames and deadlines for follow-up actions.**

The following pages contain sample forms for conferences-for-the-record involving administrative, instructional, non-instructional, and school support personnel. Please consult Region/District personnel and OPS if questions arise and/or assistance is needed.

**TEMPLATE
NOTICE FOR CONFERENCE-FOR-THE-RECORD**

MEMORANDUM

Date _____

TO: _____ (Employee Name) Emp.# 000039
FROM: _____ (Principal/Supervisor)
_____ (Work Location)

SUBJECT: CONFERENCE-FOR-THE-RECORD

You are directed to report for a conference in the principal's/supervisor's office on _____, at _____ a.m./p.m.
(Date) (Time)

This meeting is held in accordance with

____ Article XI, Section 1 of the AFSCME Contract, and
____ Article XI, Section 1 of the DCSMEC Contract, and
____ Article X, Section 1 of the FOP Contract, and
____ Article XXI, Section 1 of the United Teachers of Dade (UTD) Contract, and
____ Section C3 of the **Manual of Procedures for Managerial Exempt Personnel (MEP)**
____ Article VII, Section 1 of the Dade County School Administrators' Association (DCSAA)
____ Classification and Compensation Plan for Confidential Exempt Personnel, Article V

and will address:

____ Investigative Report: _____, concerning your non-compliance with
____ Miami-Dade County School Board Rules _____,
____ non-compliance with site directives regarding _____,
____ performance related issues,
____ attendance-to-date,
____ other _____,

____ **a review of the record, and**
____ **your future employment status with Miami-Dade County Public Schools.**

____ You are contractually entitled to have up to two member advocates from the
____ UTD Union.

____ You are contractually entitled to have up to two bargaining agent representatives from the
____ AFSCME Union. _____ DCSMEC Union.

____ You are contractually entitled to have representation from the
____ FOP Union. _____ DASA Organization. _____ DCSAA Organization.

____ Confidential Exempt Steering Committee

If you are not a union member, you are entitled to have up to two representatives.

____ Failure to attend this conference will not preclude it from taking place or disciplinary action
from ensuing.

cc: _____ (Assistant Superintendent, OPS)
____ (Region Center/District Superintendent)
____ (Region Center Administrative/District Director)
____ (Union)

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
NOTICE FOR CONFERENCE-FOR-THE-RECORD
ADMINISTRATOR**

MEMORANDUM

Date _____

TO: Mr. William O. Knight, Assistant Principal

FROM: Leslie B. Goode, Principal
Palm Lake Middle School

SUBJECT: CONFERENCE-FOR-THE-RECORD

You are directed to report for a conference in the principal's office on _____ at _____ (a.m./p.m.).

This meeting is held in accordance with Section C-3 of the **Manual of Procedures for Managerial Exempt Personnel (MEP)** and will address your: (attendance-to-date), (performance assessments-to-date), (_____), (_____), (_____), a review of the record, and your future employment status with Miami-Dade County Public Schools.

Failure to attend this conference will not preclude it from taking place or disciplinary action from ensuing.

You are contractually entitled to have representation from the Dade Association of School Administrators (DASA) present at this conference. If you are not a union member, you are entitled to have up to two representatives.

cc: (Assistant Superintendent, OPS)
(Region Center/District Superintendent)
(Region Center Administrative Director/District Director)
DASA or DCSAA Representative

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
NOTICE FOR CONFERENCE-FOR-THE-RECORD
INSTRUCTIONAL**

MEMORANDUM

Date _____

TO: Jane Doe, Teacher

FROM: Ulysses R. Wright, Principal
Pine Valley High School

SUBJECT: CONFERENCE-FOR-THE-RECORD

You are directed to report for a conference in the principal's office on _____ at _____ (a.m./p.m.).

This meeting is being held in accordance with Article XXI, Section I of the United Teachers of Dade Contract and will address your (attendance-to-date), (performance assessments-to-date), _____, _____, _____, a review of the record, and your future employment status with Miami-Dade County Public Schools. You are contractually entitled to have up to two union representatives from the UTD Union present at this conference. If you are not a union member, you are entitled to have up to two representatives.

Failure to attend this conference will not preclude it from taking place or disciplinary action from ensuing

cc: _____ (Assistant Superintendent, OPS)
_____ (Region Center/District Assistant Superintendent)
_____ (Region Center Administrative/District Director)
United Teachers of Dade

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

**TEMPLATE
NOTICE FOR CONFERENCE-FOR-THE-RECORD
NON-INSTRUCTIONAL**

MEMORANDUM

Date _____

TO: John Doe, Custodian I
FROM: Joseph J. Doe, Principal
Pine Valley High School

SUBJECT: CONFERENCE-FOR-THE-RECORD

You are directed to report for a conference in the principal's office on _____ at _____ (a.m./p.m.).

This meeting is being held in accordance with Article XI, Section 1 of the AFSCME Contract and will address your (attendance-to-date), (performance-related issues), _____, a review of the record, and your future employment status with Miami-Dade County Public Schools. You are contractually entitled to have up to two bargaining agent representatives from the AFSCME Union present at this conference. If you are not a union member, you are entitled to have up to two representatives.

The successful resolution of these issues is of paramount importance to Miami-Dade County Public Schools. Therefore, your attendance at the conference is mandatory and will provide evidence of our continuing efforts to counsel you. Failure to attend this conference will not preclude it from taking place or disciplinary action from ensuing.

cc: _____ (Assistant Superintendent, OPS)
_____ (Region Center/District Assistant Superintendent)
_____ (Region Center Administrative/District Director)
_____ (Union AFSCME)

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

PROCEDURES FOR WRITTEN SUMMARY OF CONFERENCE-FOR-THE-RECORD

TIME AND SUBSTANCE OF SUMMARY:

1. Prepare the summary within reasonable timeframe.
2. State the place, date, and time of the conference.
3. List the participants, titles, and affiliation(s), as applicable.
4. Cite the topics, as noted on the notice of the conference.
5. State notification of right of union representation and decision of employee not to have representation, if applicable.
6. Note contract status and service history of employee.
7. Discuss all informal communication and written documentation given to, and reviewed with, the employee.
8. Record employee's awareness of governing rules, regulations, and procedures, including receipt of documents.
9. Note any connection(s) between the employee's behavior/actions to prior warning(s) and/or discipline.
10. Note any connection(s) between the employee's behavior/actions to prior employment decisions (reappointment, suspension, dismissal).
11. Note objections, alternate opinions, direct challenges, bases, and sources.
12. State clearly and precisely any warning, admonition, directive, or reprimand (if applicable).
13. Point out the implications and consequences of any recurring inappropriate conduct, unlawful actions or unprofessional behavior.
14. Note any and all pending determinations that may lead to further disciplinary action(s).
15. Note that employee's signature acknowledges only receipt, not agreement.
16. Note that employee was notified of his/her right to append his statement/response to the summary.

DELIVERY OF SUMMARY:

1. Obtain the employee's signature and date on the summary acknowledging receipt.*
2. Give a copy of the signed summary to the employee.
3. File a signed copy in the worksite personnel file.
4. File a copy, and support documentation, with any disciplinary recommendation.

*** NOTE: If employee refuses to sign for receipt of document, make a note of the refusal on the document, obtain the signature of the administrative witness, and date the document.**

**TEMPLATE
SUMMARY OF CONFERENCE-FOR-THE-RECORD**

MEMORANDUM

Date _____

TO: _____, Employee Emp. # 000039

FROM: _____, Principal/Supervisor

_____, School/Work Location

SUBJECT: SUMMARY OF CONFERENCE-FOR-THE-RECORD

A conference-for-the-record was held with you in my office on (Day of the Week), (Date and Time).

_____ You reported that the United Teachers of Dade (UTD)/Dade Association of School Administrators (DASA)/Dade County School Administrators' Association (DCSAA)/American Federation of State, County, and Municipal Employees (AFSCME)/Dade County School Maintenance Employee Committee (DCSMEC)/Fraternal Order of Police (FOP)/ Confidential Exempt Steering Committee declined to represent you since you are not a member.

Present at the conference were: _____, Assistant Principal; employee; _____, Principal; and _____, DASA/DCSAA/AFSCME/DCSMEC/Confidential Exempt Steering Committee Representative(s) or UTD Union Representative(s).

The conference was held to address: (must be same language used in Notification of CFR)

_____ Investigative Report Case Number: _____ concerning _____;

_____ your non-compliance with Miami-Dade County School Board Rules;

- 6Gx13- 4E-1.01, Absences and Leaves;
- 6Gx13- 6A-1.112, Acceptable Use Policy for the Exploration and Utilization of the Internet as a Tool for Learning Acceptable Use Policy for the Internet;
- 6Gx13- 4A-1.213, Code of Ethics;
- 6Gx13- 5D-1.07, Corporal Punishment-Prohibited;
- 6Gx13- 4A-1.32, Discrimination/Harassment: Complaint Procedures for Employees;
- 6Gx13- 4-1.05, Drug-Free Workplace;
- 6Gx13- 4-1.09, Employee-Student Relationships;
- 6Gx13- 4A-1.21, Responsibilities and Duties;
- 6Gx13- 3E-1.10, Transportation—Specific Procedures;
- 6Gx13- 3E-1.102, Transportation—Zero Tolerance;
- 6Gx13- 4-1.08, Violence in the Workplace;
- Other _____

_____ noncompliance with worksite directives regarding _____;

_____ violation of The Code of Ethics and professional responsibilities;

_____ other _____;

_____ a review of the record,

_____ and your future employment status with Miami-Dade County Public Schools (M-DCPS).

Service History

As you reported in this conference, you were initially employed by Miami-Dade County Public Schools as a Position on Date, and you were assigned to Location School where you remained through _____.

To date, you have worked at the following locations (in the identified positions):

<u>Site(s)</u>	<u>Service Dates</u>	<u>Positions (if varying)</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Conference Data Reviewed

A packet of written documents was provided to you and your Bargaining Agent Representative(s) prior to the conference for review in its entirety.

A review of the record included reference to the following issues:

- X (Date) _____
- X (Date) _____
- X (Date) _____
- X (Date) _____
- X (Date) _____
- X (Date) _____
- X (Date) _____
- Investigative Report - # _____ violation of _____ Probable Cause.
- You were advised that the above-cited violation was determined as Probable Cause by an Administrative Review conducted by this administrator, Case Number _____.

Copies of the aforementioned documents were presented to and reviewed with you. I asked you if you understand the seriousness of this matter. You replied that you did. I provided you the opportunity to respond. You indicated that _____

Action Taken

You were advised of the high esteem in which M-DCPS employees are held and of the District's concern for any behavior which adversely affects this level of professionalism.

_____ You were reminded of the prime directive to maintain a safe learning environment for all students.

_____ You received a supervisory referral to the District's support agency.

The following directives are herein delineated which were issued to you during the conference.

1. _____
2. _____
3. _____
4. _____

These directives are in effect as of the date of the conference and will be implemented to prevent adverse impact to

_____ students and their academic progress;

_____ the operation of the work unit and to the services provided to students;

_____ ensure continuity of the education program.

_____ Other: _____

_____ Noncompliance with these directives will necessitate further review for the imposition of additional disciplinary measures.

_____ During the conference, you were provided with a copy of:

- 6Gx13- 3E-1.10, Transportation—Specific Procedures;
- 6Gx13- 3E-1.102, Transportation—Zero Tolerance;
- 6Gx13- 4-1.05, Drug-Free Workplace;
- 6Gx13- 4-1.08, Violence in the Workplace;
- 6Gx13- 4-1.09, Employee-Student Relationships;
- 6Gx13- 4A-1.01, Equal Opportunity Employment and Assignment;
- 6Gx13- 4A-1.21, Responsibilities and Duties;
- 6Gx13- 4A-1.213, Code of Ethics
- 6Gx13- 4A-1.32, Discrimination/Harassment: Complaint Procedures for Employees;
- 6Gx13- 4A-1.213, Code of Ethics
- 6Gx13- 4E-1.01, Absences and Leaves;
- 6Gx13- 5D-1.07, Corporal Punishment-Prohibited;
- 6Gx13- 5D-1.10, Discrimination/Harassment: Complaint Procedures for Students;
- 6Gx13- 6A-1.112, Acceptable Use Policy for the Network;
- 6Gx13- 6A-1.112, Policy for Utilization of the E-Mail System;
- State Board of Education Rule 6B-1.001, FAC, and State Board of Education Rule 6B-1.006, FAC, The Code of Ethics and the Principles of Professional Conduct of the Education Profession in Florida were discussed with the employee.
- Other: _____

_____ You were advised to keep the information presented in this conference confidential and not discuss this with students and staff.

Action To Be Taken

You were advised that the information presented in this conference, as well as subsequent documentation, would be reviewed with the Assistant Superintendent in the Office of Professional Standards, the Region Superintendent and Administrative Director of _____ Region Center, and Administrative/District Director of OPS.

The following actions will be taken by this administrator:

_____ You were advised of the issuance of a letter of reprimand.

_____ You were directed to adhere to the specific directives issued to you in the conference.

_____ You were notified that all investigative data will be transmitted to Professional Practices Services (PPS), Florida Department of Education (FDOE), for review and possible licensure action by the Educational Practices Commission (EPC). (Applies only to employees holding Department of Education Certificates.)

_____ Other _____

Any noncompliance with these directives will compel district disciplinary measures.

You were told that any recurrences of this violation will result in (further) disciplinary action. This administrator asked you if you had any further comments. Your response was _____. The conference was concluded at Time.

(Please be aware/You were apprised) of your right to clarify, explain, and/or respond to any information recorded in this conference by this summary, and to have any such response appended to your record.

cc: _____

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

NOTE: If the employee is absent for a prolonged time period, send the summary by both U.S. First Class and Certified Mail Return Receipt Requested. Indicate that you have done so on the summary. When it is returned to you, retain the green receipt of certified mail for your records or obtain confirmation of delivery from the Postal Service website (www.usps.com).

A conference-for-the-record
must be conducted **PRIOR** to
any disciplinary
action, including a written
REPRIMAND

**TEMPLATE
REPRIMAND**

MEMORANDUM

DATE _____

TO: _____, Employee (Non-Instructional Personnel)

FROM: _____, Principal/Supervisor

SUBJECT: REPRIMAND

On _____ (Date) _____, you (Briefly indicate circumstances of inappropriate actions), including place and subject. This infraction was found to have Probable Cause by Preliminary Personnel Investigation/Administrative Review, Case# _____. You violated School Board Rule(s) _____.

It is your responsibility as a Miami-Dade County Public School (M-DCPS) employee to conduct yourself in a manner that reflects credit upon yourself and the district. Therefore, you are hereby officially reprimanded for the above-stated actions.

You are directed to immediately refrain from (repeat the inappropriate actions). Furthermore, you are directed to (repeat directives issued in CFR).

Any recurrence of the above infraction may lead to further disciplinary action.

I AM IN RECEIPT OF THIS MEMORANDUM.

Employee Signature

Date

cc: _____ (Assistant Superintendent, OPS)

_____ (Region Center/District Superintendent)

_____ (Region Center Administrative/District Director)

_____ (Administrative/District Director, OPS)

INSTRUCTIONAL MID-YEAR CONFERENCE-FOR-THE-RECORD OUTLINE FOR CONTINUING CONTRACT TEACHERS

Employees whose performance is rated Below Standards or who have demonstrated noted deficiencies must participate in a mid-year **conference-for-the-record**. This conference is to be conducted by the principal or site supervisor in **December**.*

As a result of the conference-for-the-record, the following data must be submitted to the Region Center/District Office no later than the last workday in December before winter recess.

1. Notification of conference-for-the-record to the employee.
2. Summary of conference-for-the-record.

At the conference, the principal/site supervisor is to:

1. Review the performance assessments-to-date.
2. Delineate assistance given by administration to remedy indicators of teaching and learning that do not meet standards (Region Center/District supervisory assistance, inservice workshops, website materials).
3. Emphasize the positive elements of supervision yielding improved performance.
4. Apprise **instructional** personnel of the possible annual evaluation decisions and frozen salary status if performance remains below standards.
5. If appropriate, recommend the employee to the District's Support Agency for problems of stress, burnout, or family concerns through a supervisory referral to the District's support agency.

Additional assistance is available from Region Center and District offices.

*Note: If performance deficiencies are identified after December, a conference-for-the-record must be conducted with teachers who hold continuing contracts following the report of Below Standards and must contain the components of the mid-year conference.

**TEMPLATE
SUMMARY MID-YEAR/END OF YEAR
CONFERENCE-FOR-THE-RECORD
INSTRUCTIONAL (CONTINUING CONTRACT ONLY)**

MEMORANDUM

Date _____

TO: _____, Employee Name
 FROM: _____, Principal/Supervisor
 _____, School/Work Location
 SUBJECT: **CONFERENCE-FOR-THE-RECORD SUMMARY**

Overview:

On _____ (date), a conference-for-the-record was held with you to: (select one or more)
 (must be the same language used in Notification of CFR)

- review performance assessments-to-date
- discuss non-compliance with Improvement Plan (IP) activities regarding: (select one or more)
- discipline of students
- fulfillment of prescriptive activities
- meeting timelines
- submitting lesson plans
- maintenance of designated records
- discuss parent complaints (delineate here, if not formalized previously)
- investigative issues (refer to any pending case or substantiated personnel report)
- excessive absences
- a review of the record
- and future employment status with Miami-Dade County Public Schools

In attendance were _____ (principal) _____, _____ (second administrator) _____, _____ (member advocate[s]).

Professional Service History: (optional)

You have been employed with Miami-Dade County Public Schools since _____ (employment date) _____, and at this school site since _____ (site employment date) _____. You currently hold a continuing contract with the District and a teaching certificate in the following area(s): (list area(s)), which is valid through June 30, 200(#).

Conference Data Reviewed:

Your performance during the _____ (year-year) school year includes:

Observation Dates	Indicators Below Standards
_____	_____
_____	_____
_____	_____

Assistance Provided:

An Improvement Plan (IP) was provided to remedy performance standards that are unsatisfactory. Additionally, the following support was provided to you to improve teaching/learning: (Select one or more)

- release time to observe other teachers
- inservice workshops (specify)
- district/supervisory assistance
- teacher education courses (specify)
- resources materials (specify)
- demonstration lessons
- referral to District support agency

The IPEGS Summative Performance Evaluation for (year - year) was rated Unsatisfactory in the following areas: (list areas)

If performance standards are not met, the following will occur: (select one)

- Recommendation for frozen salary status and carry-over IP
- Recommendation to not re-employ
- Performance probation carry-over
- Recommendation to the District for termination of employment

Specific Performance Issues:

(insert pertinent sections from below as necessary)

- **Compliance:**

You have been advised that an IP was provided to remedy performance standards of teaching and learning that are not satisfactory. IPs are contractual obligations (reference Article XIII, M-DCPS/UTD Contract). You are non-compliant with IP timelines.

The IP timeline for the Record of Observed Deficiencies issued on (date) was due on (date) . You did not submit the activities/materials in a timely manner and were duly notified of your requirement to comply.

- **Complaints:**

Complaints have been forwarded to this administrator or the school administration and transmitted to you as stipulated in the M-DCPS/UTD Contract, Complaint Section [Article XXI, Section 1(D)]. The complaints received include: (select one or more)

- poor relationship with students
- failure to maintain safe learning environment
- excessive absences
- inconsistent grading policy
- inequitable treatment of students
- poor communication with parents
- failure to maintain designated records
- inappropriate comments to students
- altercations with other staff members
- other (explain)

Conferences have been conducted with you to address these concerns on (list dates) , and directives were issued to you to promote your improved performance. (If specific directives were given, delineate them here.)

• **Attendance:**

It has been determined that you have been excessively absent during the (year - year) school year. To date, you have been absent (#) days. The following directives were issued to you during the conference, concerning future absences:

1. Intent to be absent must be communicated directly to the designated administrator.
 2. Absences for illness must be documented by your treating physician and a written medical note presented to the designated administrator upon your return to the site.
- AND/OR**
3. Site procedures for provision of lesson plans and materials for the substitute teacher when absent must be adhered to in the event of an absence from the worksite.

If it is determined that future absences are imminent, leave must be considered and procedures for Board-approved leave implemented.

These directives are in effect as of the date of the conference and will be implemented to:
(select one or more)

- maintain good attendance
- maintain support services to students
- continue the academic progress of students
- continue the effective operation of the worksite
- ensure continuity of the educational program.

Non-compliance with these directives will engender further disciplinary measures.

Employee Responses:

You were provided with an opportunity to respond to:
(Include employee responses or remarks here.)

Concluding Remarks:

During the conference, you were provided a copy of School Board Rule 6Gx13- 4A-1.21, Responsibilities and Duties, and Chapter 6B-1.001(3), Code of Ethics of the Principles of Professional Conduct of the Education Profession of Florida. You were advised of the high esteem in which teachers are held and of the District's concern for any action which adversely affects this level of professionalism.

Please be advised that the school administration is available to assist you in your professional development and will make every effort to accommodate your requests related to performance improvement.

You are hereby notified of your right to clarify, explain, and/or respond to any information recorded in this conference by this summary, and to have such response appended to your record.

- cc: _____ (Assistant Superintendent, OPS)
 _____ (Region Center/District Assistant Superintendent)
 _____ (Region Center Administrative/District Director)
 _____ (Administrative/District Director, OPS)

I AM IN RECEIPT OF THIS MEMORANDUM

Employee Signature

Date

**TEMPLATE
CONFERENCE-FOR-THE-RECORD FOR
EMPLOYEES ON LEAVE OR ABSENT
INSTRUCTIONAL (APPLIES TO CONTINUING
CONTRACTED EMPLOYEES)**

MEMORANDUM

Date _____

TO: _____ (Employee)

FROM: _____ (Principal)

_____ (Site)

SUBJECT: CONFERENCE DATA DELINEATED FOR _____ MID-YEAR CONFERENCE
 _____ UNSATISFACTORY END OF YEAR
 SUMMATIVE PERFORMANCE
 EVALUATION

This memorandum takes the place of the conference-for-the-record that would have been conducted, had you not been on leave/absent, to address the unacceptable performance standards identified this school year.

During the ___ year - year ___ school year, assessment of your performance was as follows:

Observation Date

Unsatisfactory Standards

IP Timeline

_____ Please be advised that the assessment process will continue upon your return to the worksite to remedy indicators of teaching and learning that do not meet standards.

_____ Please be advised that the assessment process will continue upon your return to the worksite to remedy indicators of teaching and learning that do not meet standards and, as such, the annual evaluation is rated unacceptable in:

_____ Please be advised that the enclosed employment action has been recommended because your performance remains Below Standards at this time.

_____ The End of Year Summative Performance Evaluation ___(year)_ is enclosed for your signature. Please return a signed copy to me in the enclosed, stamped envelope and retain a copy.

A conference will be conducted upon your return to the worksite to clarify any concerns you may have.

Attachment(s)

cc: _____ (Assistant Superintendent, OPS)
 _____ (Region Center/District Superintendent)
 _____ (Region Center/District Director)
 _____ (Administrative/District Director, OPS)

Certified - Return Receipt Requested
US Mail

**TEMPLATE DISCIPLINARY ACTION
POST OPS CONFERENCE SITE DISPOSITION
REQUEST FROM OPS TO WORKSITE**

MEMORANDUM

Date _____

TO: _____ (Principal/Site Administrator)

_____ (School/Worksite)

FROM: _____ (Administrative/District Director)
Office of Professional Standards

SUBJECT: DISCIPLINARY ACTION POST OPS CONFERENCE SITE DISPOSITION

CASE: 00000

**SUBJECT: PRELIMINARY PERSONNEL INVESTIGATION
CORPORAL PUNISHMENT-PROHIBITED
PROBABLE CAUSE**

NAME: JOHN DOE

EMPLOYEE # 000039

POSITION: CUSTODIAN

LOCATION: WORKSITE

The Office of Professional Standards seeks to establish a final disposition for the above-indicated case.

Because the report references administrative action at the worksite which shall be sufficient to bring closure to the issue, your written implementation of actions related to the cited case must be reviewed with the Region Center/District Office and provided to this office.

This disciplinary action should include:

- Letter of reprimand
- Written directives to include instructions to refrain from using physical means to discipline students, and to demonstrate adherence to School Board policy.

The disciplinary actions should be forwarded to the Office of Professional Standards within **10** working days from the date of this memorandum, with a copy to the Region Center/District Office.

The disciplinary report is available for review in the Office of Professional Standards.

By Board Rule 6Gx13-4-1.03, the investigative report is maintained in the Office of Professional Standards and is not to be placed in a site file.

Attachment - CFR Summary

cc: _____, Assistant Superintendent, OPS
_____, Region Center/District Superintendent
_____, Region Center/District Director