

Disciplinary Meeting Minutes for Teachers

School Name: Springfield High School

Location: Main Conference Room, Springfield High School

Date: November 15, 2024

Time: 3:00 PM - 4:30 PM

Attendees:

1. **Chairperson:** Dr. Alice Monroe, Principal
2. **Human Resources Representative:** Mr. John Carter
3. **Department Head:** Mrs. Linda Bates, Science Department Head
4. **Teacher:** Mr. Mark Stevens
5. **Union Representative:** Ms. Emily Harris
6. **Witnesses:** [If applicable]
7. **Note Taker:** Ms. Karen Olsen

Purpose of the Meeting:

- To address allegations of improper conduct in the classroom by Mr. Mark Stevens and to determine appropriate disciplinary actions in line with district policy.

Incident Overview:

1. **Description of Incident:**
 - The incident in question occurred on November 5, 2024, during a 10th-grade chemistry class. Allegations include inappropriate language and failure to follow safety protocols during a lab exercise.

- This conduct is alleged to violate the school district's policies on professional behavior and classroom safety.

2. Evidence Presented:

- Statements from students present during the incident.
- Written testimony from another teacher who was nearby at the time.
- Safety audit report from the lab session in question.

Teacher's Response:

- Mr. Stevens provided his account of the events, disputing the severity of the language used and explaining the safety oversight as a momentary lapse, which he regretted.

Discussion:

- Analysis of the evidence against school policies and past similar incidents.
- Input from Mrs. Linda Bates regarding Mr. Stevens' history and overall conduct as a teacher.
- Consideration of the potential impact of the incident on student safety and learning environment.

Decision:

1. Outcome:

- Decision to issue a formal reprimand to Mr. Stevens.
- Requirement for Mr. Stevens to attend a professional conduct and safety training session.

2. Follow-Up Actions:

- Scheduling of training for Mr. Stevens on November 30, 2024.
- A review meeting set for six months from the date of the meeting to reassess Mr. Stevens' classroom management and safety adherence.

Closing:

- Recap of the decisions made and the reasons behind them.
- Reminder of confidentiality regarding the meeting proceedings.
- Notification of the right to appeal the decision through district channels.

Meeting Adjournment:

- **Time of Adjournment:** 4:30 PM

Approval:

- Minutes approved by: Dr. Alice Monroe
- Date of approval: November 16, 2024