

PORTLAND EDUCATION ASSOCIATION

ARTICLE 4(D) Meetings between Administrators and Educators

Meeting Checklist for the PEA Representative attending Art 4(D) Meeting

Before the meeting:

- _____ 1. Make sure that you have a copy of the PPS Article 4(D) Meeting Checklist for Administrators and Educators, check off #1 (written notice provided to educator), #2 (notice stated purpose of meeting), #3 (educator informed of right to representation and allowed 48 hours to get representation).

- _____ 2. Send an email to the PEA President with the following information: School, Educator, the date on which the meeting was requested, the date of the scheduled meeting, was the educator given a written notice of the meeting, the issue(s) to be discussed at the meeting (if known).

At the beginning of the meeting:

- _____ 3. Introduce yourself as the Educator's PEA representative.

- _____ 4. If the Educator did NOT receive a written notice, ask the administrator whether this meeting is about a performance or employment issue OR whether this meeting could lead to a performance or employment issue.
 - _____ a. If the Administrator says Yes, respectfully request that the meeting be stopped immediately and rescheduled so that the PEA Contract Article 4(D) process can be followed.

 - _____ b. If the Administrator says No, the meeting will continue. If at any time during the course of the meeting, it becomes apparent to you or to the Educator that there may be performance or employment concerns with the Educator, respectfully request that the meeting be stopped immediately and rescheduled so that the PEA Contract Article 4(D) process can be followed.

- _____ 5. At the outset of the meeting, the Administrator will provide the Educator with a clear and detailed statement of the issue(s) to be addressed with any supporting evidence available at the time of the meeting. If the statement or the supporting evidence is in writing, request copies. If not, write down that information,

During the meeting:

- _____ 6. Take detailed notes of what is said by both the Administrator and the Educator, using actual quotes to the extent possible.
- _____ 7. If the Educator does not feel prepared to immediately respond to an issue raised during the meeting, request that a follow-up meeting be scheduled.

At the end of the meeting:

- _____ 8. Ask the Administrator if there are any other issues to be addressed.
- _____ 9. Ask the Administrator what is the next step, if any.

After the meeting:

- _____ 10. Send an email to the PEA President with the information you gathered (copies of any written material provided by the Administrator, your meeting notes, concerns of the Educator).