

**xxxxxxCOUNTY
PUBLIC SCHOOLS**

DATE: September 23, 2009

TO: Betty Boe

FROM: Principal

SUBJECT: Summary of 9/22/09 Meeting

This memo shall serve as a summary of the meeting that was conducted on September 22, 2009. You and I met to discuss the observation I made at 3pm on 9/22/09. During the meeting, the following items were addressed:

- I witnessed you having no control over your students. There were 7 students in the classroom. Students were running around, at times pushing one another, one student was taking a rubber band and flicking it at another student, and a child was making snorting sounds running around the room;
- There was no evidence of behavior plans being used and specified in all of your student's IEP's;
- I witnessed your negative treatment of a student in front of the rest of the class, you kept repeating verbal demands and telling the student all the things she was doing wrong instead of focusing on the positive behaviors or modeling with visuals of how the student could change her behavior. I told you that this behavior is not what we would expect of a teacher working with students with intellectual challenged disabilities.
- When I brought this to your attention you said, "Well, we were in art and the lesson went dead so I brought them back here and had to figure out what to do for the half hour before dismissal."

In the future, I expect that:

- You shall be responsible for leading children in desirable patterns of general conduct and behavior;
- Your manner shall at **all** times be appropriate to the activity of the moment and you shall treat your students with dignity and respect.
- You are following behavior plans as cited in a student's IEP and sharing lesson plans with your instructional assistant, as well as your team of teachers you are working with in the 3rd and 4th grade.

As you know, at xxx we strive to provide a high quality education for our students. Proper planning, instruction, and assessment are necessary to ensure student success. I am hopeful that with effort you can improve in this area. If you have any questions about the meeting or summary, please feel free to contact me.

Cc: Local School File

