

COMPLETED CONFERENCE SUMMARY SAMPLE

TO: John Smith

FROM: Jane Rogers, Principal, Kennedy School

DATE:

SUBJECT: **Conference Summary Performance Report**

This is to summarize our conference of March 2, 2002, **concerning** my informal classroom observation conducted on March 1, 2002. **Present at this meeting** was Carl Jones, Assistant Principal.

Facts – What did the employee do? State the evidence of the performance.

During the conference, the following conduct was discussed:

Your classroom bulletin board display had the following spelling errors: “calendar” and “priviledge.”

Rules – What should the employee have done? State the policy/procedure or expectation the employee should have followed.

I reviewed your conduct as it relates to the following directive:

On February 2, 2002, I issued a memorandum to you directing you to be more careful in correctly spelling words in your classroom.

Impact – What is the impact or possible adverse impact of the performance?

I informed you that your conduct negatively impacted the learning process in our classroom ***inasmuch as*** you are a poor spelling model for your students.

Suggestions – What should the employee do to improve performance? Must be clear, include timelines and consequences.

During the conference, I provided you with the following directives and assistance, to take effect immediately:

You are expected to be more careful in spelling words in your classroom and when in doubt check the correct spelling in your dictionary. I offered to provide you with a classroom dictionary from our resource library.

I also informed you that your failure to comply with the above directive will result in the issuance of a formal letter of reprimand.

Knowledge – Knowledge that the document will be placed in their personnel file.

A copy of this letter will be place in your personnel file. You may prepare a response which also will be placed in your personnel file.