

## **Meeting with a Teacher and an Administrator Checklist**

## **NOTES**

### **BEFORE the Meeting**

- Talk to the member FIRST - do they know the nature of the meeting?
  - If NOT you can ask administration what the meeting is about beforehand
- Advise the member to tell the truth!

### **DURING the Meeting**

- Be the notetaker. Go in prepared to write everything down, your job is not to do the fact finding, just protect the interests of the member
- You CAN talk!
  - You can ask clarifying questions
  - You can object to questions that seem improper.
  - You can ask for documentation of allegations.
  - You can ask for breaks
  - You should end the meeting if it becomes confrontational
- DO NOT sign or have the member sign anything without reviewing it with Sam Buck (current NEA Danbury President) or Tom Kennedy (current CEA UniServ) first

### **AFTER the Meeting**

- Be supportive, neutral and not judgmental.
- Contact Sam Buck or Tom Kennedy with any questions  
203-743-6666

