



MONROE COUNTY
 COMMUNITY SCHOOL CORPORATION
 ENGAGE. EMPOWER. EDUCATE.
 DR. JEFF HAUSWALD, SUPERINTENDENT

BOARD OF SCHOOL TRUSTEES

Mr. Brandon Shurr, President
 Ms. Elizabeth Ruh, Vice President
 Mrs. Martha Street, Secretary
 Ms. April Hennessey, Assistant Secretary
 Ms. Erin Cooperman, Member
 Ms. Cathy Fuentes-Rohwer, Member
 Mr. Ross Grimes, Member

ADMINISTRATION

Dr. Markay Winston, Deputy Sup't. of Curr. & Instruction
 Dr. Deb Prenkert, Asst. Sup't. of Elementary Education
 Dr. Erin Stalbaum, Asst. Sup't. of Prof. Learning & HR
 Mr. John Kenny, Director of Business Operations
 Mr. Adam Terwilliger, Director of Finance & Logistics
 Mr. Mitch Bratton, Director of Special Education
 Ms. Alexis Harmon, Director of Ed. Tech. & Communications

Human Resources Department

To: Dr. Erin Stalbaum
 From:
 Employee:
 Reason:
 Date:

1. **Letter of Reprimand:**

2. **Description of the Incident(s):**

3. **Reasoning Behind Reprimand:**

4. **Not Meeting Expectations Because (Policy, Elements, State Statute)**

5. **Future Expectations from Teacher:**

If these items aren't followed, additional reprimands up to and including termination may apply.

I, _____, have read and understand the contents of this letter.

Signatures may not necessarily reflect agreement, but they should reflect awareness of the content of this report.

 Date: _____
 Insert Principal
 Insert School
 Principal

 Date: _____
 Insert Name
 Insert School
 Insert Position Name

Cc

NOTE: Within two weeks, staff members not in agreement with this report may submit a written rebuttal to be attached to this document.