



To:

From:

Through: [ADD ASSISTANT SUPERINTENDENT INFORMATION]

Re: Plan of Improvement Conclusion

Date:

Memorandum

This memo serves as notification that you have failed to successfully comply with all aspects of your Plan of Improvement as outlined. Areas within the plan for which you were determined to be unsuccessful are outlined below:

Item 1, page 4
Item 2, page 5
Item 3, page 5

Based upon your failure to improve your performance at a satisfactory level in [ENTER NUMBER] of the [ENTER NUMBER] areas outlined within the plan of improvement, I am making a recommendation to the Superintendent of Schools for your termination or demotion from your current position as [ENTER JOB TITLE] with Oklahoma City Public Schools for the [ENTER YEAR] school year.

Meanwhile, you are expected to continue your efforts to implement the practices you have begun within this plan of improvement to create a safe and supportive learning environment for the students and staff at [ENTER SCHOOL SITE/DEPARTMENT].

Oklahoma City Public Schools

P.O. Box 36609, Oklahoma City, OK 73136

Phone: 405-587-1000 | web: www.okcps.org



[EMPLOYEE NAME]

Date

[SUPERVISOR NAME]

Date

Cc: [ENTER NAME], Assistant Superintendent- [SECONDARY/ELEMENTARY SCHOOLS]

Brad Herzer, Assistant Superintendent- Human Resources, Safety & Security

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