

KNOX COUNTY SCHOOLS

PROFESSIONAL COMMUNICATION RECORD

Date: 10/19/10 Time: 3:36pm Location: Security for nets
Hq. Bldg. 16th fl (incident)

Conference Participants: Alex Caine
Steve Griffin
Charles Mashburn

Issues(s) Discussed:

Mr. Caine invading personal space of [REDACTED]
and making [REDACTED] feel uneasy by touching [REDACTED] elbow.
Mr. Caine did not remember doing such, but said
he would not do anything to invade [REDACTED] privacy
again in the future. If apology is needed Mr.
Caine is willing to at anytime.

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Follow-up and/or Expectations:

Charles Mashburn
Administrator

10/19/10
Date

Allyson C. Smith
~~Educator~~ Security

The educator's signature acknowledges an opportunity to review the material. It does not necessarily indicate an agreement with the comments. The educator has the right to submit a response to this communication record. If a copy of this communication record is placed in the personnel file, the educator understands that the contents of personnel files are considered public record.

10/19/10
Date

Notes Taken By

J. Smith
Witness

White Copy ☐ Administrator _____
Canary Copy ☐ Personnel File _____
Pink Copy ☐ Educator _____
Photo Copy ☐ Appropriate Supervisor _____
(Check boxes indicating those to whom copies are distributed.)