

8. January Report
Elementary West Officer

1. **Email Address**- My email address is lsherman@psea.org or you can call me at 610-914-4666.
2. **REA Website**- Please visit our website at www.readingea.com
3. **Are You Holding Meetings?**- Thank you Glenside for inviting me to your monthly meeting in December. Let me know when you are meeting so I can pop in if I can.
4. **Lesson Plans**- You will be unsatisfactory if you do not have lesson plans. ***You must have full lesson plans for the next day prior to leaving school as well as two days of skeletal plans!*** This is board policy.
5. **Calling Off Sick**- You must call off prior to 6:45am.
6. **Substitutes or Lack of Subs**- This is a statewide issue. If you have individual building concerns on how this situation is taken care of, first talk to your reps so they can discuss the issue and then the reps can contact me if the issue isn't resolved.
7. **SAC Issues**- If you ***have not*** discussed a building issue with your principal, ***please let us know that.*** Proper protocol is that the issue is discussed with your principal first to try to get a resolution. If that doesn't work we let the principal know that we will put the issue on SAC.
8. **Report Cards**- The grades are due into the system by the end of the day on January 22nd.
9. **Science**- Check your individual account to see if you have more than one grade level for TEs. The district gets charged for each level TE. You should only have access to the grade level that you teach. Let Denise Solecki know if you have TEs that you don't need.

I would like to wish you all a Happy and Healthy New Year!

Respectfully submitted,
Lori Sherman