

8 March Report
Elementary West Officer

1. **Email Address**- My email address is lsheerman@psea.org or you can call me at 610-914-4666.
2. **REA Website**- Please visit our website at www.readingea.com
3. **I Want To Attend Your Meetings**- I would like to come to each building for either your monthly building meeting or your monthly meeting with your principal.
4. **Lesson Plans**- There is Board Policy that states that we must have complete lesson plans for one day and skeletal plans for the following two days. If you do not, ***it is an automatic unsatisfactory rating for your observation.*** There is nothing that the union can do for you in your defense. An administrator can observe you at any time.
5. **Post Observation Feedback**- There is a breakdown in giving and getting feedback after an observation. Please make sure that you do your part. Also, keep us posted if you have not had a meeting within 5 school days since your observation. There is a window of 5-10 school days if there are extenuating circumstances. You must be given all satisfactory ratings if the administrator is out of the timeline.
6. **Check placement on AESOP**-If your placement/grade has changed you need to contact Linda Pelker to change the information.
7. **Allentown St. Patrick's Day Parade**- Come and walk with other union locals from Eastern Region in a parade on Sunday, March 18th. Meet at the Ritz Ice Place at 1:00 in Allentown and wear green!

Respectfully submitted,
Lori Sherman

