

## 4. RHS VP Report

December 2017

Next Building meeting will be 12/6/17 at 3:00 PM in room 310

Current RHS Building reps: Jacob Maurer, Jaquella Alston (RKAA), Steve Hudack, Flora Quevedo, James wright (pending)

- There is a proper protocol to follow when you have a concern, complaint, or would like to file a grievance. You should be contacting a building rep prior to contacting myself or Rebecca. If it is a true emergency, or for discipline contact any person on the list
- Moving forward please utilize the following list when you have an issue, if you contact myself or your non assigned rep first you will be referred to this list:

Department/Building	Building Rep to Contact
RKAA (JCC building)	Jaquella Alston
Gym/FCS/Art/Business/music	Steve Hudak 81067
RKLA day/night/ Science	Jacob Maurer 81156
Social Studies/English	James Wright 81317
Math	Flora Quevedo 81322
All: if assigned rep is unavailable	Jeremy Lowther 81310

Section 30s: If you are called for a section 30 please do not give Ellie a hard time. She is being as fair as possible when assigning section 30s. Some periods just have more teachers on prep than others.

Building conditions: If there are any building concerns please report them immediately and CC Mr. Turman. If they aren't addressed in a timely manner let me know.

Communications between staff:

1. Be mindful of who is around when talking to other staff members. It is unprofessional to discuss other staff members in front of students. There are ears everywhere and comments always get back to an administrator.
2. Be careful what you say to other staff members via email, especially when an administrator is part of the email. Reminder everything put in an email can be used against you, it is a written record. Sometimes it is best not to hit reply all, instead send an administrator their own email. If you have something to say to another member of the staff, which should not be in an email, pick up the phone.

Communication with administrators: If you are asked to write a statement about an incident, run your statement (excluding names) by a rep. Do not admit to anything without first discussing the incident with a rep. You have the right to invoke your Weingarten Rights at any time.

Class sizes: feel free to email me or another rep if you feel your class sizes are getting out of hand. I know some of you are approaching 40 students in a room.

Student discipline: If you send a referral and you are not happy with the discipline decision, come see me. If a student is swearing at you, and the referral is given back stating (what interventions have you tried?). Make a copy, white out all names, and give it to me. This type of behavior is unacceptable and you should not have to deal with it. I am working on compiling a list to give to Mr. Turman.

I will be placing a survey in your mailbox on Monday to determine our building priorities for the new year.

Remember we are all on the same team, look out for each other. Have a great Holiday Season.

Jeremy Lowther

RHS REA VP