

Elementary East Officer Report November 2018

Contact information

- email - evansl@readingsd.org, lindsaymeevans@gmail.com

Elementary teacher day is as follows –

- Monday – 6 hours, 45 minutes (8-2:45)
 - 45 minute meetings may be held on the first 3 **calendar** Mondays of each month, except in September when the meetings may be held on the first 3 **school** Mondays.
- Tuesday – Friday – 7 hours (8-3)

Professional Development days should follow one of the following schedules:

- 8:00-3:00, ½ hour lunch
- 8:30-3:30 ½ hour lunch
- 8:00-3:30 1 hour lunch

If you are scheduled to travel between morning and afternoon sessions an additional 30 minutes is given for travel time.

PVAAS data percentages should be adjusted if a teacher is on maternity leave. This means that if you were on maternity leave during the PVAAS data window all of your students will be *underclaimed*. You should **NOT** be claiming them at 100%!

Teachers who work at multiple buildings should see **ALL** building names on your 82 forms for building level data. Your building data is calculated according to the amount of time you spend at each building.

If you are given an unsatisfactory observation rating, contact your rep immediately.

I would like to attend your monthly meetings. Please let me know when they are!

Respectfully submitted by,
Lindsay Evans