

# Middle School Officer's Report

December 6, 2018

**Please remember to have a lesson plan every day and two skeleton plans available. Don't have a substitute or coverage come in to find no work for the class to do. Also, have an emergency lesson plan with worksheets with your team or secretary of the building.**

When any administrator is issuing discipline, an agenda for the meeting *must* be given 24 hours in advance. Please review and adhere to the progressive discipline policy. If an administrator does not give an agenda call a caucus and reconvene the next day.

When any REA member wishes to seek relief by filing a grievance they should be aware that documentation will be required in order to proceed with such action. If emails are being used as documentation, it is strongly suggested to print them.

Report all problems to your building representatives, so that they can forward them to me in a timely fashion, if they can't be handled in your building. If there is any reason you feel uncomfortable talking to your assigned rep, please feel free to contact me at: 610-914-9949 or [karlcruchjr@gmail.com](mailto:karlcruchjr@gmail.com).

Respectfully submitted,

Karl Ruch [ruchk@readingsd.org](mailto:ruchk@readingsd.org)

Middle School Officer