

Middle School & Secondary Special Education Officer's Report

January 10, 2019

Special Education Meeting is scheduled for January 22, 2019 with the Director. Please forward all concerns to Christine Stauffer or myself.

When a meeting with an administrator begins to get “heated” or “disrespectful”, immediately call a caucus, then notify an officer. The same applies to REA members. Heated and or disrespectful comments/actions shall not be tolerated.

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.

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.

Section 30's- Remember, keep track of your coverages, if and when you are paid for them.

Respectfully submitted,

Karl Ruch ruchk@readingsd.org

Middle School Officer/Special Education- Secondary