

September Report
Elementary West Officer

1. **New Rep Advice**- Take a notebook and write down all information when you are asked to represent someone in a meeting. ***Do not tell anyone private information that you heard in the meeting.***
2. **Email Address**- My email address is lshermanrhs@gmail.com or you can call me at 610-914-4666.
3. **New Principals and VPs**- I would like to be at your first meeting if possible. Please let me know when you are meeting with your building administrators.
4. **REA Website**- Please visit our website at www.readingea.com.
5. **Class Size**- Please let me know if there is an issue of class size within your building. The district will look at numbers and make adjustments based on need and open classrooms within a building.
6. **Planning Time**- Please check your schedule and add up the time to see if you have 180 minutes of planning time each week. Keep in mind that your planning time can not be in 10 minute increments. The minimum time is 30 minutes.
7. **Protocol**- You will need to hold a meeting each month to go over the information given to you at the Representative Meeting. Post the reports on your REA bulletin board. Tell the teachers that they first go to you for help, you can contact me, and you or I will go to the president if needed. Post your name and room number on the REA bulletin board so your members know who to contact. If you don't know the answer, tell them you will look into it for them. Call/text/email me and I will help.
8. **Building Meetings**- I would like to know the dates for your meetings with your members each month. Please send me an email with that information as soon as possible. Thank you for accepting this very important role.
9. **Physicals**- You are eligible for one physical each year. You must get your physical prior to June 30th each year to get two months of your health insurance paid for by the district. The physical does not have to be a year and a day from your last visit.
10. **Reading Berks Schools Employees Credit Union**- Please let members know that we have a credit union located at 2120 Hampden Blvd. The phone number is 610-921-1003. You will need to go to the Credit Union to sign up as a new member. Call the number for business hours. The Credit Union is run by retired teachers. You can get money taken out for a savings account from your pay. It's the easiest way to save money.
11. **Save the Date**- Eastern Region Fall Festival will be Saturday, November 9th. More information to follow!

Welcome back and I look forward to working with you this year!

Respectfully submitted,
Lori Sherman