

January Report
Elementary West Officer

1. **Email Address**- My email address is lshermanrhs@gmail.com or you can call me at 610-914-4666.
2. **REA Website**- Please visit our website at www.readingea.com
3. **Lesson Plans**- You will be unsatisfactory if you do not have lesson plans. **You must have full lesson plans for the next day prior to leaving school as well as two days of skeletal plans!** This is board policy.
4. **SAC Issues**- If you **have not** discussed a building issue with your principal, **please let us know that**. Proper protocol is that the issue is discussed with your principal first to try to get a resolution. If that doesn't work we let the principal know that we will put the issue on SAC.
5. **Report Cards**- The grades are due into the system by the end of the day on February 3rd.
6. **Kindergarten Unit Test**- These tests can be used for report card grades if you so choose. There is still a lot of one on one testing due to the nature of the report card. Report cards are due for an overhaul for next year at all grade levels.
7. **Martin Luther King, Jr. Day**- I did ask if MLK Jr. Day could be changed to a snow make-up day. Dr. Mumin said that this would be impossible this year since it would require board approval and the next board meeting would be after that day.

I would like to wish you all a Happy and Healthy New Year!

Respectfully submitted,
Lori Sherman